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.



Sign in

Activity – Shows your	Quick Overview									
recently submitted forms.	Once you log in your screen will look similar to the one below.									
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Flow	Forms X									
Activity	Admissions\Registrar	Office of Student Success								
Forms	Make-Up of Assignment for Canceled Classes	Last Name First Name Middle Name								
Forms	Parental Affidavit Dependence & Request for Academic Info Placement Test Waiver Statement	Student ID or Last 4 of SSN Date of Birth								
	Continuing Education/ Workforce Development Continuing Education Registration	Telephone Number Email Address Example : jdoe@students randolph.edu Semester: Cumulative Hours Attempted : Cumulative GPA:								
Drafts- Etrieve will automatically save a draft of any unfinished form	HRD Registration and Fee Waiver Verification Form Student Success Academic Success Plan	(please select) Please contact the Office of Financial Aid and Veterans Affairs for assistance completing this section related to your financial aid. Please visit www.randolph.edw/inacial-aid to set up an appointment. If your Financial Aid Status is not Satisfactory, you MUST schedule an appointment.								
	TutoringRequest Form	Financial Aid Status: Cumulative FA GPA Cumulative FA Completion Rate (please select)								
https://etcentral.primary.randolph.edu/#/form/43	(Admissions\Registrar, Continuing Education, Student Success etc.)	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 I								

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.

Flow		Forms			Academ	nic Success	
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		Tutoring Request Form		Financial Aid Status: (please select)	Cumul	ative FA GPA Cun	nulative FA Completion Rate

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.

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Student ID or Last 4 of SSN		Date of Birth			
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- 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 eff 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 visiting https://www.randolph.edu/images/students/forms/academic_s Retention Specialist at the midpoint of the semester. if the anticipated registration hold will be removed prior to my next semester registratic 2.0, I understand I will not be able to register for classes until the office
- 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.

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