

## 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](http://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

- 3/31/2025 - Current Student Registration
- 4/7/2025 - New/Returning Student Registration
- 6/2/2025 - Classes Begin
- 6/5/2025 - Last Day to Drop
- 7/22/2025 - 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).

### 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--<br>M-Monday<br>T-Tuesday<br>W-Wednesday<br>R-Thursday<br>F-Friday |                         | 5:30 p - 7:20 p        | South Wing<br>(room numbers will appear on student's schedule) |

### 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.

# Summer 2025 Intersession Classes



## Communication

**COMM 101 Public Speaking (IAI:C2 900)**  
*eligibility for ENGL 101*

**[3 Credits]**

V1                      Stephens                      5/12/2025 - 6/2/2025                      Online