Instructions on How to Submit Forms in Etrieve Central

Go to www.rockinghamcc.edu

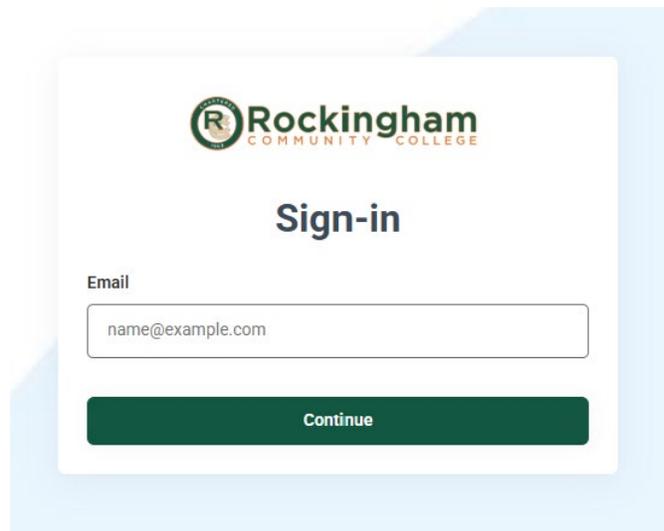Click "MyRCCLogin"

Access the RCC Portal

Click "Etrieve Central" under the "Student" tab You
will be directed to the login screen.

Login using the following information:

Username: last name first initial and last four digits of ID # (ex. evansc1234)
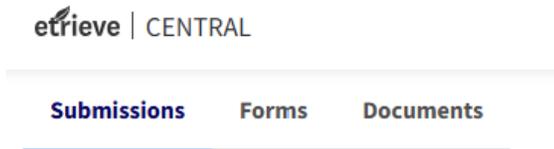
Password: The password is the same as you use for your student email account.

Once user's login, you will see the Etrieve Central Dashboard:

You will have 3 tabs at the top.

etrieve | CENTRAL

Submissions **Forms** **Documents**

The **Submissions** tab will show you the forms that you have submitted that need attention.

The **Forms** tab will show you all of the forms available to you.

The **Documents** tab will show previous forms you have completed.

To complete a form, click "**Forms**"

Most forms that you will need will be under the tabs for Financial Aid, Records Office, or Students.

**If you do not see any forms, please contact TSS **

Once you click on a form, you will see the form displayed to the right.

RO - Add/Drop/Withdrawal ✓ Draft saved

R Rockingham
COMMUNITY COLLEGE

Add/Drop/Withdrawal

Having a problem submitting the form, call 336.342.4261 extension 2119 or email records@rockinghamcc.edu from your RCC email account.

Consult with your advisor prior to adjusting your schedule. If you receive any financial assistance, verify the impact of adjusting your schedule prior to submitting this form. Your request will be processed within 2 business days once you submit your form. Forms received after the applicable deadline will not be processed and your form will be returned.

Additional Add/Drop/Withdrawal Information

You can verify this request has been processed by checking your schedule in Self-Service.

Date
03/11/2026

Term

Year

Student Name
Kristen Fowler

Student ID

Program of Study

Advisor

⬇ Save   + Add Attachment(s)   ◀ Submit

Most of the forms will automatically populate your Name and Student ID #

Fill out the rest of the form by completing the required fields and add any additional information that is needed.
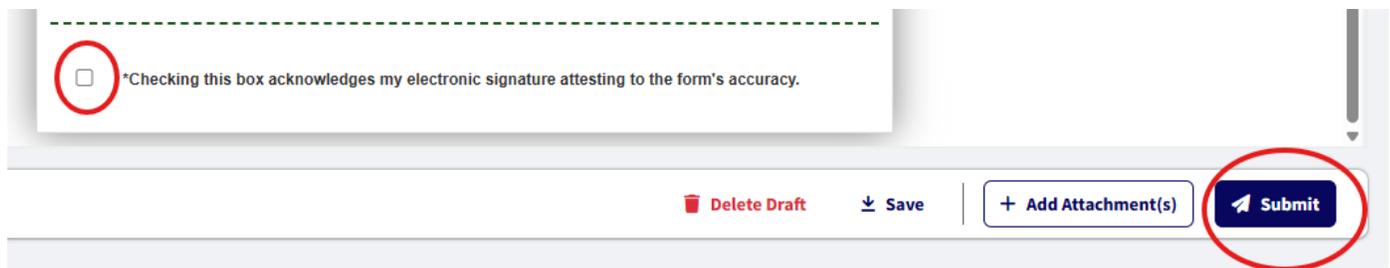
The form automatically saves as you work. Click "Drafts" on the left to view any saved documents.
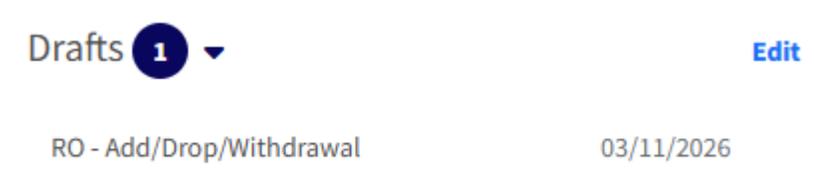
Drafts **1** ▾   **Edit**

RO - Add/Drop/Withdrawal   03/11/2026

Before submitting your form, you must check the box beside the statement: "Checking this box acknowledges my electronic signature attesting to the form's accuracy."

☐ *Checking this box acknowledges my electronic signature attesting to the form's accuracy.

🗑 Delete Draft   ⬇ Save | + Add Attachment(s)   ✈ Submit