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 success coach with questions.
- **Step 2:** Register for classes
  - online (https://my.richland.edu)
  - in person
  - 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.*

Instructional Method

**IN PERSON** Classes: Receive all of your instruction face-to-face

**ONLINE** Classes: Receive all instruction and assignments online with specific due dates as outlined by the Instructor.

Instructors might provide opportunities for live virtual sessions

**ONLINE LIVE** Classe: Mandatory time when the Instructor and students are online together

**HYBRID** Classes: Combination of face-to-face and ONLINE or ONLINE LIVE instruction

Important Dates

- 3/30/2020 - Current Student Registration
- 4/6/2020 - New/Returning Student Registration
- 8/17/2020 - Classes Begin
- 8/27/2020 - Last Day to Drop
- 12/4/2020 - 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.
## Commercial Driver's Lic

### CDL 1000  Tractor/Trailer Driver Training  [7 Credits]

- **CDL 1005 and ability to read and write the English language, 18 years or older, physically meet Federal Department of Transportation guidelines, possession of a valid driver's license at time of registration, possession of a current Motor Vehicle Report**
- **Credits:** 50
- **Location:** Gorenz, N
- **Dates:** 8/3/2020 - 9/1/2020
- **Time:** MTWRF 8:00 a - 4:30 p
- **Location:** Richland Main Building

## Communication

### COMM 101  Public Speaking (IAI:C2 900)  [3 Credits]

- **Eligibility for ENGL 101**
- **Credits:** V1
- **Instructor:** Stephens
- **Dates:** 7/27/2020 - 8/16/2020
- **Location:** Online

## Health

### HLTH 110  Cardio Pulmonary Resuscitation  [0.5 Credits]

- **Credits:** 01
- **Instructor:** Minton
- **Dates:** 8/15/2020 - 8/15/2020
- **Time:** ------S 8:30 a - 5:00 p
- **Location:** South Wing

## Osha Courses

### OSHA 1028  10HR General Industry Outreach  [0.5 Credits]

- **Credits:** 30
- **Instructor:** Schwalbe
- **Dates:** 8/8/2020 - 8/20/2020
- **Time:** --TWR-- 6:00 p 4:00 p
- **Location:** Online

### OSHA 1031  Aerial Lift Training  [0.5 Credits]

- **Credits:** 30
- **Instructor:** Schwalbe
- **Dates:** 8/4/2020 - 8/4/2020
- **Time:** --T---- 8:00 a - 5:00 p
- **Location:** Akorn Pharmaceuticals