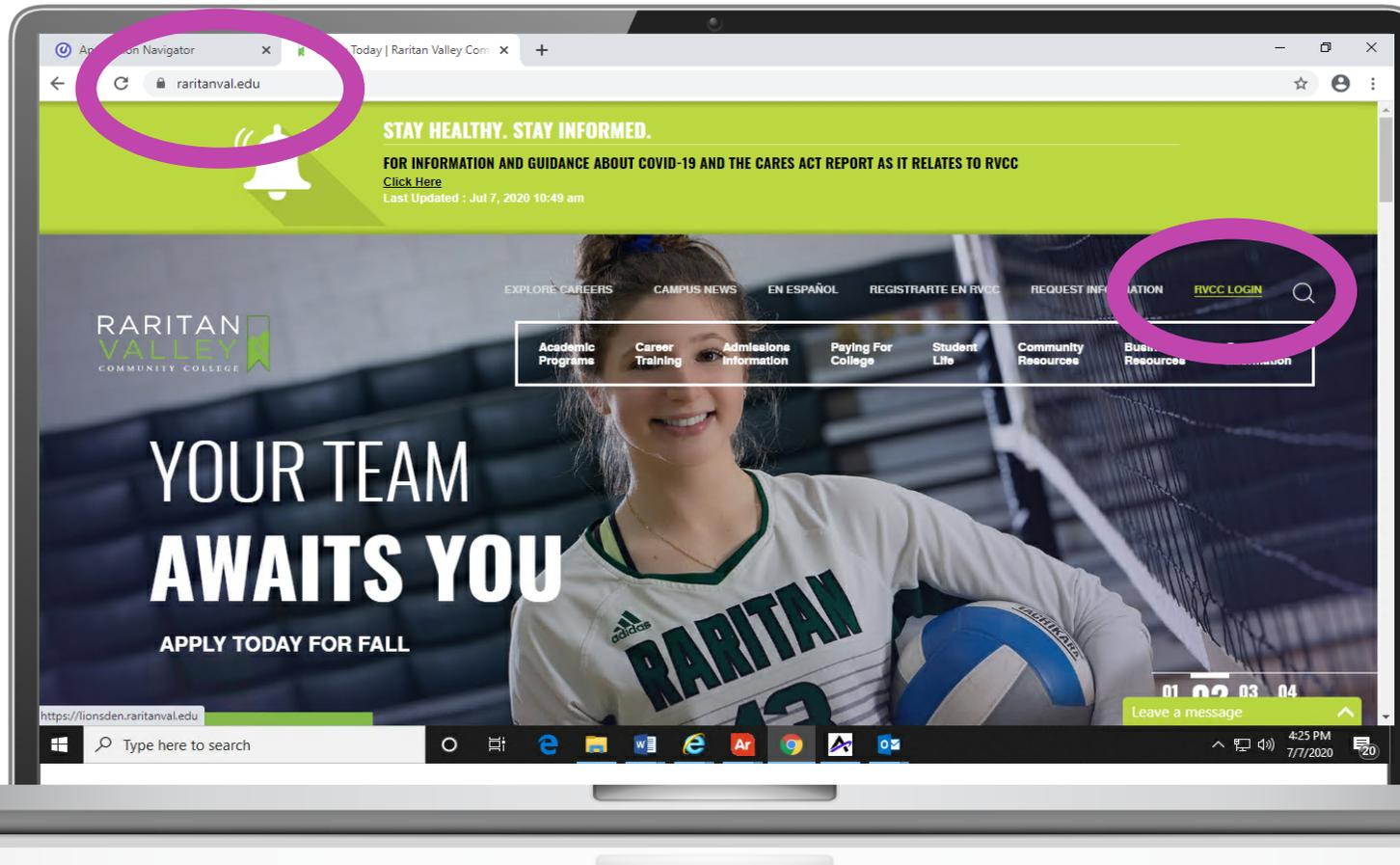


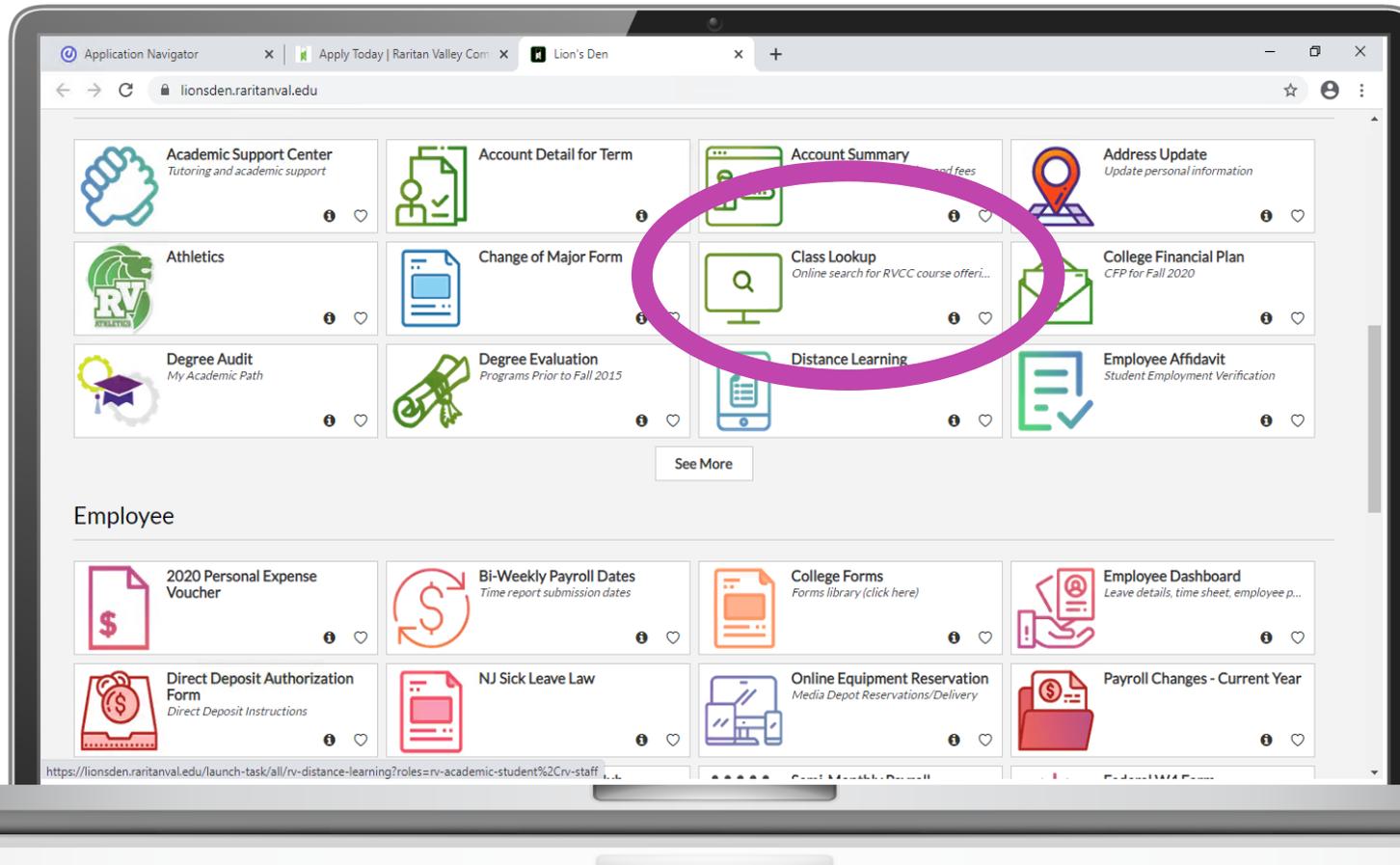
HOW TO REGISTER FOR CLASSES



- Go to **raritanval.edu**
- Login to **Lion's Den:**
 - G#@stu.raritanval.edu
 - Rv password (Case Sensitive)
- **Login issues?**
Contact Tech Services at helpdesk@raritanval.edu or call 908-526-1200 x7887 for password reset

