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](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.
Commercial Driver's License

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
50  Gorenz, N  8/3/2020 - 9/1/2020
-MTWR-  8:00 a - 4:30 p  Richland Main Building

Communication

COMM 101  Public Speaking (IAI: C2 900)  [3 Credits]
eligible for ENGL 101
V1  Stephens  7/27/2020 - 8/16/2020  Online

Health

HLTH 110  Cardio Pulmonary Resuscitation  [0.5 Credits]
01  Minton  8/15/2020 - 8/15/2020
---S  8:30 a - 5:00 p  South Wing

Osha Courses

OSHA 1028  10HR General Industry Outreach  [0.5 Credits]
30  Schwalbe  8/8/2020 - 8/20/2020
--TWR--  6:00 p - 10:00 p  Online

OSHA 1031  Aerial Lift Training  [0.5 Credits]
30  Schwalbe  8/4/2020 - 8/4/2020
--T----  8:00 a - 5:00 p  Akorn Pharmaceuticals