

### Registration Process

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Registration Options:

#### **ONLINE: Web Registration (Returning and New Students)**

- Online registration is available 24/7 through the week of **January 8, 2017** in the Student Portal.
- Students can register online via their [student portal](#) under “Registration”.
- Students can accept/deny financial aid awards via their [student portal](#), under Financial Services - “My Award Letter”. Students are packaged with their maximum awards based on their FAFSA and enrollment hours. Any adjustments/cancellation for aid must be submitted by the student, in writing/email, to the Student Financial Service Office ([sfs@rc.edu](mailto:sfs@rc.edu)).
- Students may view their billing statement via their [student portal](#) under Billing - “My Billing/Ledger”. Students are not required to make payment during initial registration. If you register for a different amount of hours than submitted, please allow 24-48 hours to receive an email or letter correspondence that an updated financial aid award letter and billing balance is available for your review.
- Students may choose payment intentions online under “My Billing/Ledger”. Payment options for balances due after financial aid include; Pay in Full, Payment Plan and/or Third Party. Payment in full or the first installment of the payment plan is due by **January 8, 2017** (details on payment method options are outlined below). Questions concerning financial aid should be directed to 248-218-2038 or [jbristow@rc.edu](mailto:jbristow@rc.edu)

### Student Financial Services

- Financial Aid
  - All necessary paperwork—especially FAFSA for those using loans for their tuition—should be submitted and approved. You can contact the Financial Aid office for questions or assistance by calling 248.218.2038 or by email [jbristow@rc.edu](mailto:jbristow@rc.edu)
  - Scholarships are awarded through the Graduate School of Religion, not the Financial Aid office. Graduate Scholarship Applications can be obtained by calling 248.218.2300 or by email [mlove@rc.edu](mailto:mlove@rc.edu)
  - **For new students** if you intend to use financial aid of any type and you did not already file your FAFSA for the 2015-2016 academic year, you must complete the FAFSA form. You must have completed and received a Student Aid Report before going to Student Financial Services. Generally, you will need to have completed and submitted your FAFSA two weeks before you come to register. New loan borrowers will need to complete the loan promissory note and entrance counseling online. You will need your driver’s license, your FSA ID and password, and the names, full addresses and phone numbers for two references to complete the promissory note.
    - The web site for the entrance counseling AND the loan promissory note is [www.studentloans.gov](http://www.studentloans.gov).
- Payment Arrangements  
To complete registration you will have to provide the Student Financial Services office with:
  - **Documentation of scholarships or loans if it is NOT awarded through Rochester College**
  - **Employer assistance:** If your account is to be paid through employer assistance, you must submit documentation of your eligibility or a voucher from your employer with your registration paperwork (Complete and submit the Third Party Assistance Policy enclosed).
  - **Personal Payment:**
    - Check/money order – make payable to Rochester College and mail or bring to the Business Office.
    - Credit card payment may be called in to the Business Office. Call the cashier at 248-218-2053. RC accepts Visa, MasterCard, Discover, and American Express.
    - Semester Payment Plan - The College offers a payment plan that allows you to pay one-third of the total semester bill at registration and the remainder in three equal monthly payments due on the dates indicated below. There is a one time, \$60 fee, per semester, for use of the payment plan. Late payments are subject to a late fee of \$35

Initial Payment	January 9, 2017
First Installment	February 15, 2017
Second Installment	March 15, 2017
Third Installment	April 15, 2017

You are not required to make a payment during your initial registration; however, payment is expected by the payment deadline on **January 9th**.

### Information, Policies, & Deadlines

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## Tuition and Fees

This fee schedule is for **Spring 2017** within the Master of Religious Education

Tuition	\$621.00 per credit hour
Application Fee	\$40 non-refundable one-time fee
Audit Fee	\$65 per semester hour
Course Change Fee	\$15 per course
Graduation Fee	\$130 for Master of Religious Education
Late Payment Fee	\$40
Payment Plan Fee	\$65
Portfolio Defense Fee	\$30

**Textbook Information:** Rochester College has partnered with MBS Direct, the largest online college bookstore system in the nation, to provide textbooks for the students of Rochester College. Fall semester textbooks are scheduled to be available through the online store by July 13, 2015. The online store offers new books, used books, and e-books 24 hours a day and 7 days a week. The online store site includes textbook information for each course, including titles, ISBNs, and pricing. Textbooks are not sold on the campus. You can access the online store from <http://www.rc.edu/pages/campus-store/>.

If you have sufficient financial aid to cover the cost of your textbooks, you may purchase books with a voucher through the online store. Any student that has a credit balance after financial aid awards are packaged will receive a bookstore voucher. Students will receive an email with instructions on how to purchase textbooks using this voucher from our MBS direct online bookstore. If a student would like to opt out of the bookstore voucher, an email would be required to be sent to their Financial Service Advisor. At that point, the Financial Service advisor will cancel the voucher and the student will receive a refund check once all aid has been posted to their student account.

