Registration Procedure

New students, and those who have not been enrolled for more than two semesters, must complete the Admission Process at www.richland.edu/admission before being eligible to register for courses.

- Step 1: Review your academic progress, contact your academic advisor with questions
- Step 2: Register for classes
  - online (https://my.richland.edu)
  - in person (at the Workforce Development Institute)
  - phone (217.875.7200)
- Step 3: Pay your tuition and fees or discuss a payment plan.

*You may be dropped from courses due to lack of payment if you have not made financial arrangements at least two weeks prior to the start of term.

How to Read the Course Schedule

To search this document for a specific course, location or keyword, hold down CTRL and F and type in the search box.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 100</td>
<td>Accounting Fundamentals</td>
<td>[3 Credits]</td>
</tr>
</tbody>
</table>

**Accounting**

- Section: 02
- Instructor: Reynolds
- Begin/End Dates: 9/15/2014 - 12/12/2014
- Course Days: M-T-R
- Start Time/End Time: 5:30 p.m. - 7:20 p.m.
- Location: South Wing

Important Dates

- 4/6/2015 - Current Student Registration
- 4/13/2015 - New/Returning Student Registration
- 6/1/2015 - Classes Begin
- 6/8/2015 - Last Day to Drop
- 7/21/2015 - Last Day to Withdraw with a "W"

Tuition & Fees

www.richland.edu/tuition

Financial Aid & Scholarships

Information on financial aid can be found at www.richland.edu/finaid. Scholarship info is at www.richland.edu/foundation/scholarships.

Canvas Online Orientation

Students enrolled in courses using Canvas are required to complete a one-time online orientation.

Registration Questions

For questions related to admissions, course prerequisites, how to drop and a wide range of other topics go to www.richland.edu/enroll or call 217.875.7200.
Basic Nurse Assistant

HLTH 141  Nurse Assistant Training [8 Credits]
Prerequisite: meet eligibility requirements for admission to the College, be at least 16 years of age, and successfully complete Nurse Assistant reading pre-test or demonstrate 8th grade reading level by an approved exam. All students who register for the program must complete the Illinois Healthcare Worker Background Check-Uniform Conviction Information Act (Public Act#89-197).

<table>
<thead>
<tr>
<th>CL</th>
<th>Forbes, B</th>
<th>4/20/2015 - 6/30/2015</th>
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<tbody>
<tr>
<td></td>
<td>8:00a - 12:30p</td>
<td>Clinton Higher Ed Center</td>
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<td>WR ---- 8:00a - 12:30p</td>
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