

Important Enrollment Information for Spring 2018

- **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 or 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 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. **Books will be mailed to your home. Shipping charges apply.**
 1. Go to Crowder College website: www.crowder.edu
 2. Click on Services, Bookstore
 3. Click on Visit our Website
 4. Choose “Books” option
 5. Choose Browse Books
 6. Choose Browse Term Semester (Spring: 01 2018)
 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
- **Financial Aid:** Be sure to complete the **2017-2018 FAFSA**. If you plan to apply for a student loan you must enroll in at least 6 hours.
- **Spring 2018 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, January 19, 2018.**
 - **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 20th of the month
 - Enroll by Dec. 16, 0% down 4 payments Dec-Mar
 - Enroll by Jan. 09, 25% down 3 payments Jan-Mar
 - Enroll by Feb. 04, 50% down 2 payments Feb-Mar
 - Go to <https://my.crowder.edu/ics> (beginning December 1, 2017) to enroll in the payment plan and select payment options or contact the Cashier’s Office at 417-455-5673 or 417-455-5402 for information.
 - **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 to select a refund preference.



Spring 2018 Dates to Add/Drop Classes

16-week classes beginning on January 16, 2018

% of Tuition/Fees Refund	% of Payment owed Crowder College*	FINAL Date to Withdraw
100%	0%	February 5, 2018
50%	50%	February 13, 2018
0%	100%	April 16, 2018
Last date to return books when dropping 16-week classes (on qualifying books): February 5, 2018		

1st 8-week classes beginning on January 16, 2018

% of Tuition/Fees Refund	% of Payment owed Crowder College*	FINAL Date to Withdraw
100%	0%	January 25, 2018
50%	50%	January 30, 2018
0%	100%	February 23, 2018
Last date to return books when dropping 1 st 8-week classes (on qualifying books): February 5, 2018		

2nd 8-week classes beginning on March 19, 2018

% of Tuition/Fees Refund	% of Payment owed Crowder College*	FINAL Date to Withdraw
100%	0%	March 28, 2018
50%	50%	April 2, 2018
0%	100%	April 27, 2018
Last date to return books when dropping 2 nd 8-week classes (on qualifying books): March 28, 2018		

***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

Scholarships
417-455-5678
scholarship@crowder.edu

Veterans Coordinator
417-455-5434
veterans@crowder.edu

A+ Coordinator
417-455-5572
Aplus@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 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 (no space, lower case) Example: 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

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