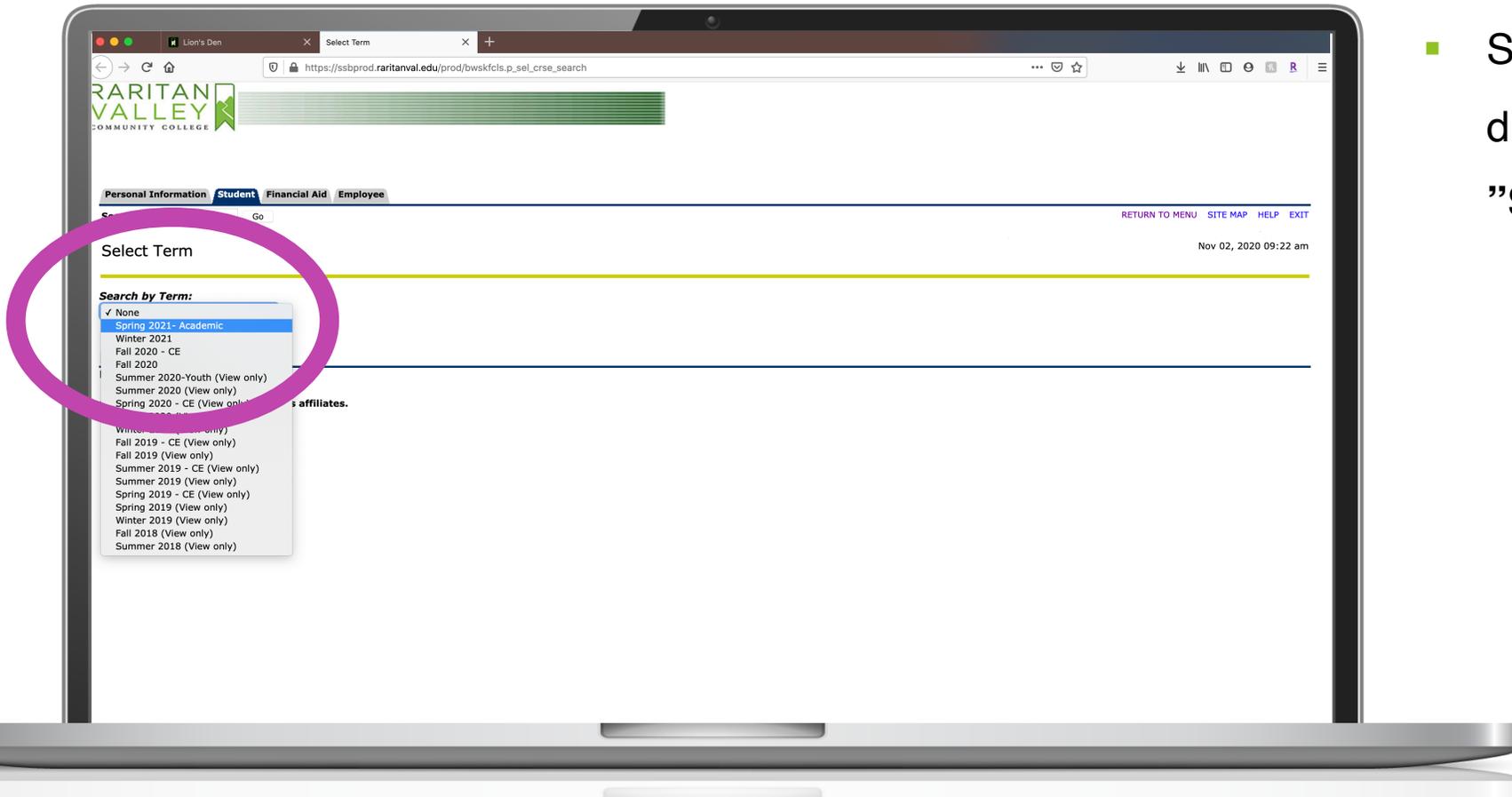
HOW TO REGISTER FOR CLASSES

- In Lion's Den click on the box called **"Class Lookup"**



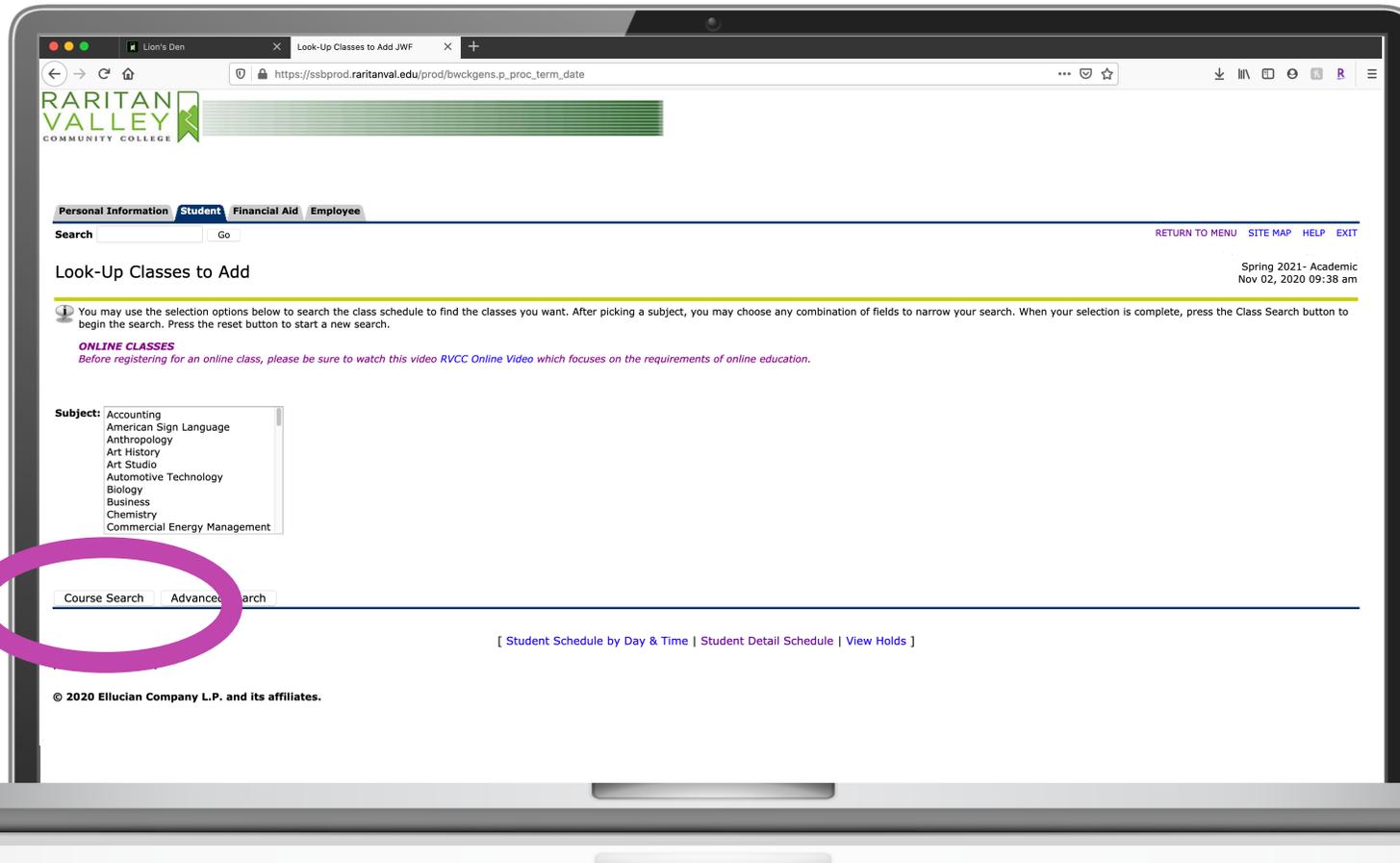
HOW TO REGISTER FOR CLASSES

- Select **“Spring 2021”** from the drop-down menu and click the **“Submit”** button



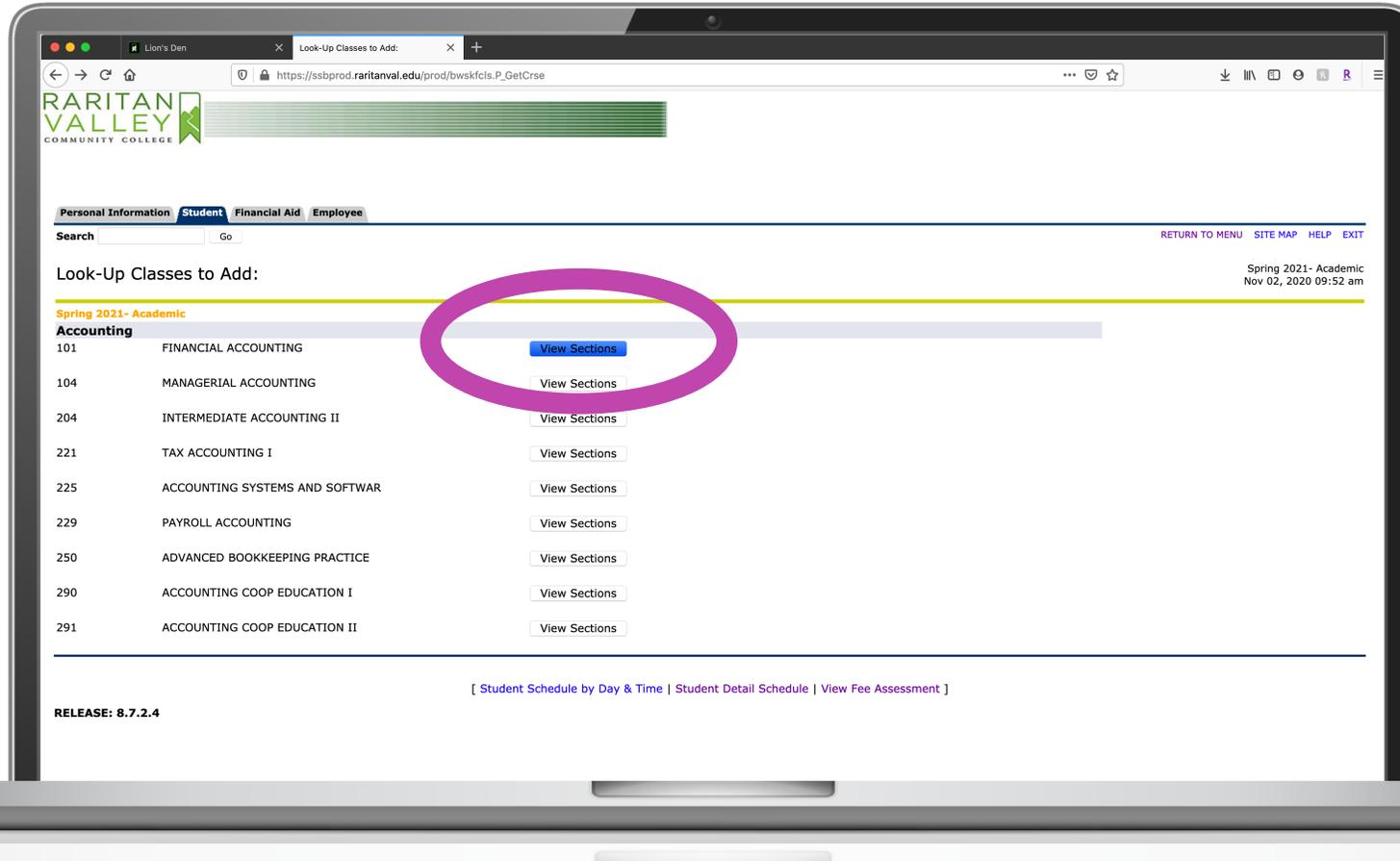
HOW TO REGISTER FOR CLASSES

- Select the course subject and click on “**Course Search**” at the bottom



HOW TO REGISTER FOR CLASSES

- Click on **“View Sections”** next to the course you are looking to register for



HOW TO REGISTER FOR CLASSES

- A list of all sections being offered will appear
- Check Remaining seats (Rem)
- Check Wait List available seats (WL Rem)

