Student’s Checklist
Spring 2015 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
  o No Vehicle
  o Parking Decal #________________
☐ Status Sheet Updated (See advisor)
  o I printed a transcript to take to my advisor.
  o I have updated my status sheet.
  o I am within 30 hrs of degree completion
☐ Change of Program
  o No change of program
  o Submitted online, copy in hand
☐ Additional Forms Completed
  o Transient Studies Approvals
  o Online Learning Approval
☐ Preliminary Class Selection
  o Schedule Planning Form completed
  o Courses scheduled in pencil
☐ I am cleared with Business Office
☐ I am cleared with Financial Aid
☐ I am cleared with Records Office
  o If on warning or probation, must have Academic hold removed
☐ Meet with Advisor(s)
  o Academic Services must approve over 18 hours
  o Education majors to LRC-210 first
  o 2nd major advisor must also approve
  o Give all forms to Primary advisor
  o Finalize registration
☐ VA and International students notify Mr. Vaupel after you are registered.

Advisor’s Checklist
Spring 2015 Registration

Please review & check completed items:

☐ Online Student Information Form completed
☐ Check Business Office Hold List (See email)
☐ Check Financial Aid Hold List (See email)
☐ Check Records Office Academic Hold List (See email)

Items to check on Schedule Planning Form:

☐ Necessary entries completed
☐ Has Graduation Application been submitted?
☐ All necessary signatures
  o 2nd major needs 2nd signature
☐ Check for Academic Services approval if over 18 hrs.
  o GPA 2.50 or higher required
☐ Degree with Major & Concentration
  o If changed, confirm Online form is submitted
☐ All Course #s with correct Sections & Hrs
☐ Indicate in margin if course is RTRG or Audit
☐ Forms for Transient Studies courses

Degree Audit Status Sheet
☐ Status sheet updated with current transcript information

Student Portal Checkup
☐ Does student know how to use the Portal?
☐ Advise student to enter courses promptly and accurately

Advisor
☐ Collect and send this Check List and the Schedule Planning Form and other forms to Records Office for processing. Send student to Student Portal to register courses. Thank you.

Primary Advisor’s Signature

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Please review the Spring 2015 Registration Instructions on the Website!

$50 Late Registration Fee after Dec 15