



Richland College

DALLAS COUNTY COMMUNITY COLLEGES

Admissions/Student Records Office
Thunderduck Hall, T170

Release for Proxy Registration

In order to comply with federal laws dealing with confidentiality of official student records (Family Education Rights and Privacy Act of 1974) you **must** sign a release authorizing registration by proxy. The form below must be completed, signed and submitted at admission and/or registration time. ***Your proxy must have this form along with the student's photo I.D. in order to receive registration materials.*** The student to be registered (not the proxy) has the ultimate responsibility for paying tuition and fees.

Step 1. Admissions Admissions/Student Records Office Thunderduck Hall, T170	<ul style="list-style-type: none"> • Complete an application for admissions. Documentation of residency will be required. • Transfer students must submit transcripts from all previously attended colleges and universities. • All students must have taken the required Texas Success Initiative (TSI) assessment test or be TSI exempt before registering for any college level classes. • Proxy must have a copy of student's photo ID and signature as well as the proxy's proof of identification
Step 2. Student Advising Report Admissions/Student Records Office Thunderduck Hall, T170	<ul style="list-style-type: none"> • Obtain Student Advising Report and a Registration Form before meeting with an Advisor. • If testing is required, the Advisor will provide a Test Referral form.
Step 3. Registration Advising Center Thunderduck Hall, T180	<ul style="list-style-type: none"> • Student Advising Report is required for registration with an Advisor or in the cConnect Room, which is available for online registration (T180) if the student meets the criteria. • Transfer students must show proof of meeting specific course placement/prerequisites requirements. Advisors will assist in determining eligibility for the courses based on official documentation provided by the student. • Please specify all course information for the class/es on—class name, number, section, etc. In case original course is not available, provide your proxy with course alternatives.
Step 4. Payment Cashier Windows T140	<ul style="list-style-type: none"> • Make payment on or before payment due date printed on your Registration Summary. • Pick up Registration Summary before leaving the Advising Center. • If you do not make the payment deadline, you may be automatically dropped from all unpaid credit classes. You will be required to re-register with no guarantee your original classes will still be available.

Proxy form, student photo I.D. and photo I.D. for authorized proxy person required each semester

Print the following information:

Admissions/Registration Proxy Form for: _____
Semester

Student's Name: _____ **SSN/RLC ID#:** _____
Copy of student's photo I.D. is required for Admission and Registration

Name of authorized proxy: _____
Authorized proxy's photo I.D. is required for Admission and Registration

I hereby grant approval for the person mentioned above to serve as my authorized proxy for the purpose of my registration at Richland College. This person may have access to any and all of my records needed to register on my behalf, including selection of courses, signing documents for me and payment of my tuition in my absence.

Signature of student to be registered

Signature of proxy