

**REGISTRAR'S OFFICE**  
**REGISTRATION PROCEDURES**  
**FALL SEMESTER 2020**  
**For Upperclassmen (Juniors and Seniors)**  
**REMOTE (VIRTUALLY)**



**Registration - August 5-7, 2020**

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**Welcome Back!**

- NOTICE:** Students studying remotely during the 2020 Fall Semester should follow the steps below concerning registration.
- STEP 1:** Meet by email or online with your respective academic advisor to complete your academic schedule for the 2020 Fall Semester. Please call or email the secretary of your division if you cannot contact your advisor.
- STEP 2:** Financial Aid Award: Students with pre-registered classes will be awarded by the Financial Aid Director. The awarded amount will be updated on the student's account. A copy of the award letter will be sent via email to the student. Please follow instructions on the email. Students with no classes in the system should complete **STEP 1**. **Contact Mrs. Arlisha Walton at Ext. 4061 to verify your financial aid award status.**
- STEP 3:** Pay tuition and fees. Student who pre-registered for the 2020 Fall Term should access Blackboard in the Registrar's Class to locate the Student Consent Form and the Federal Funds Agreement Form. Please complete both forms and follow instructions on returning the forms to the Cashier's Office. You will then receive your registration form (**blue sheet**) from the Cashier for your signature via email. **Contact Miss Latisha Stinson at Ext. 4026 for instructions on using payment options.**
- E-books:** E-books will be used by students who are studying remotely. Please contact faculty for instructions on how to receive access codes for books in their respective classes. Contact your division secretary for any questions you might have concerning faculty.
- Laptops:** To receive a free laptop for studies during the 2020-2021 academic year, you must enroll as a full-time student at Rust College with 12 or more credit hours. Upon completing registration, please submit your registration form (**blue sheet**) by email to the IT Department at [helpdesk@rustcollege.edu](mailto:helpdesk@rustcollege.edu). After your registration is verified by the IT Department you will receive by email a Laptop Agreement for your signature. When the Laptop Agreement form is returned to the IT Department with your signature, your laptop will be sent via U.S. Mail to your address on file. If your address needs updating please contact Miss Tearney Jones, Admin. Assistant in the Registrar's Office at [tjones@rustcollege.edu](mailto:tjones@rustcollege.edu). Juniors and Seniors who live close by may pick up your laptop by immediately notifying our office of your intentions to do so. Call 662-252-8000, Ext. 4022 for information.

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Classes begins on August 10, 2020  
Late Registration with fees begins August 11, 2020

For More Information Contact Miss Tearney Jones at [tjones@rustcollege.edu](mailto:tjones@rustcollege.edu)