Academic Advising will begin on Monday, April 5th and Student Portal Registration will open and continue until Friday, April 16th according to the following schedule:

Seniors – Beginning Monday, April 5
Juniors – Beginning Tuesday, April 6
All Students – Beginning Wednesday, April 7

Step 1: Contact your advisor(s) and set up an advising appointment.
If you are considering not returning in the Fall, you must meet with your advisor by April 16th to discuss the reasons and submit a Student Information Form Update for future contact purposes.

Step 2: Make arrangements if there are any holds on your account that would prevent registration.

- All students with a hold on their accounts will receive notification from the office that has the hold applied.
- Contact the appropriate office to make the necessary arrangements:
  - Academic Support: 423-493-4474 (for Academic Probation)
  - Business Office: 423-493-4200 (for Student Accounts)
  - Financial Aid: 423-493-4200 (FAFSA and Scholarships)
  - Admissions: 423-493-4200 (Missing file information)

Once you have cleared with the office, they will notify your advisor that you are clear to register.

Step 3: Complete the online Student Information Form Update.
To provide the most current information for student files in Records, Financial Aid, and the Business Office, please complete the online Student Information Form Update. This online form will send the information directly to the Records Office.

Step 4: 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.
- Also print the Module Registration Form if you are registering for any module course between May 2010 and August 2010. Follow the instructions on the registration form to register for that course.

Step 5: Meet with your advisor and finalize your registration.
If you are on academic probation or enrolling for over 18 hours, you must obtain approval from Academic Support (LRC 210) and then return the form to your primary advisor.

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

Secondary Education Majors: Meet first with your primary departmental major advisor for schedule advising and then go to your education advisor for schedule approval. Return the approved forms to your primary major advisor to finalize the registration in CAMS.

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.

- To assemble your “Registration Packet”, staple your papers together in this order: 1) Fall Schedule Planning Sheet, 2) Module Registration Form, 3) Independent Study form and syllabus, 4) Other documents.

Step 6: Log into your Student Portal Account, select the FA-10 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 Schedule Planning Form and click the Process Registration link to add to your scheduled course list. You may register for modules by changing to the correct term (SU-10 or FA-10) and following the same processes.

Step 7: Any time before the first day of class, go to the Business Office to make your payment arrangements.

- Note: Any student who has not made arrangements for payment by the end of Drop/Add will be dropped from all classes and withdrawn.

Step 8: 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.

3/31/10