Registration Instructions

- STEPS TO THE ONLINE APPLICATION & REGISTRATION SYSTEM -

Please read thoroughly, making sure each step is completed before proceeding to the next.

1) Go to: www.riohondo.edu and click on the image where it reads: "Get Started"
   Read the instructions and click on the option that applies to you. Also, please make sure
   that you apply for the "SPRING" semester.

2) If you are applying for the first time, it will take you to the California Community
   Colleges Chancellor’s Office (OpenCCC) screen. Creating the account will give you access
   to online services of any California Community College with the CCID you will receive.

3) Once your submitted application has been processed, you will be sent an email with your
   (nine-digit) Student ID number within 24 hours which you will need to register (not the
   CCID you received earlier). Follow the directions to set up your student profile, view the
   class schedule, and/or complete your online registration.

   *** Note:
   If you have taken classes with us previously, you may already have a student profile.
   If you already have a Student ID number, but did not register in the FALL 2017 semester,
   you will need to first, APPLY for the SPRING 2018 semester.
   If you were a registered student last semester, proceed to the next step.

4) Email your (nine-digit) Student ID# by Wednesday, October 11, 2017 to:
   RMendoza@riohondo.edu with the subject/title: "Truck Academy".
   A notice of clearance to register will follow. Please DO NOT skip this important step.

5) Registration will open for one day only on Wednesday, October 18, 2017. At this time, you MUST
   register and remit payment online. If payment is via department/agency check, please ensure it is
   received in our office by 5 p.m. on Wednesday, October 18, 2017. Should payment be late or not
   received by the deadline date, you will be dropped from the course.

6) To register: Click the "AccessRIO" button on the top right-hand corner of the RHC website.

   To log in and register for a class, please input the following:
   Username: First Name.Last Name.Last 4 digits of Student ID
             (example: John.Smith1234)
   Password: Date of Birth
             (example: Your birthdate is Jan. 1, 1975, you would input: 010175)

7) After logging in, go to the "Student" tab, select "Add or Drop Classes". The CRN is: 35975
   ** Please DO Not click on the Search Tab or use the Search Option.
   You need to go to the Student Tab and type the CRN in the registration box.

8) Registration is complete when course fees are paid. Online payments are accepted using
   Visa or Mastercard. The electronic payment and class registration receipts generated will
   be your confirmation.

   (Note: Cancellations made less than 14 business days from the course start date are subject to a partial refund only.)