Spring 2015 Residential Registration Instructions

Student Portal Registration for residential undergraduate is available until Thursday, January 15.
Classes fill quickly so register early!

Step 1: Check your Student Portal for any holds on your account that would prevent registration and make necessary arrangements before meeting with your advisor.
All students with a hold on their account will receive notification. Contact the appropriate office in the Temple Building to make the necessary arrangements:
- Business Office: 423-493-4413 (Student Account holds)
- Financial Aid: 423-493-4207/4223/4474 (FAFSA and Scholarships/ Academic Suspension)
- Admissions: 423-493-4326/4337 (Missing file information)
- Records Office: 423-493-4216 (Academic Warning or Probation)

Once you have cleared with each office, they will sign your Schedule Planning Form to indicate that you are clear with that office to register.

Step 2: To prevent delays in the release of financial aid, requests for Financial Aid and submission of your award letter should be made well in advance of registration for your courses. Packaging may take up to 2 weeks after receiving the FAFSA and up to 4 weeks if verification is required. Act early!
- Financial Aid: 423-493-4207/4223/4474 (FAFSA and Scholarships/ Academic Suspension)

Step 3: Contact your advisor(s) and set up an advising appointment.
Before meeting with your advisor, you must complete any requirements related to missing admissions documents, probation, financial aid, and billing. If you are not returning in the Spring, you must submit a completed Non-Returning Student Exit Process form to Student Services. The form is available on the website Registration Page.

Step 4: Print and review the Student/Advisor Checklist.
The checklist will remind you of items you need to complete.

Step 5: Update any address changes using your Student Portal.

Step 6: 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. Your advisor can assist you with this process. Every student is responsible for understanding and completing their degree requirements. Status Sheets are available from your advisor or the Records Office.

Step 7: 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 in the Catalog to be sure you meet the requirements for a class.

Step 8: Meet with your advisor and finalize your registration.
Finalize your side of the Student/Advisor Checklist. Double majors must secure approval from both advisors. The primary advisor will finalize the registration. Elementary and Secondary Education Majors must see Dr. Smart (LRC 324).

Your primary advisor 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 that a needed class is 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. Make a copy of your course schedule to use for registering in your Student Portal. Your advisor may choose to register the courses for you.

Step 9: Log into your Student Portal account, select the SP-15 term and click on the “Registration” link to access the course offerings for online registration.
Instructions for registering through your student portal are found on the Registration page. Students on hold with Admissions, Business Office, Financial Aid or Records Office for academic warning or probation will not be able to register online until the hold is removed by the office placing the hold.

Step 8: Any time before the first day of class, contact the Business Office to make your payment arrangements. All cancellations of registrations must be done before the course begins or charges will apply.

Step 10: Before the first day of class, print a copy of your schedule from your Student Portal to use for admittance to class. If you print a schedule early, be sure to check for any changes in location before leaving for class.
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