The screenshot shows the 'Look-Up Classes to Add' page on the Raritan Valley Community College website. The page displays a table of Accounting sections. A pink circle highlights the 'Cap Act Rem' columns in the table header, which correspond to the 'Cap', 'Act', and 'Rem' columns in the data rows. The table lists various Accounting sections with their respective CRN, subject, section, and instructor information.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instruct	Date	Location	Attribute
<input type="checkbox"/>	21054	ACCT	101	01V	V	4.000	FINANCIAL ACCOUNTING	MW	09:00 am-10:30 am	34	2	32	3	0	3	Anne Marie Anderson (P)	01/19-05/03	REMOTE SYNC	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective
<input type="checkbox"/>	20001	ACCT	101	02V	V	4.000	FINANCIAL ACCOUNTING	TR	11:00 am-12:50 pm	34	0	34	3	0	3	Marie A Anderson (P)	01/19-05/03	REMOTE SYNC	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective
<input type="checkbox"/>	20003	ACCT	101	04V	V	4.000	FINANCIAL ACCOUNTING	TR	03:00 pm-04:50 pm	34	0	34	3	0	3	W Michael Fagan (P)	01/19-05/03	REMOTE SYNC	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective
<input type="checkbox"/>	20004	ACCT	101	05V	V	4.000	FINANCIAL ACCOUNTING	MW	01:00 pm-02:50 pm	34	0	34	3	0	3	W Michael Fagan (P)	01/19-05/03	REMOTE SYNC	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective
<input type="checkbox"/>	20005	ACCT	101	51V	V	4.000	FINANCIAL ACCOUNTING	T	05:30 pm-09:20 pm	34	0	34	3	0	3	Frederick J. Turbitt (P)	01/19-05/03	REMOTE SYNC	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective
<input type="checkbox"/>	25003	ACCT	101	90V	V	4.000	FINANCIAL ACCOUNTING	TBA		10	4	6	0	0	0	Alisa Marie Shapiro (P)	02/01-05/01	WEB ONLINE	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective
<input type="checkbox"/>	20482	ACCT	101	99V	V	4.000	FINANCIAL ACCOUNTING	TBA		22	1	21	3	0	3	W Michael Fagan (P)	01/19-05/03	WEB ONLINE	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective

HOW TO REGISTER FOR CLASSES

The screenshot shows the 'Look-Up Classes to Add' page on the Raritan Valley Community College website. The page displays a table of available classes under the heading 'Sections Found Art Studio'. A purple circle highlights the 'Location' column in the table.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (M/D)	Location	Attributes
<input type="checkbox"/>	20017	ARTS	110	01V	V	3.000	BASIC DRAWING I	M	09:00 am-12:50 pm	15	0	15	3	0	3	James Wesley Sherman (P)	01/11/2021-05/03	REMOTE SYNC	Studio Elective and Art requirement and Graphic Design elective and Visual Arts Studio elective
<input type="checkbox"/>	23774	ARTS	110	05V	V	3.000	BASIC DRAWING I	F	01:00 pm-04:50 pm	15	0	15	3	0	3	Shyamal P Raguso (P)	01/11/2021-05/03	REMOTE SYNC	Studio Elective and Art requirement and Graphic Design elective and Visual Arts Studio elective
<input type="checkbox"/>	23734	ARTS	110	06	M	3.000	BASIC DRAWING I	T	09:00 am-12:50 pm	15	1	14	3	0	3	Jonathan Joel Ricci (P)	01/11/2021-05/03	ARTS A27	Studio Elective and Art requirement and Graphic Design elective and Visual Arts Studio elective
<input type="checkbox"/>	20021	ARTS	110	91V	V	3.000	BASIC DRAWING I	TR	02:30 pm-04:50 pm	15	0	15	3	0	3	Kathleen Ware Schulz (P)	01/11/2021-05/01	REMOTE SYNC	Studio Elective and Art requirement and Graphic Design elective and Visual Arts Studio elective
<input type="checkbox"/>	23738	ARTS	110	98V	V	3.000	BASIC DRAWING I	TBA	TBA	22	1	21	3	0	3	Jeffrey Mason (P)	01/11/2021-05/03	WEB ONLINE	Studio Elective and Art requirement and Graphic Design elective and Visual Arts Studio elective
<input type="checkbox"/>	20470	ARTS	110	99V	V	3.000	BASIC DRAWING I	TBA	TBA	22	3	19	3	0	3	Ji Yong Kim (P)	01/11/2021-05/03	WEB ONLINE	Studio Elective and Art requirement and Graphic Design elective and Visual Arts Studio elective

- Check **”Location”** for learning options
- **WEB ONLINE:** Study at home at your own schedule
- **REMOTE SYNC:** Learn online from home at a specific time. Interact with faculty and classmates
- **BUILDING/CLASSROOM #:** On-campus classroom instruction

Click [HERE](#) to watch a short video on learning options

HOW TO REGISTER FOR CLASSES

- Go to first column to select a section
- Click **“Add to Worksheet”**

The screenshot shows the 'Look-Up Classes to Add' page on the Raritan Valley Community College website. The page features a search bar, navigation tabs (Personal Information, Student, Financial Aid, Employee), and a table of available classes. The table columns include Select CRN, Subject, Section, Credits, Title, Days, Time, Capacity, and Instructor. Two checkboxes in the 'Select CRN' column are circled in purple, and the 'Add to Worksheet' button at the bottom of the table is also circled in purple.

