

**River Valley Community College**  
**One College Drive, Claremont, NH 03743-9707 (603) 542-7744**  
**310 Marlboro Street, Keene, NH 03431 (603) 357-2142**

## **Registration Process for Students** **Summer & Fall Semesters 2009**

1. The Summer Semester 2009 and Fall Semester 2009 Course Schedules and registration paperwork will be available on the College website (rivervalley.edu) as of **March 16**. Schedule and registration materials will also be available in the Falcon Room (by back entrance) at RVCC-Claremont and at the Keene Academic Center. The semesters are color-coded: yellow for Summer Semester and green for Fall Semester.
2. Read the Refund/Withdrawal Policy for each semester carefully.
3. Fill in the appropriate semester registration form(s). Do not combine two semesters on one form. Make sure that your classes do not overlap and that you have met all prerequisites/corequisites.
4. Obtain the signature of your program director, academic advisor, or admissions counselor.
5. Current matriculated and newly matriculated students may leave their registration forms in the locked registration box in the One-Stop lobby area (by the Library) at RVCC-Claremont or at the Keene Academic Center **on or after March 23**. If your registration form(s) is complete and your program director/advisor has signed the form(s), you may fax it to RVCC-Claremont (Attn: Registrar's Office) at (603) 543-1844. Registration forms received before March 23 will be returned to the student.
6. Note: If you have a financial hold or a library hold, your course registration will not be processed and will be returned to you. If you have any questions, check with the Business Office or the Librarian before submitting your registration form.
7. You must fulfill your financial obligation two weeks before the first day of the semester (**deadline is May 12 for Summer Semester and August 17 for Fall Semester**) by:
  - a. Making payment in full (check, VISA, MasterCard, Discover).
  - b. Paying via E-Cashier or completing a NBS Payment Plan Agreement. (Information is available thru the College website: rivervalley.edu and click on E-Cashier link.)
  - c. Have financial aid award letter & deferment form submitted.  
(See other side of this form for information on payment plans and financial aid.)
  - d. If you do not fulfill your financial obligations before the deadline dates (as noted above), your registration will be voided and your classes deleted.**

Drop-off registration for current matriculated and newly matriculated students for Summer Semester 2009 and Fall Semester 2009 begins March 23. Currently enrolled non-matriculated students may also submit completed registration paperwork during that time, but matriculated students will be given registration priority until April 21 for Summer Semester and July 14 for Fall Semester.

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## **Consortium Agreement**

A Consortium Agreement is for financial aid recipients. It allows students to take classes at our six sister campuses. The Consortium Agreement serves two purposes. The first being the course(s) are approved as part of your program and meet graduation requirements. Secondly, it lets the host institution know you have financial aid to cover the cost of the class(es). The Consortium Agreement and instructions are available in the Financial Aid Office or online at [www.rivervalley.edu/financialaid/html](http://www.rivervalley.edu/financialaid/html). Consortium Agreements need to be completed two weeks prior to the start of classes.

## **Payment Plans**

Responsibility for payment of tuition and fees rests upon the student. Payments for non-credit courses are due in full upon registration. Payments and/or payment arrangements for credit courses are due two weeks prior to the beginning of the semester. (Deadline is May 12 for Summer Semester and August 17 for Fall Semester.) Payment options include Payment Plans, Federal Financial Aid, and Scholarships, available to assist students with their financial obligations to the College:

**Payment Options** – River Valley Community College offers two payment options to cover tuition and fees:

1. Payment in full can be made via E-Cashier (accessed via the College website: [www.rivervalley.edu](http://www.rivervalley.edu)) or directly at the Claremont Business Office or Keene Academic Center. E-Cashier accepts credit or debit card payments. Payments can also be made directly at the Claremont Business Office or Keene Academic Center with check, MasterCard, Visa or Discover card. Cash payments must be made at the Claremont Business Office.
2. NBS Payment Plan offers an interest-free payment option for students. NBS can be accessed on-line ([www.rivervalley.edu](http://www.rivervalley.edu) and click on E-Cashier link) or at the Claremont Business Office.

Federal Financial Aid and Scholarships are also available for qualified students. Financial Aid Awards and a completed Financial Aid Deferment form are due May 11 for Summer Semester and August 18 for Fall Semester. For more information, call or visit a Financial Aid Representative in Claremont (Monday through Friday) or at the Keene Academic Center (Fridays only).

***STUDENTS REGISTERING ON OR AFTER MAY 12 FOR SUMMER SEMESTER OR AUGUST 17 FOR FALL SEMESTER MUST HAVE APPROVED PAYMENT ARRANGEMENTS AT THE TIME OF REGISTRATION.***