

### Registration, Advising and Financial Aid Services

Located in the Workforce Development Institute (WDI), on the east side of campus, until further notice

#### 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](http://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.

Accounting			
COURSE NUMBER	COURSE TITLE		CREDIT HOURS
ACCT 100	Accounting Fundamentals		[3 Credits]
SECTION	INSTRUCTOR	BEGIN/END DATES	
02	Reynolds, J	9/15/2014 - 12/12/2014	
COURSE DAYS	START TIME/END TIME	LOCATION	
--T-R-- M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday	5:30 p - 7:20 p	South Wing (room numbers will appear on student's schedule)	

#### Tuition & Fees

[www.richland.edu/tuition](http://www.richland.edu/tuition)

#### Financial Aid & Scholarships

Information on financial aid can be found at [www.richland.edu/finaid](http://www.richland.edu/finaid). Scholarship info is at [www.richland.edu/foundation/scholarships](http://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](http://www.richland.edu/enroll) or call 217.875.7200.