Select CRN	Subj	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute	
<input checked="" type="checkbox"/>	21054	ACCT 101	01V	V	4.000	FINANCIAL ACCOUNTING	MW	09:00 am-10:50 am	34	2	32	3	0	3	Anne Marie A Anderson (P)	01/19-05/03	REMOTE SYNC	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective
<input type="checkbox"/>	20001	ACCT 101	02V	V	4.000	FINANCIAL ACCOUNTING	TR	11:00 am-12:50 pm	34	0	34	3	0	3	Anne Marie A Anderson (P)	01/19-05/03	REMOTE SYNC	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective
<input type="checkbox"/>	20003	ACCT 101	04V	V	4.000	FINANCIAL ACCOUNTING	TR	03:00 pm-04:50 pm	34	0	34	3	0	3	W Michael Fagan (P)	01/19-05/03	REMOTE SYNC	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective
<input type="checkbox"/>	20004	ACCT 101	05V	V	4.000	FINANCIAL ACCOUNTING	MW	01:00 pm-02:50 pm	34	1	33	3	0	3	W Michael Fagan (P)	01/19-05/03	REMOTE SYNC	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective
<input type="checkbox"/>	20005	ACCT 101	51V	V	4.000	FINANCIAL ACCOUNTING	T	05:30 pm-09:20 pm	34	1	33	3	0	3	Frederick J. Turbitt (P)	01/19-05/03	REMOTE SYNC	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective
<input type="checkbox"/>	25003	ACCT 101	90V	V	4.000	FINANCIAL ACCOUNTING	TBA		10	5	5	0	0	0	Alisa Marie Shapiro (P)	02/01-05/01	WEB ONLINE	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective
<input type="checkbox"/>	25004	ACCT 101	99V	V	4.000	FINANCIAL ACCOUNTING	TBA		22	0	22	3	0	3	W Michael Fagan (P)	01/19-05/03	WEB ONLINE	Accounting requirement and Elective Specific Bus Programs and Required Specific Bus Programs and Free Elective

