



Fall 2010 Registration Bulletin



**FACTS Payment Plan available
at www.rpccc.edu.**



**Dates and times for course
scheduling are determined
by your enrollment classification.**

Look inside for details.

Fall 2010 General Registration Information

Courses Change Numbers: BIOL 1200 & 1210 are now BIOL 1201/1201L & 1202/1202L

Previously, the biology sequence for science majors RPCC has been offered as two four-credit hour courses, BIOL 1200 and 1210. Both of these classes included a lecture and lab components. These courses are now being split apart so that the lectures and labs will be offered as separate classes, and the courses will be renumbered. BIOL 1200 will now be offered as BIOL 1201 (3-credit hour lecture) and BIOL 1201L (1-credit hour lab), and BIOL 1210 will become BIOL 1202 (3-credit hour lecture) and BIOL 1202L (1-credit hour lab).

Registration Periods

For most categories of students, there are two distinct registration periods: early and late. Both are described below, and the specific dates for these periods are provided in the section entitled "Registration Procedures by Enrollment Classification."

Early Registration

Early registration begins well in advance of the upcoming semester and proceeds in three phases based upon enrollment classification: 1) approved December 2010 degree candidates; 2) all continuing students; and 3) reentry, transfer, and new freshmen students. August 6 is the payment deadline for students who register during this period. Students who fail to meet this payment deadline will be charged a \$25 late fee and may have their schedules purged.

Late Registration

Students who register on or after August 7 are considered late registrants and will be charged a \$25 late fee. Those who schedule during this period must pay tuition and fees on the day that they schedule classes.

Please note that you are not considered "registered" until tuition and fees have been paid. Thus, students needing verification of enrollment for the upcoming semester must pay their tuition and fees before verification can be provided.

Student ID ("89") Numbers on Registration Form

All RPCC students have a randomly assigned, nine-digit ID number. Each student's ID number begins with the numbers "89." To protect your personal information, it is highly recommended that you use this number on your registration form.

You can find your RPCC ID number on most RPCC documents (e.g., feebills, grades, semester schedules, academic histories) and in the "Personal Information" section of your Blackboard account. Continuing students can follow these directions to access this number through Blackboard:

- Go to <http://lctcs.blackboard.com/> and log on.
- Click on "Personal Information," which is the first item listed in the box labeled "Tools."
- Click on "Edit Personal Information."
- Your RPCC ID number is in the box labeled "Student ID."

Account Holds

Students will have a hold placed on their RPCC accounts when they are late paying tuition and fees, returning library books, submitting admission documents, etc. Students with account holds are generally not permitted to schedule classes for the upcoming semester until the holds have been resolved. Students who attempt to schedule when they have a hold will have their registration forms rejected, and they will be required to submit a new form once their hold has been cleared.

Service Learning Courses

Service learning courses provide students with structured learning experiences that include participation in activities that serve the community. This linking of academic studies to real-world issues serves to enrich the learning experience. Over the course of the semester, students enrolled in these courses will be expected to complete approximately four to six hours of volunteer service in the community. Service learning courses are identified as such in the Schedule of Classes included in this bulletin.

Course Load Limits

Regularly enrolled RPCC students are permitted to schedule a maximum of **19 credit hours for a fall or spring semester** and 10 hours for a summer semester. The number of credit hours assigned to each course can be found in the "Course Descriptions" section of the RPCC General Catalog, available online at www.rpcc.edu.

Online Courses

At RPCC, online courses are delivered in two different ways: 1) directly through RPCC and 2) through RPCC by way of LCTCS Online. As noted in the following paragraphs, the registration process for online courses varies according to the delivery method.

Courses Directly through RPCC

A small number of courses are offered directly through RPCC. These courses are marked as online courses in the Registration Bulletin and can also be identified by their section code, which will begin with the letter "E." Students who have been admitted to RPCC and who wish to sign up for these classes must first pass an online pretest. This fifteen-minute pretest is designed to determine if a student has the minimum computer literacy skills needed for success in an online class. To complete this pretest, go to <http://www.rpcc.edu/onlineCourseInfo.cfm>. The Library will e-mail students to notify them of their pretest results. Only after passing this test will students be allowed to schedule online courses.

Courses through RPCC by Way of LCTCSOnline

LCTCSOnline provides a single web site where students can register for and take online courses offered by RPCC and other community colleges across the state. Students who wish to take online courses through this mode of delivery must go to <http://www.lctcsonline.edu/> to apply and register for LCTCSOnline courses. You may also visit this web site for more information about LCTCSOnline.

Please note that LCTCSOnline courses follow a separate academic calendar. Thus, the registration dates (and all other dates on RPCC's academic calendar) listed in the bulletin do not pertain to LCTCSOnline classes. You must refer to www.lctcsonline.edu for the academic calendar for LCTCSOnline courses.

