**IMPORTANT INFORMATION**

NOTE: Academic Calendar - *All Rider University courses offered at the Burlington County College Mt. Laurel campus follow the Rider University academic calendar. Drop/Add, Withdrawal, and Final Exam dates are available through [www.rider.edu/registrar](http://www.rider.edu/registrar) under College of Continuing Studies.*

- **Photo ID’s** - A Burlington County College/Rider University photo identification card may be obtained at the Mt. Laurel Public Safety Office located to the right of Laurel Hall near the Central Energy Plant. The student ID card is your official college identification and should be carried at all times while on the college premises. The initial ID card is free. Lost or mutilated cards must be reported to the Public Safety Office, and there will be a $50 replacement fee for each additional card required. Your ID must be validated each semester at the Public Safety Office at any BCC campus. To obtain an ID card, each student must be registered for classes and must have paid all charges by the established deadlines. The Office of Public Safety is open 8am-10pm.

- **Dropping or withdrawing from courses** - You are responsible for notifying the College of Continuing Studies (CCS) office in writing about dropping or withdrawing from courses. **You are not automatically dropped or withdrawn from a class if they do not attend or stop attending.** Failure to officially drop or withdraw from a course will result in a grade of F and tuition charges. You should notify CCS by fax at 609.896.5261, or ccs@rider.edu if they wish to drop or withdraw. **You are considered registered and responsible for tuition unless CCS is notified in writing.** Complete drop, withdrawal and refund policies are in Rider's BCC Bachelor Completion Program Handbook (pages 12 and 16, or our web page, [www.rider.edu/bcc](http://www.rider.edu/bcc)).

- **Payment due date – August 2008.** **NEW – Pay Online!** Go to [www.rider.edu/onestop](http://www.rider.edu/onestop) for details. Or pay by check, Visa/MasterCard or cash at the Cashier’s Office (Bart Luedeke Center, ground floor). If paying by credit card you may call 609.896.5390. Students who register after bills have been mailed (July 10) are responsible for payment by the due date. Cashier office hours are Monday-Friday 8:30 am-5:00 pm.

- **Deferred Payment Plan** – CCS students wishing to take advantage of our Deferred Payment Plan where your fall tuition is divided into thirds must submit the Deferred Payment Plan form to the Cashier with your first 1/3 tuition payment plus all fees. There is a $25 fee to use the Deferred Payment Plan. The Deferred Payment form may be accessed and printed through the Rider web site: [www.rider.edu/ccc](http://www.rider.edu/ccc), then click on Student Resources.
• **NEW – Ask about the Corporate Deferment Plan for CCS students who have tuition reimbursement from their employers.**

• **Rider e-mail** - Newly registered CCS students will receive a letter from Rider’s Office of Information Technology (OIT) about a week to 10 days after registering to inform them of their Rider E-mail and EasyPass account Username that allow students access to their Rider e-mail, Blackboard, MyInfo, online registration, and other data network services. EasyPass and E-mail are two separate accounts. You must know your 9-digit Bronc ID number to access these accounts. Your BroncID is on your photo ID. The default password for both accounts is your BroncID plus the month (MM) and day (DD) of your birth. Example: 001234567MMDD. Students are responsible for checking their Rider e-mail address frequently. New students will receive a letter from Rider’s Office of Information Technology (OIT) informing them of their Rider e-mail address. Contact the OIT Help Desk at 609.219.3000 if you have any questions. OIT summer office hours are Monday-Thursday 8:30 am-4:30 pm, Friday 8:30 am-12:00 noon. Fall hours are Monday - Friday 9:00 am-5:00 pm.

• **MyInfo/WebAdvisor** - Access your student information (Final Grades, Schedules, Accounts, Transcripts, etc.) at MyInfo/WebAdvisor. Go to the MyInfo/WebAdvisor web page at www.rider.edu/myinfo. Your username is your rider email (without the (@rider.edu) Your password is the last four digits of your social security number. Step by step instructions are also available on the Rider web site at www.rider.edu/registrar.

• **Bookstore** - All books for courses offered at the Mr. Laurel Campus are only available at Mt. Laurel Burlington County College Store. The Mt. Laurel Campus Bookstore has relocated from the TEC Center to the new Science Building. For questions contact the bookstore at 865.222.0050. (Fax 222-0909). Hours of Operation are: Monday-Thursday: 9 am – 7 pm, Friday: 9 am – 5 pm. If you are taking classes at the Lawrenceville campus, the Rider bookstore is located on the ground level of the Bart Luedeke Center. Hours are: 8:30 - 4:30. The bookstore will be open until 7:00 pm on Monday-Thursday the first two weeks of classes. If you have any questions about purchasing your books, please contact the bookstore at 609.896.5121. All textbooks for courses scheduled at the Lawrenceville campus must be purchased at the Rider University bookstore. You may also order books for classes at both campuses online at www.efollett.com.

• **Financial Aid and Book Vouchers** – Students interested in financial aid for spring courses should contact Rider’s Office of Student Financial Services (SFS) at 609.896.5360. SFS is located in the Bart Luedeke Center, second floor. SFS office hours are Monday-Friday, 8:30 am- 5:00 pm. Some students receiving financial aid may be eligible for book vouchers. Please contact student financial services (SFS) to inquire if you qualify. Once you know you are eligible contact Angela Gonzalez Walker at 609.896.5033 to make necessary arrangements.

• **Bursar – questions about student account balances** – Contact Rider’s Office of the Bursar at 609.896.5020 if you have any questions about account balances. The Bursar is located in the Bart Luedeke Center, second floor. Bursar office hours are Monday-Friday, 8:30 am-5:00 pm.

• **Inclement Weather Information** – Students taking courses at the Mr. Laurel campus should listen to your radio. We recommend the following station: KYW Newsradio 1060 AM. KYW broadcast codes for BCC are: 705 for day classes and 2705 for evening classes only. Students taking courses at Lawrenceville campus should also listen to KYW Newsradio 1060AM. KYW broadcast codes for Lawrenceville campus are: 923 for day classes and 2-923 for evening classes. Lawrenceville’s emergency closing information phone number is 609.219.2000.

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**Spring registration begins on October 13.**

Check [www.rider.edu/ccs](http://www.rider.edu/ccs) for course offerings.