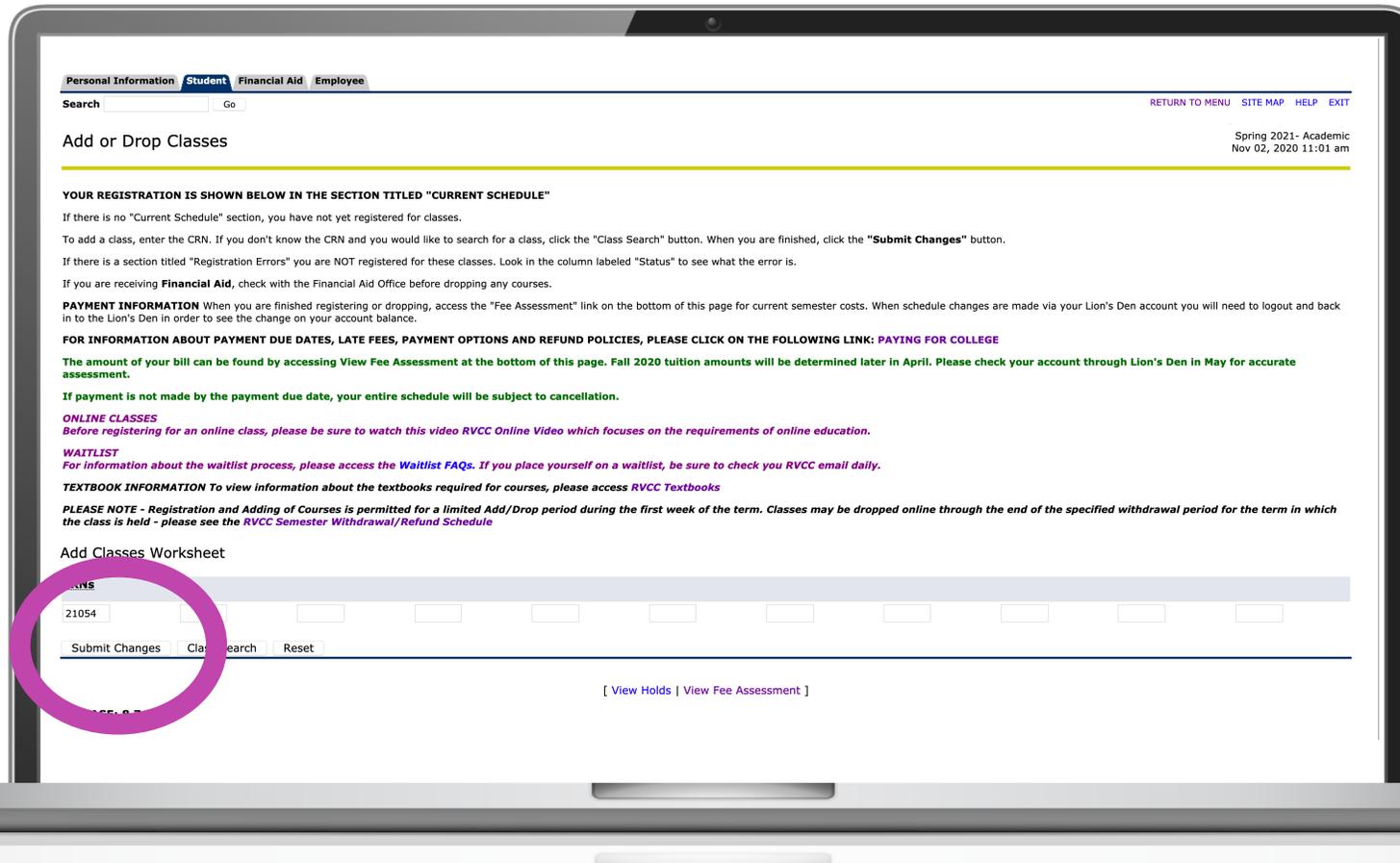
HOW TO REGISTER FOR CLASSES

The screenshot shows the 'Add or Drop Classes' page on the RVCC website. At the top, there are navigation tabs for 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. Below these is a search bar and a 'Go' button. The page title is 'Add or Drop Classes'. On the right side, there is a timestamp: 'Spring 2021 - Academic Nov 02, 2020 11:01 am'. The main content area contains several sections of text and links, including 'YOUR REGISTRATION IS SHOWN BELOW IN THE SECTION TITLED "CURRENT SCHEDULE"', 'PAYMENT INFORMATION', 'FOR INFORMATION ABOUT PAYMENT DUE DATES, LATE FEES, PAYMENT OPTIONS AND REFUND POLICIES, PLEASE CLICK ON THE FOLLOWING LINK: PAYING FOR COLLEGE', 'ONLINE CLASSES', 'WAITLIST', and 'TEXTBOOK INFORMATION'. At the bottom of the page, there is a section titled 'Add Classes Worksheet' with a table for entering course information. The table has a header row labeled 'CRNs' and a row with the number '21054' in the first column and several empty input boxes in the subsequent columns. Below the table are buttons for 'Submit Changes', 'Class Search', and 'Re'. A purple circle is drawn around the 'CRNs' header and the first input box in the table. At the bottom of the page, there are links for '[View Holds | View Fee Assessment]' and a version number 'RELEASE: 8.7.2.6'.

- The course number was added in the box labeled “**CRNs**”
- To add more courses to your schedule, select “**Class Search**”
- Adding courses to your worksheet does not mean you are registered yet

HOW TO REGISTER FOR CLASSES

- “Submit Changes” once all courses are added to your worksheet



HOW TO REGISTER FOR CLASSES

To add a class, enter the CRN. If you don't know the CRN and you would like to search for a class, click the "Class Search" button. When you are finished, click the "Submit Changes" button.

If there is a section titled "Registration Errors" you are NOT registered for these classes. Look in the column labeled "Status" to see what the error is.

If you are receiving **Financial Aid**, check with the Financial Aid Office before dropping any courses.

