

# Important Enrollment Information for Fall 2019 **Updated 8/14/2019**

- **Address change:** Please verify your address on your printed schedule. If it is incorrect, please immediately change the address via MyCrowder or complete a "Name/Address Change" form online at [www.crowder.edu](http://www.crowder.edu), by going to the Student Affairs office or a Center's Main Office.
- **Attendance:** Nonattendance may result in classes being dropped. Refer to the student handbook for attendance policies.
- **Books:** Bookstores are located on the Cassville, McDonald County, Neosho, Nevada and Webb City campuses. Neosho is the main campus Bookstore and houses books for Neosho, Online and Dual Credit/Enrolled classes. All Online and Dual Credit/Enrolled book orders are shipped from Neosho. Each bookstore location ONLY stocks books for classes offered at that specific location. A photo ID is required to purchase books.
  - **Online and Dual Credit/Enrolled books** must be **ordered** online or picked up in Neosho by each student taking an Online class. **Books will be mailed to your home (we do not hold for pickup). Shipping charges apply & are NON-refundable.**
    1. Go to the Crowder College website: [www.crowder.edu](http://www.crowder.edu)
    2. Click on "Current Students", "Bookstore"
    3. Click on "Visit our Bookstore" Website
    4. Press "Shop"
      - Select the Location of the Class (i.e. NEO=NEOSHO- CAS=CASSVILLE etc.)  
*use the arrow on the right side*
      - Select the Term (Spring=01, Summer=06, Fall=08) *use the arrow on the right side*
      - Select the Dept. (i.e. ENGL, HIST, NURS etc.)
      - Select the Course (i.e. 101, 106 etc.)
      - Select the Section (Two-digit code found on your schedule following the course ID) The books needed for the class will then populate on the right
    5. Choose your textbook option (new or used, if available) and click "add to cart"
    6. Proceed to Checkout
      - Enter Billing & Shipping information – Student ID must be entered to ship correctly (CANNOT SHIP TO PO BOXES)
      - Select Shipping Options, Select Payment Option
      - Check the Box to Agree to Terms and press place order to complete
- **Financial Aid:** Be sure to complete the **2019-2020 FAFSA**. If you plan to apply for a student loan you must enroll in at least 6 hours.
- **Fall 2019 billing:** In order to avoid being placed on the drop list, your student account must have one of the following payment arrangements in place by **Friday, August 23, 2019 September 6, 2019.**
  - **Paid in full**
  - **Financial aid complete.** You must have a correct FAFSA and all additional requested documents on file. If you have any questions about this, call the Financial Aid Office at 417.455.5419.
    - If you are a transfer student and have attempted more than 96 hours contact financial aid for eligibility.
    - Verify A+ eligibility with the A+ coordinator at 417.455.5572. Remember that A+ only covers tuition, institutional support fees, and safety & security fees.
  - **Nelnet monthly payment plan complete** – Payments are processed on the 20<sup>th</sup> of the month
    - Go to <http://mycollegepaymentplan.com/crowder/> (beginning May 1, 2019) for instructions on how to enroll in the payment plan and view payment options. Contact the Cashier's Office at 417.455.5673 or 417.455.5402 for information.
      - Enroll by May 10<sup>th</sup>, 0% down, 6 payments May-Oct
      - Enroll by June 10<sup>th</sup>, 0% down, 5 payments Jun-Oct
      - Enroll by July 10<sup>th</sup>, 0% down, 4 payments Jul-Oct
      - Enroll by ~~Aug 9<sup>th</sup>~~ Sep 10<sup>th</sup>, 25% down, 3 payments Sep-Oct
      - Enroll by ~~Sep 10<sup>th</sup>~~ Sep 25<sup>th</sup>, 50% down, 2 payments Oct-Nov**(NOTE: All down payments are processed immediately!)**
  - **Have outside funding to cover the entire account confirmed with the Financial Aid Office.** You must have Crowder scholarships or other outside scholarships which can be confirmed with the Financial Aid office.
- **Student ID & Refunds:** Crowder College has partnered with BankMobile Disbursements to deliver refunds. Be sure to have your photo taken for your student ID card, which is referred to as a Crowder OneCard. Watch for this card to arrive in the mail in a bright green envelope. Students should visit [CrowderOneCard.com](http://CrowderOneCard.com) to select a refund preference.

# Fall 2019 Dates to Add/Drop Classes **Updated 8/14/2019**

## 16-week classes beginning on August 19, 2019

% of Tuition/Fees Refund	% of Payment owed Crowder College*	FINAL Date to Withdraw
100%	0%	September 9, 2019
50%	50%	September 17, 2019
0%	100%	November 6, 2019
Last date to return books when dropping 16-week classes (on qualifying books): September 9, 2019		

## 1<sup>st</sup> 8-week classes beginning on August 19, 2019

% of Tuition/Fees Refund	% of Payment owed Crowder College*	FINAL Date to Withdraw
100%	0%	August 28, 2019
50%	50%	September 3, 2019
0%	100%	September 27, 2019
Last date to return books when dropping 1 <sup>st</sup> 8-week classes (on qualifying books): September 9, 2019		

## 2<sup>nd</sup> 8-week classes beginning on October 14, 2019

% of Tuition/Fees Refund	% of Payment owed Crowder College*	FINAL Date to Withdraw
100%	0%	October 23, 2019
50%	50%	October 28, 2019
0%	100%	November 20, 2019
Last date to return books when dropping 2 <sup>nd</sup> 8-week classes (on qualifying books): October 23, 2019		

***If you have questions regarding financial aid, please contact the Financial Aid Office  
601 Laclede Neosho, MO 64850 Phone 417.455.5419 / Fax 417.455.5731***

General inquiries and correspondence should be directed to:

<b>417.455.5419</b> <a href="mailto:financialaid@crowder.edu">financialaid@crowder.edu</a>	<b>Scholarships</b> 417.455.5678 <a href="mailto:scholarship@crowder.edu">scholarship@crowder.edu</a>	<b>Veterans Coordinator</b> 417.455.5434 <a href="mailto:veterans@crowder.edu">veterans@crowder.edu</a>	<b>A+ Coordinator</b> 417.455.5572 <a href="mailto:Aplus@crowder.edu">Aplus@crowder.edu</a>
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**NEED FINANCIAL AID AWARD INFORMATION, GRADE REPORT, UNOFFICIAL TRANSCRIPT, PROJECTED GPA, ACCOUNT INFORMATION, ETC.?**

**New student log in instructions will be provided to students the first week of class.**

Log into <http://my.crowder.edu/ics> or [www.crowder.edu](http://www.crowder.edu) and click on "My Crowder." If it is your first time to log in, enter your username (Crowder ID number) and click "I forgot my password." A password will be sent to your Crowder email address. Your Crowder email address is [firstname.lastname@crowder.edu](mailto:firstname.lastname@crowder.edu) (no space, lower case) Example: [janedoe@crowder.edu](mailto:janedoe@crowder.edu). Log into your Crowder email to get your password to use for your login address. Once in "My Crowder" click on Personal Information and the Password tab to change your password for future use.

To select any of the above items, you will need to click on the **Academics** tab (for grade reports, unofficial transcripts, GPA information, etc.) or the **Finances** tab (billing information and Financial Aid information/status) and select a link for the appropriate document on the left of the screen.

**Policy updates** not included in the catalog will be available on the website: [www.crowder.edu](http://www.crowder.edu)

\*Some fees are nonrefundable including but not limited to select application, housing, course and travel fees.