

RANKEN

TECHNICAL COLLEGE

PRE-SEMESTER CHECKLIST TO COMPLETE BEFORE TERM START

Review your class schedule on [InsideRanken.org](https://www.ranken.edu/inside), under Academics tab, then Student Schedule

- Review the on-campus/in-person start dates, times, meeting days of the week, and classroom location of your technical/program classes.
- On-line general education classes are required for all daytime programs. Refer to the course syllabus for weekly assignments. The Sunday 12AM-6AM time is only a system placeholder, not the actual class meeting times.

Resolve any holds on your account with the office(s) listed (view under Academics tab of InsideRanken).
Students with holds are Not Authorized and cannot attend classes or purchase books and tools.

Financial Information

- Verify completion of your financial aid file (FAFSA and all required documents submitted to Financial Aid Office) before payment deadline (if applicable). Direct questions regarding your file to the Financial Aid Office at 314-286-4878 or financialaid@ranken.edu.
- Students planning to utilize military/VA benefits should visit <https://www.va.gov/education/> to obtain your Certificate of Eligibility (COE) notice. Submit COE to Registrar's Office via e-mail, mail, or in person.
- Submit payment and set-up payment for any remaining balance due by deadline (if applicable). Payments of the \$95 Registration Fee or any past semester's balance do not count as a payment toward next semester's balance.
- Payment plans set-up by payment deadline provide the most options; options are reduced after deadline.
 - July 1st for Fall semesters
 - December 1st for Spring semesters
 - April 1st for Summer semesters.
- Payment submission and plan set-up instructions:
 - Log in to your student account at [InsideRanken.org](https://www.ranken.edu/inside).
 - Click on the **Finances** tab to view your account.
 - Click on **Pay Online** under the CASHNet section.
 - Click on **Payment Plans** and select a payment option.
 - Click on **Enroll in Plan** to complete the set-up.

Direct account questions to the Business Office at 314-286-4869, businessoffice@ranken.edu, or in person.

Visit the [Bookstore](#) for textbooks, tools, and uniforms. Uniform requirements are detailed in the [Student Handbook](#).

Review the Attendance Policy in the [Student Handbook](#).

Visit [Public Safety](#) for parking permits and student ID.

Sign-up for [Ranken's Notification System](#).