PAYMENT INFORMATION When you are finished registering or dropping, access the "Fee Assessment" link on the bottom of this page for current semester costs. When schedule changes are made via your Lion's Den account you will need to logout and back in to the Lion's Den in order to see the change on your account balance.

FOR INFORMATION ABOUT PAYMENT DUE DATES, LATE FEES, PAYMENT OPTIONS AND REFUND POLICIES, PLEASE CLICK ON THE FOLLOWING LINK: [PAYING FOR COLLEGE](#)

The amount of your bill can be found by accessing [View Fee Assessment](#) at the bottom of this page. Fall 2020 tuition amounts will be determined later in April. Please check your account through Lion's Den in May for accurate assessment.

If payment is not made by the payment due date, your entire schedule will be subject to cancellation.

ONLINE CLASSES
Before registering for an online class, please be sure to watch this video [RVCC Online Video](#) which focuses on the requirements of online education.

WAITLIST
For information about the waitlist process, please access the [Waitlist FAQs](#). If you place yourself on a waitlist, be sure to check you RVCC email daily.

TEXTBOOK INFORMATION To view information about the textbooks required for courses, please access [RVCC Textbooks](#)

PLEASE NOTE - Registration and Adding of Courses is permitted for a limited Add/Drop period during the first week of the term. Classes may be dropped online through the end of the specified withdrawal period for the term in which the class is held - please see the [RVCC Semester Withdrawal/Refund Schedule](#)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered	Web on Nov 02, 2020	None	21054	ACCT	101	01V	Academic	4.000	Normal	FINANCIAL ACCOUNTING

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 9.000
Date: Nov 02, 2020 11:15 am

Add Classes Worksheet

CRNs

<input type="text"/>										
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[[View Holds](#) | [View Fee Assessment](#)]

RELEASE: 8.7.2.6

- This screen confirms your registration
- You may experience some error messages: Pre-requisite Test Score, Time Conflict or Instructor Approval Required. **Contact the Enrollment Office** at registrar@raritanval.edu for questions regarding errors

HOW TO REGISTER FOR CLASSES

- View your tuition by selecting “View Fee Assessment” on bottom of the page

If you are receiving **Financial Aid**, check with the Financial Aid Office before dropping any courses.

