

# Spring 2012 – Important Dates



## Classes Begin/End

Winter Term..... Classes meet December 19 - 22, January 3 - 13, 2012  
Spring Term..... Classes begin January 17, end May 10  
Friday only classes starting 5 p.m. or after begin January 20.  
Saturday only classes begin January 21.  
Sunday only classes begin January 22.

## Regular Registration Dates

Continuing Students ..... M-F, November 22 - January 16\*  
New, former and transfer students ..... M-F, November 28 - January 16\*  
Saturday Registration, 10 a.m. - 4 p.m. .... Sat., January 14  
\* Only online registration available on January 15 - 16.

Students on academic suspension or dismissal must meet in T180 with a suspension advisor to determine registration eligibility. For advising availability see [www.richlandcollege.edu/admissions](http://www.richlandcollege.edu/admissions).

## Extended Registration and Limitations

**For continuing students in good standing:** You can continue to register as long as the class has not met once. Once the class has met, you will no longer be able to register for that class.

**Students with GPAs less than 2.0:** Other registration and limitations exist. Go to [www.richlandcollege.edu/advising](http://www.richlandcollege.edu/advising) for details.

## Assessment

Assessment testing will take place in Medina Hall, M105 at times listed on the student's assessment test referral form. View THEA Test dates at [www.thea.nesinc.com](http://www.thea.nesinc.com). Call the Test Center at 972-238-6160 for Alternate or Quick THEA dates and times or go to [www.richlandcollege.edu/testcenter](http://www.richlandcollege.edu/testcenter).

## Final Exams

Final Exams ..... May 7 - 10

## Payment

Tuition payment is due on the date printed on the student's Registration Summary. If you do not pay by the deadline, your classes may be dropped. Full tuition payment can be made at drop box, cashier windows or online. Set up an installment payment plan online at <http://econnect.dcccd.edu> or in person at a cashier window. Payment plans must be set up by January 20. Classes cannot be added to the payment plan after this date. Students may also pay tuition at the cashier windows in Thunderduck Hall. Students who have applied for financial aid should be prepared to pay from personal resources if aid is not received by the due date on the Registration Summary.

## Refund Dates

Refunds may take up to 30 days to process. To receive a 100% refund you must drop **before** the first day of the semester.

### For sixteen week classes withdraw:

Before January 17.....	100% refund
January 17 - February 2.....	70% refund
February 3 - 8.....	25% refund
On or After February 9.....	No refund

### For flex term, fast track and mini-mester classes:

Students must withdraw **PRIOR** to the first class **day** of the semester to receive a 100% refund. If your class does not start on the first day of the semester and end on the last day of the semester, your refund dates will be different than the ones listed above. Please contact the Admissions Office or Business Office for the refund schedule.

## Drop Deadlines

### For Winter term classes:

Last day to drop a class without a "W" ..... Wednesday, December 21  
Last day to drop a class with a "W" ..... Tuesday, January 10

### For sixteen week classes:

Last day to drop a class without a "W" ..... Monday, January 30  
Last day to drop a class with a "W" ..... Thursday, April 12  
Check your Registration Summary for Friday, Weekend, Flex Terms and Fast Track drop deadlines.

## Holidays – No Classes

Thanksgiving Holiday ..... November 24 - 27  
Winter Break..... December 24, 2011 - January 2, 2012  
Martin Luther King Jr. Day ..... January 16  
Staff Development Day\* ..... March 1  
District Day of Service\* ..... March 2  
(\*Evening classes on Thurs., March 1 will NOT meet. Friday evening, Sat., and Sun. classes WILL meet.)  
Spring Break ..... March 12 - 18  
Spring Holiday..... April 6

### – Campus Closed to Students/Faculty/Staff:

All campus buildings will be closed and no wireless access available on:  
Thanksgiving Holiday ..... 11:15 p.m., November 23 - 6 a.m., Nov. 28  
Winter Break ..... 5 p.m., December 23, 2010 - 6 a.m., January 3, 2012  
Spring Break ..... 11:15 p.m., March 11 - 6 a.m., March 19  
Spring Holiday..... 11:15 p.m., April 5 - 6 a.m., April 9

## Upcoming Semesters

May Term 2012 ..... M-F, May 14 - June 1  
Summer I Term 2012 ..... M-F, June 4 - July 3  
Summer II Term 2012 ..... M-R, July 9 - August 9

## Graduation Application Deadlines

Spring 2011 ..... March 9, 2012  
Summer 2011 ..... May 18, 2012

## Graduation Ceremony

Graduation/Commencement Ceremony ..... Thursday, May 10, 2012

## Hours of Operation

All offices listed below are open during the hours noted:

Monday - Thursday.....8 a.m. - 7 p.m.  
Friday .....8 a.m. - 5 p.m.

**Admissions**, T170, 972-238-6100

**Advising**, T180, 972-238-3767

Students should make every effort to be signed in at the Advising Center (T180) 30 minutes prior to closing to avoid having to return another day to complete the advising and registration process.

**Cashier Windows**, T140A, 214-890-3874

**Financial Aid**, T130, 972-238-6188

**Multicultural Center**, T150, 972-238-6900

**ID Card Room**, E040, 972-238-6130

Monday, Wednesday and Friday .....8 a.m. - 5 p.m.  
Tuesday and Thursday.....8 a.m. - 7 p.m.

**Student Life Office**, E040, 972-238-6130

Monday - Friday .....8 a.m. - 5 p.m.

**Test Center**, M105, 972-238-6160

Monday - Thursday.....8 a.m. - 8:50 p.m.  
Friday - Saturday .....8 a.m. - 4:20 p.m.