Registration, Advising and Financial Aid Services

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
10/18/2021 - Current Student Registration
10/25/2021 - New/Returning Student Registration
1/13/2022 - Classes Begin
1/26/2022 - Last Day to Drop
5/6/2022 - 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.
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