

Student's Checklist

Spring 2012 Registration

Name of Student

Appointment date & time

CHECK COMPLETED ITEMS

- I read the web site Registration Instruction Sheet**
- I updated my Online Student Information Form**
- My vehicle is registered with Security**
 - No Vehicle
 - Parking Decal # _____
- Status Sheet Updated** (See advisor)
 - I have updated my status sheet.
 - I am within 30 hrs of degree completion
- Change of Program**
 - No change of program
 - Submitted online, copy in hand
- Additional Forms Completed**
 - Transient Studies Approvals
- Preliminary Class Selection**
 - Schedule Planning Form completed
 - Courses scheduled in pencil
- I met with Financial Aid**
- I am current with Business Office**
- Meet with Advisor(s)**
 - Academic Support, if probation/over 18 hours (see Mrs. Owens in LRC 210)
 - Education majors to Academic Services
 - All necessary signatures/forms to Primary advisor
 - Finalize registration

Student's Signature

Please review the
Spring 2012
Registration Instructions
on the Website!

\$75 Registration
fee after Nov 11th
\$50 Late Fee after
Dec 12th

Advisor's Checklist

Spring 2012 Registration

Please review & check completed items:

- Does student have Financial Aid signature? [NEW]**
- Online Student Information Form Update completed**
- Check Business Office Hold List** (See current email)
- Check for Campus Parking Decal #**

Schedule Planning Form Items to check:

- Necessary entries completed**
- Has Graduation Application been submitted?**
- All necessary signatures**
 - 2nd major needs 2nd signature
- Check for Academic Support Approval**
 - If Academic Probation (limit to 15 hrs)
 - If over 18 hours
- Degree with Major & Concentration**
 - If changed, confirm Online form is submitted
- All Course #s with correct Sections & Hrs**
- Indicate in margin if course is RTRG or Audit**
- Independent Study** (Use "Z" for Section letter)
 - Not taking Independent Study
 - Properly qualified (see approval form)
 - Approval form & syllabus attached
 - Notify Registrar to add course if not entered
- Forms for Transient Studies courses**

Student Portal Checkup

- Does student know how to use the Portal?
- Advise to enter courses promptly and accurately

Advisor, [Note this a recent change]

- File this Check List and the Schedule Planning Form in your Advising File. Send other forms to Records Office for processing. Send student to Student Portal to register courses.**

Primary Advisor's Signature