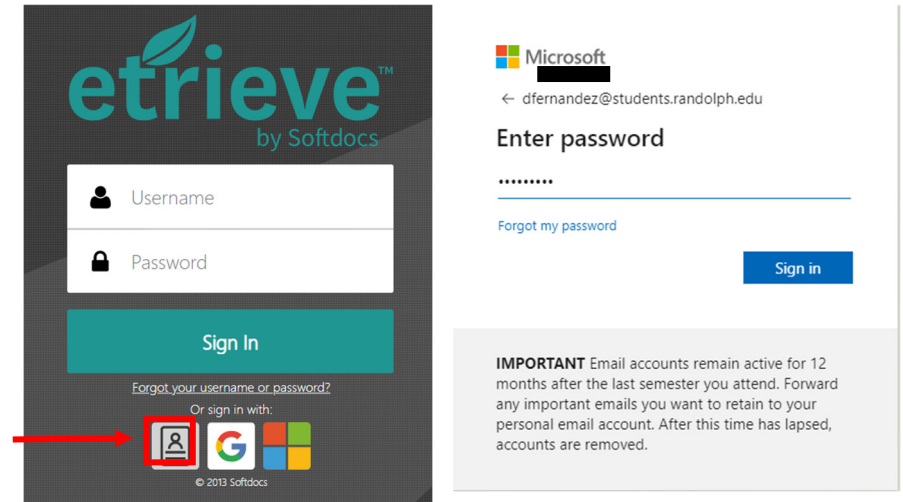


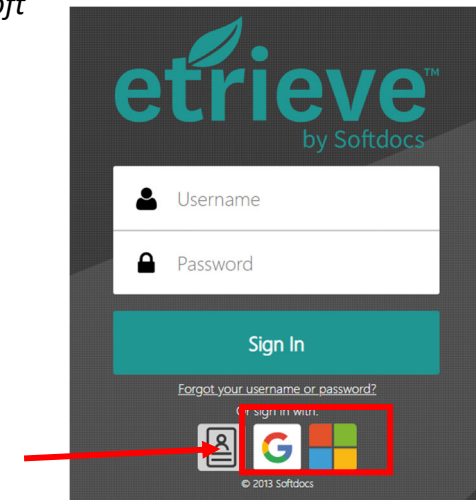
## Etrieve Central (forms) – Students

Current student will access Etrieve thru the Azure AD link.

Enter your RCC username and password (ex. jcase@students.randolph.edu)



*If you are a prospective student, you can log in using your personal Gmail account or personal Microsoft Account by selecting the appropriate links.*



# Quick Overview

Once you log in your screen will look similar to the one below.

Activity – Shows your recently submitted forms.

etrieve | CENTRAL

Flow

- Inbox
- Activity

Forms

- Forms
- Drafts

Forms

Search

Admissions\Registrar

COLLAPSE ALL

- Make-Up of Assignment for Canceled Classes
- Parental Affidavit Dependence & Request for Academic Info...
- Placement Test Waiver Statement
- Continuing Education/ Workforce Development
- Continuing Education Registration
- HRD Registration and Fee Waiver Verification Form
- Student Success
- Academic Success Plan
- Tutoring Request Form

Academic Success Plan

Office of Student Success

Last Name First Name Middle Name

Student ID or Last 4 of SSN Date of Birth

Telephone Number Email Address

Semester: Cumulative Hours Attempted: Cumulative GPA:

Please contact the Office of Financial Aid and Veterans Affairs for assistance completing this section related to your financial aid. Please visit [www.randolph.edu/financial-aid](http://www.randolph.edu/financial-aid) to set up an appointment. If your Financial Aid Status is not Satisfactory, you MUST schedule an appointment.

Financial Aid Status: Cumulative FA GPA Cumulative FA Completion Rate

AGREEMENT

As a student on academic probation, I recognize that changes in my habits and academic performance are necessary for my continued attendance at Randolph Community College. As part of my effort to improve my academic performance, I agree to actively follow this plan during the specified semester with the conditions below.

- Attain a 2.0 or higher GPA during the semester of this agreement.
- Submit the Academic Success Midterm Report form, which may be obtained from Student Services or by visiting [https://www.randolph.edu/images/students/forms/academic\\_success\\_midterm\\_report1.pdf](https://www.randolph.edu/images/students/forms/academic_success_midterm_report1.pdf), to the Retention Specialist at the midpoint of the semester. If the anticipated grades are satisfactory, my registration hold will be removed prior to my next semester registration. If the anticipated term GPA is below 2.0, I understand I will not be able to register for classes until the official grades are entered.
- Meet with my faculty advisor regarding Program of Study.

Submit Attachments Download Print

<https://etcentral.primary.randolph.edu/#/form/43>

Drafts- Etrieve will automatically save a draft of any unfinished form

The forms are separated by department (Admissions\Registrar, Continuing Education, Student Success etc.)

## Filling out a form

1. Select Forms, then select the form you would like to fill out. The form is then displayed in the document viewer.

The screenshot shows the etrieve CENTRAL interface. On the left, a sidebar menu has 'Forms' highlighted with a red circle. The main content area shows a list of forms, with 'Academic Success Plan' also highlighted with a red circle. To the right, the 'Academic Success Plan' form is displayed. The form includes fields for Last Name, First Name, Middle Name, Student ID or Last 4 of SSN, Date of Birth, Telephone Number, Email Address, Semester, Cumulative Hours Attempted, Cumulative GPA, Financial Aid Status, Cumulative FA GPA, and Cumulative FA Completion Rate. A red box highlights the form's header and the first few fields.

If the form has required fields it will highlight them in red if they have not been entered and will not let you submit the form.

This screenshot shows the 'Academic Success Plan' form with red highlights indicating required fields. The 'Student ID or Last 4 of SSN' field is highlighted in red. The 'Cumulative Hours Attempted' and 'Cumulative GPA' fields are also highlighted in red. A red box highlights the form's header and the first few fields. At the bottom right, a red banner reads 'Form is not submittable Missing required fields'. The form also includes an 'AGREEMENT' section with a list of conditions.

2. After you complete the form you have the 4 options in the bottom of the screen.

- a. Submit – Click to submit your form
- b. Attachments – You can add attachments to a form
- c. Download – downloads a pdf copy of the form.
- d. Print

As a student on academic probation, I recognize that changes in my habits and for my continued attendance at Randolph Community College. As part of my effort for satisfactory performance, I agree to actively follow this plan during the specified semester w

- Attain a 2.0 or higher GPA during the semester of this agreement.
- Submit the **Academic Success Midterm Report** form, which may be found by visiting [https://www.randolph.edu/images/students/forms/academic\\_success\\_midterm\\_report.pdf](https://www.randolph.edu/images/students/forms/academic_success_midterm_report.pdf) at the midpoint of the semester. If the anticipated registration hold will be removed prior to my next semester registration, I understand I will not be able to register for classes until the official registration period begins.
- Meet with my faculty advisor regarding Program of Study.



3. To attach a file, click on Attachments, then click on upload file, select the file you wish to upload. You will then see your document in the attachment window.

