

**FALL 2018**  
**REGISTRATION PROCEDURES**  
**BCS BUILDING (DATATEL LAB)**  
**Registration for Returning Students**  
**August 20-21, 2018**  
**(Monday & Tuesday)**  
**8:30 a.m. – 4:30 p.m.**

**\*\* All students who are living in the Residential Hall must be registered in datatel as an on campus student prior to coming to the Datatel Lab or receiving your official registration form (blue sheet) from the cashier office.**

**ON THE DAY OF REGISTRATION**, if you have not received your award letter please check with the Financial Aid Office.

**STEP 1:** Report to your respective Academic Division and complete your registration form in consultation with your advisor.

**STEP 2:** Report to the Divisional Secretary's office to have your schedule entered into the Datatel program and to receive a copy of your schedule. (Report to the Datatel Lab for **REGISTRATION**)

**STEP 3:** Students who registered early for the Fall Semester must report to the **Datatel Lab** to complete their registration (pick up their **BLUE SHEETS**)

**Students who have received their official registration form from the Cashier's Office are required to complete a drop/add form in order to modify their schedule. The drop and add form must be processed by the Registrar's Office**

**Last Day to add for the 1<sup>st</sup> Module is August 27, 2018**

**Last Day to drop for the 1<sup>st</sup> Module is September 21, 2018**

**Last Day to add for the 2<sup>nd</sup> Module is October 26, 2018**

**Last Day to drop for the 2<sup>nd</sup> Module is November 16, 2018**

Students registering for the fall semester should work with the Financial Aid Office in order to facilitate meeting their financial need for attending Rust College. All registered students are expected to attend classes beginning on August 22, 2018.