

# Important Enrollment Information for Summer 2017

- **Address change:** Please verify your address on your printed schedule. If it is incorrect, please complete a "Name/Address Change" form immediately either online at [www.crowder.edu](http://www.crowder.edu) or by going to the Student Affairs office or a Center's Main Office.
- **Financial Aid: Summer Financial Aid eligibility MUST be verified with the Financial Aid Department.** Be sure to complete the **2016-2017 FAFSA** if you believe you are Pell-grant eligible. If you have already completed the 2016-2017 FAFSA you do not need to complete another one for the summer semester. If you plan to apply for a student loan you must enroll in at least 6 hours.
- **Summer 2017 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 June 9, 2017.**
  - **Paid in full.**
  - **Financial aid in order. Summer Financial Aid eligibility MUST be verified with the Financial Aid Department.** You must have a correct FAFSA 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 you are not eligible for financial aid.
  - **Have outside funding to cover 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.
- **Dropping a class:** You must complete a drop or withdrawal form if you stop going to class or if you never attend a class for which you enrolled.
- **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 all locations and online classes. All online book orders are shipped from Neosho. Other bookstore locations **ONLY** stock books for classes offered at that location. Books for Monett should be available at the closest location or may be ordered online. A photo ID is required to purchase books.
- **Online books** must be requested online, or picked up in Neosho, by each student taking an online class.
  1. Go to Crowder College website: [www.crowder.edu](http://www.crowder.edu)
  2. Click on Services, Bookstore
  3. Click on Visit our Website
  4. Choose Books option
  5. Browse Textbooks
  6. Choose Semester (Summer: 06 2017)
  7. Browse by Department (scroll through listings by ART, BIOL, etc.)
  8. Browse Course and select Book (ensure you select the course you are enrolled in)
  9. Add to Shopping Cart
  10. Checkout and Create Account

***Books will be mailed to your home. Shipping charges apply.***
- **Policy updates** not included in the catalog will be available on the website: [www.crowder.edu](http://www.crowder.edu)
- **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.

## Summer 2017 Dates to Add/Drop Classes

### 8-week classes beginning on June 5, 2017

% of Tuition/Fees Refund	% of Payment owed Crowder College	FINAL Date to Withdraw
100%	0%	June 14, 2017
50%	50%	June 19, 2017
0%	100%	July 14, 2017
Last date to return books when dropping 8-week classes (on qualifying books): June 14, 2017		

### 1<sup>st</sup> 4-week classes beginning on June 5, 2017

% of Tuition/Fees Refund	% of Payment owed Crowder College	FINAL Date to Withdraw
100%	0%	June 8, 2017
50%	50%	June 12, 2017
0%	100%	June 23, 2017
Last date to return books when dropping 1 <sup>st</sup> 4-week classes (on qualifying books): June 14, 2017		

### 2<sup>nd</sup> 4-week classes beginning on July 3, 2017

% of Tuition/Fees Refund	% of Payment owed Crowder College	FINAL Date to Withdraw
100%	0%	July 7, 2017
50%	50%	July 11, 2017
0%	100%	July 21, 2017
Last date to return books when dropping 2 <sup>nd</sup> 4-week classes (on qualifying books): July 7, 2017		

**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:  
417-455-5419  
[financialaid@crowder.edu](mailto:financialaid@crowder.edu)

**Scholarships**  
417-455-5678  
[scholarship@crowder.edu](mailto:scholarship@crowder.edu)

**Veterans Coordinator**  
417-455-5434  
[veterans@crowder.edu](mailto:veterans@crowder.edu)

**NEED FINANCIAL AID AWARD INFORMATION, GRADE REPORT, UNOFFICIAL TRANSCRIPT, PROJECTED GPA, ACCOUNT INFORMATION, ETC.?**

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) and select a link for the appropriate document on the left of the screen.

**To check on the status of your financial aid, please keep looking for information on My Crowder.**