PAYMENT INFORMATION When you are finished registering or dropping, access the "Fee Assessment" link on the bottom of this page for current semester costs. When schedule changes are made via your Lion's Den account you will need to log out and back in to the Lion's Den in order to see the change on your account balance.

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Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Registered Web on Nov 02, 2020	None	21054	ACCT	101	01V Academic	4.000	Normal		FINANCIAL ACCOUNTING

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 9.000
Date: Nov 02, 2020 11:15 am

Add Classes Worksheet

CRNs

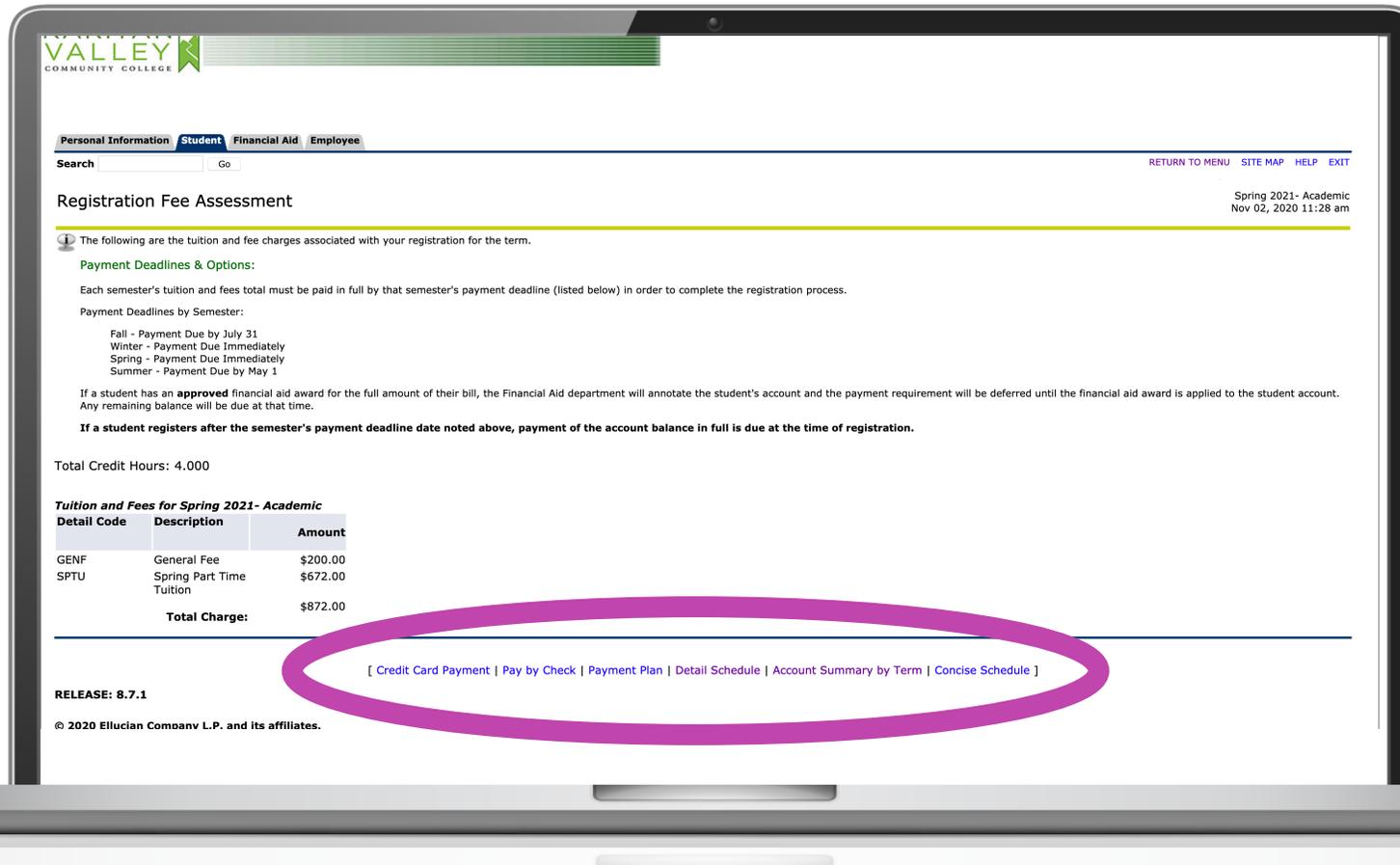
<input type="text"/>									
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[View Holds](#) | [View Fee Assessment](#)]

RELEASE: 8.7.2.6

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https://ssbprod.raritanval.edu/prod/bwskfee.P_FeeAsses

HOW TO REGISTER FOR CLASSES



- Your total **charges** are displayed for the semester
- At the bottom you can select information regarding **payment options** and **payment plans**
- You can also **view your schedule**