How to Register for the RCC Summer Field Ecology Course to the Galapagos Islands

1 – Go to the Ecology Project International (EPI) Website (www.ecologyproject.org) and enroll in RCC’s course.
   - Click on the blue ‘enroll’ button found near the center of the top of the Ecology Project homepage
   - Make sure you are on the ‘students’ tab (you should be directed here automatically, but it doesn’t hurt to check)
   - Fill in all of your personal information
   - When you get to the ‘Course Registration’ section, choose ‘Galapagos Islands Ecology’ from the drop-down menu for your location. Then, choose ‘6/30/16 – Riverside City College’ from the drop-down menu for your course option.

Important notes about this step: A $250 deposit must be made at the time of registration (the EPI website may not prompt you to do this, but in order to ensure your place in the RCC course, you must make the deposit.) Full payment will be due in mid-May. If you intend to apply for financial aid, you must enroll in the course and complete the required financial aid paperwork before October 15 (the sooner, the better!) If you do not intend to apply for financial aid, you must enroll in the course and pay your deposit before December 1.

2 – If you would like to apply for financial aid:
   - Enroll in RCC’s course via the EPI website using instructions above
   - Contact Dr. Huff (tonya.huff@rcc.edu) for a scholarship packet
   - Fill out the scholarship packet and send it to EPI before October 15

3 – Get a passport if you do not already have one! EPI requires a color photocopy of your passport. Processing time for new or renewed passports is currently 4-6 weeks so give yourself plenty of time. NOTE: Passports must be valid for at least 6 months after the starting date for the course.

4 – Go to www.ecologyproject.org/forms to fill out the required forms. These will include:
   - Medical Form – NOTE: Your health care provider must fill out and sign the last page of this form
   - EPI Consent Forms
   - Minor Travel Letter (only if you are under the age of 18)
   - You can also find the course handbook, sample itinerary, and packing list on this page.

Then e-mail, fax, or mail your forms along with a color photocopy of your passport to EPI using the instructions at the bottom of the webpage.

5 – Register for the class through RCC during Spring 2016
   - If you are not currently an RCC student, you will need to submit an application (found on the RCC website)
   - If you have previously attended RCC but are not currently attending, the RCC website will ask you to enter information to determine if you are a continuing or returning student
   - Once registration for Summer 2016 opens, go to WebAdvisor and register for BOTH Bio 31A (1 unit) and 31B (2 units)

Note: Only students who have already completed steps 1-4 will be allowed to register for the class. Registration will likely occur during a pre-course meeting. More information will be made available about this as the registration period approaches.