RCTC Web Registration Instructions:

**Accessing RCTC’s Web Registration**
- Type [http://www.roch.edu/rctc](http://www.roch.edu/rctc) in your web browser location bar. Then press **Enter**.
- Locate the phrase “Web Registration” and click on it.
- This gives you access to information on application /registration, session courses, seat availability, and web registration instructions. Click “Web Registration” again to continue.
- Carefully read the information regarding payment/registration. **You are responsible for viewing and understanding this information.**
- When you are ready to register click “Web Registration” again. If that link is busy, click on one of the alternate web registration sites.

**Logging In**
- Enter your Stinger ID number (your eight-digit student identification number) by clicking in the appropriate box and typing your number.
- Enter your PIN (personal identification number) by clicking in the appropriate box and typing your number.
  **If you are logging in for the first time:** Enter your PIN (your security number associated with your student record). Currently it has been preset to the year, month, and day of your birth in YYMMDD format. For example, a birth date of July 22, 1975 would be entered as 750722. However, for security reasons, you will need to change your PIN to a number of your choice (except beginning with zero, letters or your birth date in YYMMDD order). Remember your PIN!
- Click “Login Now.”
Registration

To Add Courses:

- “Select year/term” from the menu at the left of the screen and scroll to the term for which you would like to register. Click “Select.”
- Find courses for which to register by viewing the course timetable from the RCTC home page “Web registration” link, by clicking the “Search for Open Sections” link from the menu at the left of the screen, or by using the “hard copy” schedule booklet from the Admissions/Registration office.
- Click on Quick Add (Register). Click in the “Course ID” box and enter the six-digit course number (not the department number which contains a dash). For example: English 1117-01 has a course ID number of 000785. Leave the “*Variable Credits” box blank. Continue adding courses until you have the desired schedule.
- If registering for more than eight courses, simply return to the Quick Add (Register) form.
- After entering the desired course numbers, click on “Register Now.”

You may receive a message such as “Course requires special permission” or “Time conflict in student's schedule.” Therefore, you will need to modify your course requests. In that case, return to Quick Add (Register) by clicking on it in the menu at the left.
- Confirm your request by clicking in the box and entering your PIN again. Then click “Process request.”
- If the request was successfully completed, a message will appear to the effect: “Your request was processed successfully.”
- For a copy of your schedule/registration results, click the Print icon from the main menu bar or select “Print” from the drop-down menu under “File” in the main menu bar. This will verify your web transactions.
- Click on “Logout.” Always log out and close all browser windows on your machine at the end of your session.
To Drop Courses, Change Grading Method, or Change Variable Credits:

- Make sure the appropriate year/term is selected for the term in which you are registering.
- Click on “View/Modify Class Schedule.” Then click on Course ID link (in colored letters and underlined) in the first column for the course you wish to drop/change.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Credits</th>
<th>G/M</th>
<th>Instructor</th>
<th>Days Times</th>
<th>Bldg / Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001026 ACCT 1034 Comp Acct Appl I</td>
<td>3.00</td>
<td>01</td>
<td>Meloy</td>
<td></td>
<td>HA / HA111</td>
</tr>
<tr>
<td>00001026 ENCL 1111 Reading/Writing I</td>
<td>4.00</td>
<td>01</td>
<td></td>
<td>3:00 A - 1:00 P</td>
<td>EH / EH210</td>
</tr>
<tr>
<td>00001026 HIST 1611 The Ancient World</td>
<td>3.00</td>
<td>01</td>
<td>Bakken</td>
<td>M W F 1:00 P - 1:30 P</td>
<td>MH / MH309</td>
</tr>
</tbody>
</table>

- Select the desired action from the drop down list. If the change is in grading method or in variable credits, make the appropriate changes in those boxes.
- Click “Process.”
- Review your request and enter your PIN for verification.
- Click “Process Request.”
- If the request was successfully completed, a message will appear to the effect: “Your request was processed successfully.”
- Click on “Logout.” Always log out and close all browser windows on your machine at the end of your session.

Need Help?

Email us directly from where you are by clicking on the links to “WebSupport”. Or, call the RCTC Admissions and Records Office during regular business hours at (507) 285-7268. **RCTC cannot provide PIN’s over the phone or email.**