



## Rio Hondo College Regional Truck Academy Registration Information/Instructions



### -STEPS TO THE ONLINE APPLICATION & REGISTRATION SYSTEM-

Please read thoroughly, making sure each step is completed before proceeding to the next.

- 1) Go to: [www.riohondo.edu](http://www.riohondo.edu) and hover over Admissions & AID. On the drop-down menu, go to the first link: **Apply Now and Next Steps**. Choose one of the categories that apply to you and click on it. Read the instructions thoroughly and make sure you apply for the "WINTER" semester.
- 2) Click on **Apply Now** and it will take you to the California Community Colleges CCC Apply page. Create an account here and follow through the instructions on the screen to receive a CCID number. You will then need to log on to this account to begin your RHC application. Note that this CCID number is NOT the RHC student ID you need to register for classes.
- 3) Once your submitted application is processed, you will receive an email with your nine-digit Student ID number, usually within 24 hours. This is the SID (Student Identification) number you need to register. Submit this SID # to get clearance to register. (Step 4 Below)

**\*\*\* Note: If you have taken classes with us previously, you may already have a student profile. If you already have a Student ID number, but did not register in the FALL 2024 semester, you will need to first, APPLY for the WINTER semester.**

**If you were a registered student last semester, proceed to the next step.**

**\*\* For troubleshooting:**

**Technical issues - click on the "Technical Support" link at the bottom of your portal login Application/Registration issues - [admissions@riohondo.edu](mailto:admissions@riohondo.edu) or (562) 908-3415**

- 4) Your nine-digit Student ID# must be received via email by 5:00 p.m. on **October 21, 2024** to: [gtrejo@riohondo.edu](mailto:gtrejo@riohondo.edu) with the subject/title: "**Truck Academy**". Please cc: [riotruckacademy@gmail.com](mailto:riotruckacademy@gmail.com)  
**\* DO NOT SKIP THIS IMPORTANT STEP**. Any late submissions will NOT be accepted. No Exceptions!
- 5) Notification will be sent (via your email address received), when you have been cleared to register. Registration (online only) will be one day only on Monday, **November 4, 2024**.
- 6) To register: Click the "**AccessRIO**" button on the top right-hand corner of the RHC website.

**To log in and register for a class, please input the following:**

**Username:** First Name.Last NameLast 4 digits of Student ID (Example: John.Smith1234)

**Password:** Date of Birth (Example: Your birthdate is Jan. 1, 1995, you would input: 010195)

- 7) After logging in, select "**Registration**", then "**Add or Drop Classes**".  
The **CRN** for this class is: **10063** (Payment due when class registration is confirmed)

**\*\* Cancellations made less than 14 business days from the course start date are subject to a partial refund only. \*\***

- 8) Finally, please email your registration and payment confirmation to: [gtrejo@riohondo.edu](mailto:gtrejo@riohondo.edu) with the subject/title: "**Truck Academy Registration**". Please cc: [riotruckacademy@gmail.com](mailto:riotruckacademy@gmail.com)

**Registration is complete when payment is made. An electronic receipt will be generated.  
This will be your confirmation. No other communication will be sent from our office.**