

# Registration Checklist

## Before you sit down to register for classes you will need:

1. Proof of hospitalization insurance. Providing or confirming this information is the first step to both fall and spring registration. Required information includes; name of insurance company, phone number of insurance company, and a customer id number.
2. All holds removed. When you check your holds there is detailed information about where to go to have them released and exactly what they are preventing you from doing.
3. Your “Registration Time”. This is sent to you via e-mail and is available on the Student One Stop. Your ‘Registration Time’ is the first time that the web registration system will allow you to start registering. You may register anytime after your assigned time. You will not be excused from class to register.
4. An idea of what classes to take.
  - Review the degree requirements on your APAS report to find out what classes you need to take. If your APAS does NOT reflect the majors and/or minors you plan to complete, update them in the Advising Office.
  - Check the Class Schedule on the web to see what courses are offered.
  - Use the Class Search function to find classes that meet specific needs and explore other possibilities.
  - Meet with your adviser to discuss your plans for registering and for graduation.

## What might keep you from getting the classes you’ve chosen?

“*Instructor Consent*” is required for some classes. You will need a permission number from the instructor before registering. The registration system will prompt you for this number.

*Class is closed.* Most courses have a limit to the number of student who can enroll and others may have additional restrictions. Use the on-line WAIT LIST FORM and our office will forward these to the faculty. You will be given a permission number if you are allowed into the wait-listed class.

*Schedule Time Conflict.* If two classes overlap (even slightly), you will need permission from both instructors in order to enroll. Have the instructors sign a Time Conflict Form and bring it to the Registrar’s Office to be processed.