

Frequently Asked Questions (FAQs)

Is the Admissions office open?

Yes, the Admission Office is open for walk-ins however, our preferred method is by scheduling an appointment to help reduce the risk of Coronavirus. You can also remain in contact with us by emailing nray@rstc.edu

How can I speak with someone in the Admissions Office

Admission can be reached by calling 251-578-1313 ext. 148 or by emailing nray@rstc.edu

How can I turn in my required admissions documents to RSTC?

The preferred methods of submitting Admissions documents are to send them to mailing address P.O. Box 588, Evergreen, AL 36401, Fax (251) 578-4824 or **scan** to nray@rstc.edu

How can I submit my transcript to RSTC from my previous college?

To submit previous college transcripts please contact that college to request transcripts to be sent to RSTC Admissions Department mailing address P.O. Box 588, Evergreen, AL 36401 or by electronic submission.

How can I get a RSTC transcript?

A student must submit a written request to have an official transcript sent to another institution or agency. To request a transcript please download the **Transcript Release Form** found under the *Admissions Tab, Request a Transcript* option.

I need to drop my class(es) due to Coronavirus, who can I speak with?

If a student need to withdraw or drop a class, please contact your instructor. The instructor will assist the student with withdrawing from all classes except the last class. The Registrar will drop the last class once the withdrawal form is received from the instructor.

Who do we contact concerning registration for Spring 2021?

Please contact your advisor for registration. Spring 2021 Registration will begin on November 9, 2020. Registration and Advising for Spring will still be conducted online.

Is the Financial Aid Office open?

The Financial Aid Office is open for student questions and FAFSA processing. The Financial Aid Office will remain available to assist students. All questions need to be addressed to Ms. Goodwin by email: cbulger@rstc.edu.

How can I speak with someone in the Financial Aid Office?

Please contact the Financial Aid Office by email at cbulger@rstc.edu

How can I turn in requested financial aid verification forms?

Please mail all forms to the college address: RSTC, Attn: Financial Aid, P O Box 588, Evergreen, AL 36401

Where can I get the requested financial aid verification forms?

Verification forms can be downloaded from the RSTC website. Once their FAFSA has been received the student will receive an email that their FAFSA has been received and the steps the student needs to follow in order to determine what forms are needed to complete the process. If a student has a question about the forms, please address all concerns to Ms. Goodwin at cbulger@rstc.edu.

I need to drop classes due to Coronavirus, how will this affect my financial aid status?

Please contact the Financial Office with any questions or concerns at cbulger@rstc.edu

What information do I need to complete my FAFSA for Spring 2021?

The FAFSA for Spring 2021 requires you to use 2018 Tax information. You are required to file the 2020-2021 FAFSA

Who do we contact concerning registration for Spring 2021?

Please contact your advisor for registration.

What is the process for Orientation for Spring 2021?

After attending one of the scheduled Virtual Orientation, please meet with your advisor and register for your classes. In addition, check to make sure all charges have been cleared via your student account. Please review the Student Handbook on our website at www.rstc.edu. Your ID Card will be made with no photo and your instructor will issue your ID card. A parking decal will be issued to students who are attending classes on campus. You may also pick up a hard copy of the Student Handbook, and safety manual at that time.

How can I pay for my classes for the next semester?

Classes can be paid online by logging into your student account through MyRSTC.

Can I pay by phone?

Students are not able to pay by phone but can easily clear charges through their MyRSTC portal.

How can I make a payment for my course(s) online?

Please review the directions on the website.

How can I speak with someone?

If you have questions about clearing your charges, please contact Ms. Janell Smith at jsmith@rstc.edu. If you have questions about your financial aid, please contact Ms. Christy Goodwin at cbulger@rstc.edu

Is the ADA/504 Office open?

The ADA/504 office is not available in person, but ADA services are still available to help meet the needs of our students. To schedule a phone appointment contact Dr. Purifoy, Dean of Students at tpurifoy@rstc.edu

How can I speak with someone in ADA Office?

Students can email Dr. Tangela Purifoy, Dean of Students at tpurifoy@rstc.edu for assistance.

I receive accommodations and support through the ADA Office and How do I adapt my accommodations to online learning?

This will be determined via case-by-case review. Students should wait to hear from their instructors before emailing in regards to their course format. Students can email their questions or concerns to Dr. Tangela Purifoy at tpurifoy@rstc.edu