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 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>

<table>
<thead>
<tr>
<th>SECTION</th>
<th>INSTRUCTOR</th>
<th>BEGIN/END DATES</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Reynolds</td>
<td>9/15/2014 - 12/12/2014</td>
<td>South Wing</td>
</tr>
</tbody>
</table>

Canvas Online Orientation

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

Important Dates

11/3/2014 - Current Student Registration
11/10/2014 - New/Returning Student Registration
1/12/2015 - Classes Begin
1/23/2015 - Last Day to Drop
5/8/2015 - 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.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 222</td>
<td>Advanced Creative Writing</td>
<td>3</td>
<td>ENGL 120 or equivalent competencies</td>
</tr>
</tbody>
</table>

**Schedule:**

- **Time:** 6:00p - 8:50p
- **Location:** Fairview Park Plaza
- **Dates:** 1/12/2015 - 5/15/2015