

Spring 2012 Undergraduate Registration Instructions

Online Registration for residential undergraduate students will begin on Monday, October 31, 2011 and continue until Friday, November 11, 2011. Your registration fee of \$75 will be waived until Nov 11th. A late registration fee of \$50 will be added after Dec 12th. Register early!

Step 1: Contact your advisor(s) and set up an advising appointment.

If you are considering not returning in the Spring, you must meet with your advisor by Nov 11th to discuss the reasons and then submit a completed *Non-Returning Student Exit Process* form to Student Services.

Step 2: Print a copy of the Student/Advisor Checklist.

Check off items on the left of the checklist as you complete them and bring checklist to your advisor.

Step 3: Complete the online *Student Information Form*.

To provide the most current information for student files in Records, Financial Aid, and the Business Office, please complete the online *Student Information Form* before your advising appointment.

Step 4: Update your *Degree Status Sheet*.

Using the transcript information in your Student Portal, update your Degree Student Status Sheet to identify which courses you still need to complete the degree program.

Step 5: Print the *Schedule Planning Form*, study the *Course List* and create a trial schedule on the form to bring to your advising appointment.

Don't forget to check the list of prerequisites to be sure you meet the requirements for a class. Make yourself a copy of your Schedule Form for use when entering registrations into your Student Portal.

Step 6: If you are on Academic Warning/Probation, you must meet with Mrs. Owens in Academic Support before meeting with your advisor and registering.

Contact Academic Support: 423-493-4474 to make the necessary arrangements:

Step 7: **NEW STEP!! Before you meet with your advisor and will be allowed to register, you must meet with someone in Financial Aid and then the Business Office.**

All students must clear through Financial Aid and the Business Office to discuss financial aid and billing. Once you have cleared with this office, they will sign your Schedule Planning Form to indicate that you are clear to register.

Step 8: Meet with your advisor and finalize your registration.

Before meeting with your advisor, you must have completed any requirements related to probation, financial aid, and billing. Finalize your side of the Advisee/Advisor Checklist.

Double majors must secure approval from both advisors. The primary advisor will finalize the registration.

Elementary and Secondary Education Majors: Go to Academic Services (LRC 201) for your education advisor's approval.

Submit all forms to your primary advisor who will check to be sure that all information on the forms is correct and complete, including necessary signatures. Failure to complete all necessary forms will only delay your registration and you may find a needed class closed.

Once advising is completed, give all forms to your advisor who will place your Schedule Planning Form and Checklist in your Advising File for reference and submit all other forms to the Records Office.

Step 9: Log into your Student Portal account, select the SP-12 term and click on the "Registration" link to access the course offerings for online registration.

(Students on Business Office hold or Academic Probation will not be able register online until the hold is removed by the office placing the hold.)

Enter the courses from your copy of the Schedule Planning Form and click the "Process Registration" link to add to your scheduled course list. You may register for summer courses by changing to the correct term (SU-12) and following the same processes.

Step 10: Before the first day of class, print a copy of your schedule from your Student Portal to use for admittance to class.

Your course schedule and Student ID are your admission passes to classes on the first day. Be prepared to show them to the instructor the first time you attend class. Check your Student Portal the day of class to be sure you have the most current room information.