

Information For the RWC One Stop

Any questions? Visit Muntz Hall #150 Lobby Area
University of Cincinnati, Raymond Walters College
9555 Plainfield Road, Cincinnati, OH 45236
513-745-5600

ADMISSIONS/ENROLLMENT stations 2 & 3

Phone: 745-5700

M-F:8am- 5pm PLUS W-Th: 5-6:30pm
For Students seeking a degree
(=matriculating)

Financial Aid requires Matriculation

- ___1) Application: Fill out and sign - Fee
- ___2) \$35 Application Fee (Payable to: U.C.)
- ___3) Transcripts: **Official**

Have sealed copies sent directly to:
Enrollment Services
Raymond Walters College
9555 Plainfield Road
Cincinnati, Ohio 45236-1096

- I ___ High School transcript/GED
Official-directly from the school
- I ___ ALL college transcripts
Official- directly from the school

- ___4) ACT/SAT scores may be required

You will receive the following after processing the above:

- ___5) Matriculation/Confirmation form
Complete and SIGN IT!
- ___6) \$50 Matriculation Fee- IF full-time
(no fee for re-admitting or part time)

**Complete and return to
Enrollment Services/Admissions with fee**

REGISTRATION/SCHEDULING CLASSES

Stations 4 & 5

Phone: 745-5650

M-Th: 8am-6:30pm F:8am-5pm

IF **NOT ENROLLED** (nondegree/nonmatriculated)

Fill out a **basic data form**

- ___1) Schedule classes online at
www.onestop.uc.edu
I Schedule can only be processed if classes
are open ...leave out closed classes.
I H=Thursday, TH=Tuesday and Thursday
- ___2) Drop classes online
Caution! BEWARE dropping can cause
\$\$\$ problems! See **Financial Aid** and **Cashier**
on back of this form for more information

ADVISING/TESTING station 1

Phone: 745-5783

- ___1) Make appointment
Placement tests for English, Math,
& Foreign Language
WAIVED if you have college-level
transferable credit in Math or English
- ___2) After receiving test results, make an
Adviser appointment for help in registering/
scheduling the appropriate classes.

To find your Adviser go to the RWC website:
www.rwc.uc.edu --at the top, click DIRECTORY

**Undecided majors come to One Stop and
sign up at Station 2/3 for advising.**

Make-up tests for registered students by
appointment with professor approval.

WEBSITES: Check out and become familiar with:

- ___1) www.rwc.uc.edu -on-line RWC application
I Includes "Programs & Majors for RWC"
I Directory for Staff, Faculty, & Advisers
I Description of courses under "Current Students" to "College Publications"
- ___2) www.onestop.uc.edu - information about your bill, scheduling classes, financial aid, calendars, grades
- ___3) BEARCAT ONLINE EMAIL ACCOUNT - MUST USE and check weekly for campus information
I To get BOL: go to www.onestop.uc.edu or <http://email.uc.edu>

Financial Aid: Station 2

Phone: 745-5740

In-person hours: M-Th: 9am-3pm & F 9am-2pm,
PLUS W-Th: 5-6:30pm

Hours are subject to change

Call first to verify hours

Clifton/Main Campus Phone: 556-6982

Financial Aid Steps

- ___1) To complete FAFSA form
I Go to www.fafsa.ed.gov.
(RWC/UC code=003125)
I Apply for electronic Federal PIN number for
both student and, if needed, parent.
PIN processing takes 24-48 hours. **Pin will be
sent through email.**
- ___2) **STUDENT AID REPORT(SAR)**
I Read/Check all information.
I If information is incorrect, correct, sign and
return (if on paper) or if online, just correct.
- ___3) **VERIFICATION-** If selected, print out worksheet at
the above website and turn in to Financial Aid
with a copy of signed 1040 Federal taxes.
- ___4) **AWARD OFFER**
I Check each item w/ACCEPT or DENY.
- ___5) **LOANS-** IF this is your **1st** Stafford Loan at RWC/UC
do the following at the above website:
I ___ Go to "**GET LOAN Counseling**" and
complete
I ___ Complete Promissory Note and sign with
your Federal PIN number.

REMEMBER:

REGULARLY CHECK
the process of our aid

Financial Aid Notes:

- 1) Regularly check www.onestop.uc.edu under "My
Financial Aid" (left side), "Check MY Aid Status"
and follow the steps online to keep processing.
- 2) Process takes 4-6 weeks **IF** student follows steps
listed above.
- 3) **NO AID** if not formally enrolled as a matriculated/
degree-seeking student. (See Admissions-
Enrollment notes on other side.)
- 4) **\$ BEWARE \$** Aid may NOT cover all tuition,
fees, & books.
- 5) **DO NOT** drop classes unless you check with
Financial Aid- you can end up owing money.

CASHIER: Station 7

Phone: 745-5750

M-Th:8am-6:30pm F:8am-5pm
(after 5pm leave payment with REGISTRATION.)

Bills are ON-LINE at www.onestop.uc.edu
NOT MAILED

Caution: Check bill weekly
or if you drop or add a class.

TMS (Tuition Management System) Payment Plan:
800-722-4867 -call by 1st week of the quarter

\$200 Late Fee put on BY 8th DAY of the quarter
Summer quarter varies

\$\$\$400 + for Health Insurance...

I Need to WAIVE by 3rd week if you have insurance
I Go to www.onestop.uc.edu under "MY BILL" (left side)
I Student Health- 556-6868 Fax# 556-6655

\$\$\$Parking Tickets ONLY PARK within WHITE lines

I Check out the BACK parking lot- go around SAHB,
past the Vet Tech Building

\$\$\$DROPPING Classes:

I BEWARE!!! This can cause \$\$\$ problems!
I If you have Financial Aid, Check with FINANCIAL
AID ADVISER!
I **DROP and ADD at the same time**
100% refund- 1st week
50% refund- 2nd week
25% refund- 3rd week
then \$0.00

Summer VARIES- CHECK- There might be just 1 day
to drop a class

TO OFFICIALLY WITHDRAW YOU MUST

Withdraw either on-line or submit a drop form to
Registration (form requires a faculty signature)

If you have any further questions
please stop by RWC One Stop in Muntz 150.
We are here to help!

