

# 7 STEPS TO SUCCESS

## Enrolling at Richland College

### 1 Apply for Admission

Apply for admission online at [www.richlandcollege.edu/app](http://www.richlandcollege.edu/app) or in person at Thunderduck Hall. Residency documentation may be required.

- Admissions and Student Records, Thunderduck Hall, T170, 972-238-6100

### 2 Submit Transcripts Score Reports

Students who have recently completed SAT/ACT/TAKS or Texas State Initiative (TSI) tests, submit test score reports.

New-to-college students: Official high school transcripts will help determine assessment requirements and provide other important academic information. If applicable, submit GED or high school diploma.

Transfer students: Submit official transcripts from all colleges attended.

- Admissions and Student Records, Thunderduck Hall, T170, 972-238-6100

### 3 Apply for Financial Aid

Students who want to explore Financial Aid opportunities, go to [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) to complete your application online or visit the Financial Aid Office for assistance.

- Financial Aid Office, Thunderduck Hall, T130, 972-238-6188

### 4 Assessment

Obtain an Assessment Referral Form from the appropriate advising area. For more information on Texas Success Initiative (TSI) assessment requirements, exemptions, and waivers see [www.richlandcollege.edu/tsi](http://www.richlandcollege.edu/tsi) or speak with an advisor.

- Testing Center, Medina Hall, M105, 972-238-6160

### 5 Orientation

New-to-College students: Complete the Student Online Orientation at [www.richlandcollege.edu/orientation](http://www.richlandcollege.edu/orientation).

### 6 Advisement Registration

Participate in advising and registration in the appropriate advising area. Students who are eligible to register online go to [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu).

- See Advising areas listed below.

### 7 Payment

Check Registration Summary for payment due date. Pay online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu), at the Cashier's Window, by mail or in the payment drop box located at Thunderduck Hall. A Tuition Installment Plan may be set up on eConnect or with Cashier.

- Cashier Window/Business Office, Thunderduck Hall, T140, 972-238-6326



### Advising Areas

General Academic Advising

T180, 972-238-3767

Disability Services

T120, 972-238-6180

Multicultural Center

T150, 972-238-6900

Career & Technical Advising

T180, 972-238-6391

Dual Credit/Concurrent HS

C165, 972-238-3784

Rising Star

C165, 972-761-6729

Applications are accepted all year round. The college's OPEN DOOR ADMISSIONS POLICY ensures that every person who can benefit from higher education has the opportunity to enroll. If you have questions, contact Admissions and Student Records at 972-238-6100 in Thunderduck Hall, T170.



Richland College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

An Equal Opportunity Institution

[www.richlandcollege.edu](http://www.richlandcollege.edu)

# Thunderduck Hall - 1st Floor Map

