

# REGISTRATION

## checklist

### 1. PLAN

Use your degree audit and your major's roadmap to plan the courses you need to take next semester.

Schedule a meeting with your advisor to review your plan.

### 2. SEARCH

October / March

Use the course schedule to plan multiple schedule options. Use the registration plus extension to build sample schedules. Write down the unique numbers for each course.

### 3. HOLDS

October / March

Check your Registration Information Sheet (RIS) for holds that you need to resolve and for your earliest registration date & time.

### 4. SIGN

October / March

Sign your Financial Responsibility Statement.

### 5. REGISTER

Early November / Early April

Register for courses at your earliest registration date & time. Here are instructions for adding to a waitlist.

### 6. PAY

All students, including those who receive financial aid or who have "Zero Amount Due," must pay tuition bills, confirm attendance or disburse financial aid by 5 p.m. on the payment deadline.

### 7. CHECK

Run a new degree audit to check that the courses you registered for are listed where you expected on your audit.