

□ **Speak with an Advisor. Advising is available on a walk-in basis.**

- An advisor can help you:
 - plan your schedule,
 - plan your degree,
 - transfer to another institution within the State of Colorado
 - Direct your career goals.
 - For more information visit www.rrcc.edu/advising or contact the Advising Center at **(303) 914-6255**
- Advising Center Hours: Monday – Thursday: 8:00 a.m. to 6:00 p.m. (walk-ins until 5:30)**
Friday: 9:00 a.m. to 5:00 p.m. (walk-ins until 4:30)

□ **Register for classes.**

- To register on campus complete the registration form in the Admissions Office.
- To register online:
 - go to www.rrcc.edu
 - Click on “My Community Education”
 - Log in using your “S” number and pin – If you have lost your pin, click on the red text for pin assistance.
 - Select “Student Menu”
 - Select “Registration Menu”
 - Select “Register”
 - Choose the correct term
 - Authorize your COF
 - Enter the 5 digit CRN numbers of the courses you want into the boxes or
 - Click on the course search link (this tells you how many students are allowed in the course and how many have registered).
- Check schedule for important dates, such as:
 - Add and Drop (refund) deadlines,
 - Audit deadlines,
 - Withdrawal deadlines, and
 - Tuition due dates.
- Print your schedule
 - Go to www.rrcc.edu and click on “My Community Education” (top right)
 - Select “Log in” and enter your “S” number (use a capital “S”) as you user ID and enter your pin.
 - Select “Student Menu”
 - Select “Detailed Schedule”
 - Select a term; click “Submit” and print.

□ **View your bill and Pay your tuition.**

- (it may take up to 10 days for your COF to be applied to your account)
 - You may pay by mail, in person or online. Be sure to check the schedule for payment due date.
 - **DO NOT** wait to receive a bill from the Cashier’s Office.
 - The Cashier’s Office can also offer you a Deferred Payment Plan with 4 or more credit hours at an additional cost of \$25.00 per semester.
 - For more information, contact the Cashier’s Office at **(303) 914-6222.**
- Cashier’s Office Hours: Monday – Thursday: 9:00 a.m. to 6:00 p.m.**
Friday: 9:00 a.m. to 5:00 p.m.

□ **Get your Student ID**

- Bring your **printed** schedule to the Student Life Desk for verification of registration.
 - For more information, contact the Student Life Center at **(303) 914-6370**
- Student Life Hours: Monday – Thursday: 9:00 a.m. -7:00 p.m.**
Friday: 9:00 a.m. - 5:00 p.m.
Saturday: 10:00-2:00

□ **Buy your Books.**

- Bring your printed schedule for help finding your books in the Bookstore or visit the bookstore link on the Red Rocks homepage
 - For more information visit www.rrcc.bncollege.com or contact the Bookstore at **(303) 914-6232.**
 - If you are receiving Financial Aid please contact Financial Aid office for dates to purchase your books.
- Bookstore Office Hours: See store for extended hours for the first week of classes.**
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| Summer Semester | Fall and Spring Semesters |
| Monday – Thursday: 8:00 a.m. to 6:00 p.m. | Monday – Thursday: 8:00 a.m. - 7:00 p.m. |
| Friday: 8:00 a.m. - 4:00 p.m. | Friday: 8:00 a.m. – 4:00 p.m. |
| Saturday: Closed | Saturday: 9:00 a.m. – 1:00 p.m. |