

**Entry Code Request**  
**Instructions**

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To obtain an entry code for a course that requires a pre-requisite you must have a Student Identification number (SID) with RTC. If you do not have an RTC SID please either submit an Admissions Application to the Registration Office or complete the online admissions process.

Next, follow these steps:

1. From the RTC Home page, select **Current Students** from the information bar, select **Student Forms Library** from the drop down menu.
2. Select the **Course Entry Code Request** form.
3. Complete the form and submit by fax or email (fax and email information listed above).
4. If you are also submitting an unofficial transcript, circle or underline the pre-requisite course on the transcript.
5. After the entry code is provided, use the number to complete your registration. From the home page, go to **Current Students, Student Online Services**, then select **Registration**.

Once you are enrolled, please submit an official transcript and Transcript Evaluation request to the Registration Office. The Transcript Evaluation request can be found in the **Current Students** menu under **Student Forms Library** as well.