Once available, the list of LCTCSOnline courses will be posted at the end of the fall schedule of classes. These courses are noted as LCTCS Online courses and can also be identified by their section code, which begins with the letter "Z."

Financial Aid

All students who wish to apply for the Federal Financial Aid programs (Pell Grant and Stafford Loans) for the fall 2010 semester must complete the 2010--2011 FAFSA form. This form may be completed online at www.fafsa.ed.gov. The school code for RPCC is **037894**.

Parking and ID Cards

Parking

All RPCC students must properly display a parking decal by the last day to add classes during their first semester at RPCC. Decals must be affixed to the rear window. Students may obtain a parking decal during freshman advising or through the Office of Student Services located in Building C.

LTC students do not need an RPCC parking decal and may instead use the parking tag or sticker issued by their campus.

Parking in “handicapped-only” spaces requires a valid handicap parking permit and/or a Louisiana Office of Motor Vehicle issued identification card. RPCC does issue temporary medical permits for those who require short-term medical parking. Medical documentation confirming a medical condition must be presented at the time of application.

ID Cards

Every registered RPCC student must obtain an ID card to use Library Services. Students may obtain an ID card during freshman advising or through the Office of Student Services located in Building C.

Library Services

Library Services consists of both the Library and the Learning Resource Center. Both have study tables and computers for student use. Books, videos, DVDs, CD-ROMs, and calculators can be checked out at the Service Desk in the Library. Books have a loan period of 28 days, and videos, DVDs, CDs, and calculators may be checked out for 2 days.

Students can access the Library’s online resources anytime from a computer via RPCC’s homepage, <http://www.rpcc.edu>. Just click on “**Library**.”

The Library has a copier and a printer for student use at 10¢ per page. Print cards are necessary and must be purchased with a one-dollar bill from a card dispenser located in the Library.

Accommodations

In compliance with the Americans with Disabilities Act (ADA), the Office of Counseling Services coordinates accommodations and services for students with *documented* disabilities. Students with disabilities that affect academic functioning may contact this office at (225) 675-8270 to find out more about applying for accommodations.

Students who are already registered for services with and approved for accommodations by the Office of Counseling Services must fill out the Semester Accommodations Request Form (www.rpcc.edu, Current Students, Disability Services) each semester in order to receive their accommodation letters. This form can be completed once the student has scheduled classes for the upcoming semester.

Textbook Information

Students may purchase textbooks from any bookseller of their choosing. Below are some of the vendors from whom our students have purchased books.

Chimes Textbook Exchange

426 North Burnside (located on Hwy 44—across from East Ascension High School’s football field)
Gonzales, LA 70737
(225) 644-3780

www.half.com

An ISBN # is required and may be obtained from RPCC’s booklist, which is available in the Office of Student Services or online, www.rpcc.edu.

www.amazon.com

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Registration Procedures by Enrollment Classification

New Freshmen

The Office of Student Services will contact all new freshmen once admitted and will provide them with instructions for placement testing (if needed), orientation, and course scheduling.

Re-entry and Transfer Students

The Office of Student Services will contact all re-entry and transfer students once admitted. Re-entry and transfer students must attend a group scheduling session in order to sign up for classes. (See section entitled "Group Scheduling Dates and Times" for details.) If needed, help with course selection will be provided at the group scheduling session.

| Registration Schedule for Transfer and Re-entry Students | | |
|----------------------------------------------------------|---------------------|----------------------------|
| <i>Registration Period</i> | <i>Dates</i> | <i>Registration Method</i> |
| Early | June 29-August 6 | group scheduling ONLY |
| Late | August 9-August 13 | group scheduling ONLY |
| | August 16-August 20 | WALK-INS ONLY |

LTC-Ascension (A) and Reserve (R) Students

For registration dates and procedures, please contact the campus that you attend (either Ascension or Reserve).

Early Start (formerly "LA Dual")/RPCC Dual Students

Contact RPCC's Office of Admissions at 225-675-8270 for more information.

Continuing Students

Students enrolled at RPCC during the spring 2010 or summer 2010 semester may schedule classes using any of the methods below. Please note that online and drop-off registration will be available only during early registration and may be cut off early if a significant number of courses become full.

Group Scheduling—Students who need help with course selection *must* attend a group scheduling session. (See the section entitled "Group Scheduling Dates and Times" for details.) Stop by or call Student Services (225) 675-8270 to register for a scheduling session. Advance registration is required.

Online Registration—If you know which classes you want to take, you may fill out your registration form online. This option is available on the RPCC website—www.rpcc.edu, Course Schedules, Online Registration.

