

## REGISTRATION PROCESS

Students will meet with advisors to begin the registration process. Clear with the various offices in the following order:

1. **ADVISOR** -- Schedule an appointment with your advisor as soon as possible. Students please note that you can set up your schedule with your advisor ***anytime prior*** to your sign-up date.
2. **REGISTRAR'S OFFICE** -- Turn in Schedule of Classes form and pick-up check-in form. Note: Students that turn in their schedule of classes and do not go through the remainder of the registration process may be removed from classes.
3. **FINANCIAL AID OFFICE** -- All outstanding paperwork must be provided. Financial Aid Office must sign off on the Check-In Form.
4. **BUSINESS OFFICE & WORK & LEARN OFFICE** -- Check-in form must have endorsement from the Financial Aid Office. Commuter students are to leave the check-in form in the Business Office.
5. **CAMPUS LIFE OFFICE** -- For resident students only. Resident students are to leave the check-in form in the Campus Life Office.

*Note: Some students may have "holds" placed on their registration process if they are behind in their payments, behind in work & learn hours, financial aid paper work not complete, and/or have missing documents (ACT/SAT, final transcripts, etc.) To ensure a smooth registration process make sure everything is in order prior to starting.*

**PRIORITY FOR STUDENTS WILL BE AS FOLLOWS:**

<b>SENIORS:</b>	Monday	November 4	(88 hours - including current hours)
<b>JUNIORS:</b>	Tuesday	November 5	(58 hours - including current hours)
<b>SOPHOMORES:</b>	Wednesday	November 6	(28-57 hours - including current hours)
	Thursday	November 7	
<b>FRESHMEN:</b>	Thursday	November 7	(0-27 hours - including current hours)
	Friday	November 8	
<b>AS NEEDED:</b>	November 11-22		

### SCHEDULE OF CLASSES - WORK SHEET

COURSE NO.	COURSE TITLE	TIME/DAY	CREDITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		<b>TOTAL</b>	_____