

There are several changes in the registration and enrollment process for the Fall 2016 term and beyond. They include the following:

1. We have contracted with a new financial aid processor. As a result, in addition to the FAFSA, all students who plan on applying for federal financial aid will be required to do ENTRANCE LOAN COUNSELING. A link for this can be accessed on our website under Financial Aid. We highly recommend that you complete your FAFSA and ENTRANCE LOAN COUNSELING no later than July 1st. This should allow you enough time to complete the financial aid process (including verification if required) and be awarded by the end of the first week of classes. Financial Aid is applied to the student's account as awarded. If the student has not completed the financial aid process such that the financial aid is awarded by the end of the first week of class, then projected financial aid will not be included in the payment plan arrangement. If financial aid is later awarded and received, the payment plan arrangement will then be adjusted accordingly.
2. The Board of Directors has added a new \$250.00 Matriculation Fee that is fully earned and non-refundable. This fee will have to be paid before the academic registration process is completed and the student is allowed to attend class (or login to online classes).
3. The Board of Directors has approved the addition of a couple of new scholarships. In order to receive any scholarship, the scholarship application will have to be completed and submitted no later than July 1st. Some scholarships will be awarded on a first come first awarded basis. So, we highly recommend that you complete the scholarship application ASAP.
4. There will be a new payment plan vendor by which payment plan arrangements will be made and administered. This will take the place of the 3 installment payment plan option previously offered and administered by the college business office. Our goal is to have this online and available by the end of June. The ultimate goal is to provide the student the ability to select up to 5 months to pay the semester charges. The number of payments will depend upon the timing of when the payment plan is established relative to the end of the semester. The vendor does charge the student a small fee for setting up and administering a payment plan.
5. Financial registration must be completed by the end of the first week of classes. This means that a student must either pay in full or enroll in a payment plan and begin to make payments no later than the end of the first week of classes. If payment arrangements have not been completed by then, the student's registration will be cancelled.

As a result of the new matriculation fee, the order of events of the actual registration process has been amended. The steps of the registration process for the Fall of 2016 semester and beyond are as follows:

Step 1. Consult with your advisor and select your classes.

Step 2. Pay the \$250.00 nonrefundable matriculation fee online or in the business office and secure a receipt of payment.

Step 3. Present the class schedule and matriculation payment receipt to the registrar's office where academic registration is completed.

Step 4. Complete and submit a "Fees Form" to the business office indicating the intent to occupy student housing, park on campus, purchase books through eCampus, etc.

Step 5. Login to your portal, enroll in a payment plan and begin to make payments. Or, pay the balance in full in the business office, online or by phone. Payment arrangements must be completed no later than the end of the first week of classes or the registration will be cancelled.

NOTE: Student accounts are updated daily based upon information that is received such as initial class registration, the Fees Form, financial aid and/or scholarship awards, payments, etc.

NOTE: Scholarship credits cannot exceed the balance owed.

NOTE: The "Fees Form" will be available from the business office and accessible on the college website.

NOTE: Once the payment plan vendor setup is complete, a link will be accessible from the student portal which will take the student to the payment plan enrollment webpage. We will send out a communication once this is available.