## **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



## 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 X			Acader	nic Success
Inbox	>				,	Plan
Activity	>	Admissions\Registrar 🔻	_		Office of \$	Student Success
Forme		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 🔻	Telephone Number		Email Address	
{		Continuing Education Registration	Semester:	Cumulative Hou	Example : jdoe@stude	mulative GPA:
		HRD Registration and Fee Waiver Verification Form	(please select)	•		
		Student Success 💌				
	Academic Success Plan		Please contact the Office of Financial Aid and Veterans Affairs for assistance completing this section reliated to yo financial aid. Please visit www.randoph.edu/finacial-aid to set up an appointment. If your Financial Aid Status is not Satisfactory, you MUST schedule an appointment.			
		Tutoring Request Form	Financial Aid Status:	Cumula	ative FA GPA Cu	mulative FA Completion Rate
			(please select)	~		

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.

	POLPH	Office	Plar e of Studer	n nt Success	5
Last Name	First Name		Mid	idle Name	
Case	Justin				
Student ID or Last 4 of SSN		Date of Birth			
Telephone Number		Email Address			- 1
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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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