



SPRING 2011 REGISTRATION

Revised 12/23/2011

**DATATEL LAB
McCARTY VARNELL BUILDING
(2nd Floor)**

**January 4-6, 2012
9:00 a.m. – 4:00 p.m.**

**IN-OFFICE
January 9 & 10, 2012
9:00 a.m. – 4:00 p.m.**

- STEP 1:** Students residing on campus must check into the Residence Hall
- STEP 2:** All Returning students who completed early registration must report to the Datatel Lab to receive their Official Registration form (blue sheet).
- STEP 3:** Returning students who did not complete early registration must be cleared by the Cashier's staff (**in the Datatel Lab**) prior to reporting to his/her academic division.
- STEP 4:** Report to your respective Academic Division and complete your registration form in consultation with your advisor. Freshman/1st time students must report to Shaw Hall.
- STEP 5:** Report to the Divisional Secretary's office to have your Schedule entered into the Datatel program.
- STEP 6:** Students may finalize their spring registration (if their financial aid award has been awarded) by reporting to the Cashier's Staff (**in Datatel Lab**).
- Classes begin for 3rd module on January 5, 2012.
 - Last day to add for the 3rd module is January 10, 2012.
 - Last day to drop for the 3rd module is January 19, 2012.

**New students' registration will begin on January 4, 2012.
Returning students' late registration will begin on January 5, 2012.**

****Current students who must modify their schedules are required to complete a drop/add form and have it processed by the Registrar's Office. All registered students are expected to attend classes beginning on January 5, 2012. First time students must complete the admission process prior to reporting to a divisional area or the COPE Center. ****

**EVENING REGISTRATION:
McCoy Administration Building 2nd Floor (Conference Room #2/Cope Center)
January 4, 2012
6:00p.m.-8:00p.m.**