



Rowan College
GLOUCESTER COUNTY

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Registration Guide



**How to Add and Drop Classes
and Obtain Important Information**



Accessing Your RCGC Portal Homepage

1. Go to **RCGC.edu** and select the **Portal Login** button.
2. Type your username and password into the RCGC portal box then click **Sign in**.
First-time users will be prompted to accept the terms of use and set up their account.



Accessing Your Student Profile

1. Log into your RCGC Portal.
2. Locate the **Student Profile** section in the top center of your Portal page and select the **Student Profile** link.
3. Your student ID number will be displayed at the top of the Student Profile page.
Please have your Student Profile page readily viewable to obtain your RCGC photo ID at the Information Center.
4. View the **Registered Courses** block located on the right panel of the screen for a summary of your current course registration.
5. Locate the left navigation bar to view the following information:
 - a. Select the **Prior Education and Testing** link to view your prior education records and placement test information.
 - b. Select the **Academic Transcript** link to view your unofficial RCGC transcript.
To request your official RCGC transcript, please visit [RCGC.edu/transcript](https://rcgc.edu/transcript)
 - c. Select the **Degree Evaluation** link to process a degree evaluation.
 - d. Select the **Enrollment Verification** link to request an enrollment verification from the Office of Student Records.



Browsing Classes and Course Catalog

1. Log onto your RCGC Portal.
2. Click on the **Registration Tools** link located on the center of your RCGC Portal page.
3. Select **Browse Classes** to view current and previously scheduled classes for schedule planning purposes. This feature allows you to look at past, present and future course offerings.
4. Select **Course Catalog** to view all RCGC courses with their descriptions, pre- and co-requisites and syllabi. The **View Sections** link will redirect to the Browse Classes page for scheduling information.



Adding or Dropping Classes

To add courses

1. Log onto your RCGC Portal.
2. Click on the **Registration Tools** link, located on the center of your RCGC portal page.
3. Click on the **Add or Drop Classes** link.
4. Select the desired **term**, enter your **Personal Identification Number (PIN)** if required, then click **Continue**.
5. Type in the **subject** that you are searching for (ie. math, biology, english.) and the course number if known (ie. 101), then click **Search**.
6. Select **Add** for the desired course section to add to your summary panel (displayed in bottom right corner).
7. Select **Register Web** action and click **Submit** in your summary panel to register for the displayed courses. If the action in the summary panel shows pending you are not registered—please remember to click **Submit** to finalize your registration. Also note that online courses do not appear in the block schedule but will appear under student details. **Repeat steps 6–7** until all courses listed on your advisement form have been added to your summary panel. If you receive a pre-requisite error, please contact your advisor.
8. Please make sure the **Status** in your summary panel reflects **Registered**.

To drop courses

1. To drop courses you registered for, select the **Remove** action under the summary panel, then click **Submit**.
2. Check your schedule to ensure that all changes have been processed.



Accessing Your Student Schedule

1. Log onto your RCGC Portal.
2. Locate the **Registration Tools** box on your Portal page and select the **Registration** link, then select the **View Current and Past Schedules** link.
3. Select the desired **term**.
4. Click on the **icons** located in the top right corner to **email** or **print** your schedule.

Graduation Tools



View Your Unofficial Transcript

Access your unofficial academic transcript. For directions on requesting your official transcript, please visit [RCGC.edu/transcript](https://rcgc.edu/transcript)



Complete a Degree Evaluation

Run a degree evaluation to ensure that you are on track to graduate and that your courses align with your declared program of study.



Apply to Graduate

If you've earned 45 credits in your program of study, or earned 15 credits in a Certificate of Achievement program, complete the online **Apply to Graduate** form. A graduation fee will be assessed on your account.

Financial Tools



Accessing Your Term Bill

1. Log onto your RCGC Portal.
2. Locate the **View or Pay Your Bill** box under the **Registration Tools** box on your RCGC Portal page.
3. Select the desired **Term Bill** or **Account Summary** to view/manage your account.



Accessing Your Financial Aid Information

1. Log onto your RCGC Portal.
2. Locate the **Financial Aid Awards** or **Financial Aid Requirements** boxes located on your RCGC Portal page at the left side of the screen.
3. Select the **Financial Aid Awards** link to view and manage your financial aid award packages.