Drop-off Registration—If you know which classes you want to take, you may complete the Registration Form found in this bulletin and drop it off at the Office of Student Services (Building C).

| Registration Schedule for Continuing Students | | |
|-----------------------------------------------|---------------------|----------------------------------|
| Registration Period | Dates | Registration Method |
| Early | June 11-June 13 | online/drop-off ONLY |
| | June 14-July 30 | group scheduling/online/drop-off |
| | August 2-August 6 | group scheduling ONLY |
| Late | August 9-August 13 | group scheduling ONLY |
| | August 16-August 20 | WALK-INS ONLY |

Important Reminders

1. **When building an initial fall schedule, only continuing students can use online and drop-off registration.** A continuing student is one who is regularly enrolled at RPCC during the spring 2010 or summer 2010 semester. (Cross-enrolled and dually-enrolled students cannot use online or drop-off registration.)
2. ***SCHEDULE CHANGES:*** Continuing, re-entry, transfer, new freshmen, visiting, and non-matriculating students who have scheduled classes for the fall can use the online schedule change form to make schedule changes. These students may also, when wishing to make schedule changes, complete and drop off an Add/Drop Form with the Office of Student Services.
3. Students who want to take online courses must first pass the online pretest, <http://www.rpcc.edu/onlineCourseInfo.cfm>, before attempting to schedule an online course.
4. Classes begin on Monday, August 23! See the Academic Calendar for other key dates.

How to Prepare for a Group Scheduling Session

If earning a degree at RPCC, fill out your degree audit (i.e., curriculum sheet) so that you can see what courses you still need. Degree audits are available online (www.rpcc.edu) and in the Office of Student Services. As you are completing your degree audit, it may be helpful to have a copy of your academic history, which shows all courses completed as well as those in progress. This may be obtained from the Office of Student Services (Building C) with an RPCC or other official picture ID.

If transferring to another institution:

1. Go to the transfer institution's web site and locate their catalog online. Then, look through the catalog to find your chosen curriculum or degree program. Print a copy of the curriculum, and bring it with you to your group scheduling session.
2. Go to the Louisiana Board of Regents Statewide web site, <http://www.regents.la.gov>, and select "Data and Publications" on the left navigation bar. On the next page, scroll down to the current copy of the Master Course Articulation Matrix. This document helps to identify some general education, natural science, and business courses that transfer between institutions. RPCC staff will also be available during the advising session to help you with this. You may wish to print your own copies of the matrices.

Group Scheduling Session Dates and Times

Once admitted, **re-entry and transfer students** will be contacted by the Office of Student Services and instructed to sign up for a scheduling session. **Continuing students** must call (225) 675-8270 or come by the Office of Student Services to register for a session.

The dates and times below are tentative and subject to change. Please make sure to arrive at the beginning of the session. If you are not able to attend, please call and re-schedule.

| Month | Date | Student Group | Day | Arrival Times | Location |
|-------|-------------------------------------------------------------------------|------------------------------------------|-----------------|-----------------|----------|
| June | 14 | Continuing | Monday | 2:00 & 2:30 PM | C118 |
| | 15 | | Tuesday | 9:30 & 10:00 AM | |
| | 16 | | Wednesday | 2:00 & 2:30 PM | |
| | 17 | | Thursday | 9:00 & 9:30 AM | |
| | 21 | | Monday | 2:00 & 2:30 PM | |
| | 23 | | Wednesday | 2:00 & 2:30 PM | |
| | 24 | | Thursday | 9:00 & 9:30 AM | |
| | 24 | | Thursday | 2:00 & 2:30 PM | |
| | 28 | Monday | 9:30 & 10:00 AM | | |
| | 29 | Continuing, Re-entry, and Transfer | Tuesday | 9:30 & 10:00 AM | |
| | 29 | | Tuesday | 2:00 & 2:30 PM | |
| | 30 | | Wednesday | 2:00 & 2:30 PM | |
| | DATES FOR JULY AND AUGUST WILL BE ADDED ONCE THEY HAVE BEEN DETERMINED. | | | | |

Academic Calendar

Fall 2010

All dates are subject to change.