You may also obtain a voucher to purchase school supplies and sportswear in the campus store. You may ask for a campus store voucher when obtaining your textbook voucher from Student Financial Services, or any other time you have a credit balance on your account. If you have questions, please contact the Student Financial Services Office.

## Grades

Grades may be viewed on your student portal at <https://my.rc.edu/student/login.asp> after you complete the online course evaluation. Grades are due the Tuesday following the semester end.

## Graduation Applications

Graduation applications may filled out online through your student portal <http://www.my.rc.edu> under the "online applications and forms" tab. This form should be submitted along with your course registration at the beginning of the semester. Graduation applications for the spring must be received no later than **February 1, 2017**.

## Cancelled Courses

The registrar's office reserves the right to cancel a course with less than 5 students pre-registered. If your class is cancelled, you will be notified. Occasionally, classes are cancelled that would have remained had all participants registered on time. Make sure that your classes do not get cancelled simply because you failed to register on time.

## Drops, Refunds, and Withdrawal Policies (Withdraw-attended, Drop-did not attend)

**Add Policy:** Students may add courses without instructor permission before the start date of courses. After the start date of courses, students must ask the instructor and the Director of MRE for approval to add the course.

**Refund Policy:** Tuition refunds for **complete withdrawal from all courses** during a semester are calculated by the refund table found in the MRE catalog. Financial Aid refunds are calculated by federal refund policy. There are financial consequences for withdrawing from college, including adjustments in financial aid awards that might leave you responsible for remaining charges on your account. Please consult the Student Financial Services office to determine the financial ramifications of complete withdrawal. To withdraw from school please fill out the drop form on the Student Portal.

Students who withdraw from a course but remain enrolled in other courses may receive a refund for the withdrawn course(s) based upon the refund table found in the MRE catalog. Any classes withdrawn/dropped or added on or after the start date of the semester will be charged a course drop fee.

Students should be aware that a change in course load may adversely affect financial aid awards and should consult Student Financial Services prior to dropping a course.

**Please see the withdrawal policy (below) regarding the last date to withdraw from a class.**

**Administrative Drop:** The only time students are administratively dropped is if they never attended a course. All administrative drops are charged a course change fee.

### **Refund Schedule for One-Week Intensive Course (THL 5863)**

The following refund periods apply	Refund
Before January 9, 2017	100%
On the first day of class (January 9, 2017)	90%
On the third day of class (January 11, 2017)	50%
On the fifth day of class (January 13, 2017)	25%
On or after January 14, 2017	0%

**Withdrawal Deadline:** A "W" will be assigned to any course a student has attended. The last date to withdraw and receive a "W" is January 12 for THL 5863.

### **Refund Schedule for Online Courses (MIN 5833, THL 5893, and BIB 5173, BIB 5313)**

MIN 5833 and THL 5893	BIB 5173 and BIB 5313	Refund
Through January 14, 2017	Through February 25, 2017	100%
January 15-21, 2017	February 26-March 4, 2017	90%
January 22-28, 2017	March 5-11, 2017	50%
January 29-February 3, 2017	March 12-17, 2017	25%
After February 3, 2017	After March 17, 2017	0%

**Withdrawal Deadline:** A "W" will be assigned to any course a student has attended. The last date to withdraw and receive a "W" is: February 10, 2017 for MIN 5833 and THL 5893, and March 27, 2017 for BIB 5173 and BIB 5313.

**Online Courses**

Online classes are 9 weeks in length. Students will be expected to participate actively in the online course a minimum of three days each week.

Online courses may be accessed any time, night or day.

Students will need access to a computer with at least:

- 1.5 GHz processor (or faster),
- 512 MB of RAM,
- Microsoft Word 2003 or 2007 (or newer),
- Internet access (High-Speed recommended),
- Rochester College computer network account.
- Students should allow as much or more total time than a regular classroom course would require.

Students access online courses through the Moodle course management system by logging into the following website:

<https://my.rc.edu/student/login.asp> Students are responsible for knowing how to use the Moodle system—a Moodle tutorial can be received by attending the opening orientation in the fall semester, or in the spring semester by setting up an appointment with the graduate office.

**Important Numbers & Emails**

		<u>Phone Numbers</u>	<u>Fax Numbers</u>	<u>E-mail Address</u>
<b>Student Development:</b>	Katelyn Hargrave	248.218.2041	248-218-2095	khargrave@rc.edu
<b>Academic Services:</b>	Jody Fleischhut	248.218.2091	248-218-2045	jfleischhut@rc.edu
<b>Student Financial Services:</b>	Jessica Bristow	248.218.2038	248-218-2055	jbristow@rc.edu
<b>Graduate School:</b>	Mark Love	248.218.2300	248.218.2055	mlove@rc.edu