July

Fall Schedule Confirmations & Feebills Mailed July 9

August

Early Registration Payment Deadline for Fall August 6

Late Registration for Fall (***\$25 late fee assessed to all students***) August 7-25

First Day of Classes..... August 23

Last Day to Register or Add Classes for FallAugust 25 until 5:30 PM

Last Day to for 100% Refund on Tuition August 27

September

Last Day to Resign/Withdraw from Classes without W grade.....September 3

Last Day for 50% Refund on TuitionSeptember 3

Labor Day Holiday/Official College HolidaySeptember 6

Last Day for 25% Refund on TuitionSeptember 9

No Refund on Tuition.....September 10

October

Mid-semester October 11

Last Day to Resolve Incomplete Grades from Previous Semester October 15

November

Last Day to Resign/Withdraw from Classes with W Grade November 8

Thanksgiving Holiday/Official College Holiday November 24 at 5:00 PM
through November 26

December

Spring Schedule Confirmations & Feebills Mailed..... December 1

Last Day of Fall Classes..... December 3

Final Examinations December 6-11

Last Day to Report Final Grades..... December 13

Christmas and New Year Holidays/Official College Holidays.....December 24-December 31

Tuition and Fee Schedule

| Credit Hours | Tuition LA Resident | Tuition Non-LA Resident | | |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|-----------------|
| 1 | \$78 | \$78 | | |
| 2 | \$156 | \$156 | | |
| 3 | \$234 | \$234 | | |
| 4 | \$312 | \$312 | | |
| 5 | \$390 | \$390 | | |
| 6 | \$468 | \$468 | | |
| 7 | \$546 | \$1,456 | | |
| 8 | \$624 | \$1,664 | | |
| 9 | \$702 | \$1,872 | | |
| 10 | \$780 | \$2,080 | | |
| 11 | \$858 | \$2,288 | | |
| 12 or more | \$936 | \$2,496 | | |
| Fee Category | Amount & Service | Time of Assessment | | |
| Application Fee | \$10 <i>for application processing</i> | upon submission of an application for admission | | |
| Registration Fee/Activity Fee | <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"><i>Full-time</i> \$80 fall/spring \$40 summer</td> <td style="text-align: center; border: none;"><i>Part-time</i> \$40 fall/spring \$20 summer</td> </tr> </table> | <i>Full-time</i> \$80 fall/spring \$40 summer | <i>Part-time</i> \$40 fall/spring \$20 summer | at registration |
| <i>Full-time</i> \$80 fall/spring \$40 summer | <i>Part-time</i> \$40 fall/spring \$20 summer | | | |
| Academic Enhancement Fee | \$15 <i>for enhancement of academic services in the classroom</i> | at registration | | |
| Academic Excellence Fee | \$5 per credit hour <i>(maximum of 12 hrs) for enhancement of teaching, learning, resources & technology</i> | at registration | | |
| Student Information System | \$16 <i>To fund implementation of new LCTCS student information system</i> | at registration | | |
| Late Registration Fee | \$25 <i>for students allowed to register late</i> | at registration – if applicable | | |
| Laboratory Fee | \$15-25 per course <i>fees vary depending on course</i> | at registration – if applicable | | |
| Vehicle Registration Fee | \$10 annually <i>to register vehicle or replace lost or stolen vehicle registration</i> | at registration (may be implemented in Spring 2011) | | |
| Student ID Card Fee | \$5 <i>to replace lost or stolen ID card</i> | at time of replacement | | |
| Graduation Fee | \$15 per degree <i>for diploma(s) and diploma cover(s)</i> | in the final semester of study to complete a degree | | |
| Credit Exam Fee | \$15 per credit hour <i>for credit examinations</i> | at the time of examination | | |

Methods of Payment:

Cash • Check • Money Order • Credit Card (Visa or MasterCard)
E-Cashier Payment Plan--available online only at www.rpcc.edu

RPCC Course Registration Form--Fall 2010

Office of Student Services • 7384 John LeBlanc Blvd • P.O. Box 310 • Sorrento, LA 70778

CONTACT INFORMATION: Print legibly.

| | | | |
|-----------------------|-------------------|---------------------|------------------|
| | | | 89- |
| Last Name | First Name | Middle Name | RPCC ID # |
| | | | |
| E-mail Address | | Phone Number | |
| | | | |

- home
 cell

Enrollment Status:

- continuing
 reentry
 transfer
 visiting
 nonmatriculating

Program of Study at RPCC:

- not seeking a degree at RPCC
 undecided
 General Studies
 Liberal Arts
 General Science
 Teaching

Anticipated Date of Graduation:

- July 2010
 December 2010
 May 2011
 July 2011
 Other/Unsure

| DEPT | COURSE # | SECTION | TIME <i>From To</i> | DAYS | APPROVAL SIGNATURE <i>(if required)</i> OR ADVISOR COMMENTS |
|------------------------|----------|---------|------------------------|------|----------------------------------------------------------------|
| <i>SAMPLE:</i> ACCT | 2010 | D01 | 8:00 AM to 8:50 AM | MWF | |
| | | | | | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |

TOTAL HOURS (cannot exceed 19 in spring or fall and 10 in summer)

Student's Signature

Date

FOR OFFICE USE ONLY:

Year Classification _____ Drop-off Reg (circle one): YES NO

Prereq Check _____ Date _____

Entered _____ Date _____