

**TOUGALOO COLLEGE
SPRING 2012
REGISTRATION PROCEDURES
HOLMES HALL AUDITORIUM**

January 6-7, 2012

NEW STUDENTS (*FRESHMEN, TRANSFERS & READMITS*)

January 9-10, 2012

ALL STUDENTS

January 11-20, 2012

LATE REGISTRATION (Late Registration Fee Assessed)

NEW STUDENTS (FRESHPERSONS, TRANSFERS & READMITS)

Thursday, January 5, 2012

ORIENTATION	1:00 p.m. – 2:00 p.m.
GENERAL ASSEMBLY (CARP)	2:00 p.m. – 2:30 p.m.
READING TEST (Holmes 19 & 20)	2:30 p.m. – 3:30 p.m.
APPRECIATIVE ADVISING/COURSE SELECTION (<i>ONLY</i>)	2:30 p.m. - 4:30 p.m.

Friday, January 6, 2012

NEW STUDENTS REGISTRATION	9:00 a.m. - 11:45 a.m.
APPRECIATIVE ADVISING (Conti.)	9:00 a.m. - 11:45 a.m.
FOREIGN LANGUAGE TEST (Holmes-19 & 20)	9:00 a.m. – 11:00 a.m.
READING TEST (Holmes 19 & 20)	11:00 a.m. – 12:00 noon

-Lunch-

REGISTRATION/APPRECIATIVE ADVISING (Conti.)	1:30 p.m. – 4:45 p.m.
FOREIGN LANGUAGE TEST (Holmes 19 & 20)	1:00 p.m. – 3:00 p.m.

ALL STUDENTS - RETURNING STUDENTS (ID Cards Required)

Monday, January 9, 2012 and Tuesday, January 10, 2012

ADVISING/COURSE SELECTION & REGISTRATION	9:00 a.m. – 11:45 a.m.
	1:30 p.m. – 4:45 p.m.
READING TEST (Holmes 19 & 20)	2:00 p.m. – 3:00 p.m.

NON-TRADITIONAL STUDENTS

Monday, January 9, 2012

ADVISING/COURSE SELECTION & REGISTRATION	5:30 p.m. – 7:30 p.m.
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CLASSES BEGIN WEDNESDAY, JANUARY 11, 2012 8:00 A.M.

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LATE REGISTRATION (Late Fee assessed \$100.00) ALL STUDENTS

DROP/ADD BEGINS FOR REGISTERED STUDENTS (students must see their advisor)

Wednesday – Friday, January 11-20, 2012

9:00 a.m. – 11:45 a.m.

1:30 p.m. – 4:30 p.m.

NON-TRADITIONAL (only)

Wednesday Night January 11, 2012

5:30 p.m. – 6:30 p.m.

Registration moves from Holmes Hall Auditorium to the **Blackmon Administration Building.**

Monday, January 16, 2012- Friday, January 20, 2012

9:00 a.m. – 11:45 a.m.

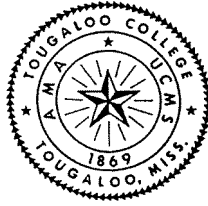
1:30 p.m. – 4:30 p.m.

ADVISING AND COURSE SELECTION PROCEDURES

FOR STUDENTS WHO HAVE NOT SELECTED SPRING 2012 CLASSES

NOTE: Selecting courses with an advisor does not constitute completing registration. To complete registration you must pay all required fees or make satisfactory payment arrangements with the Bursar's Office. You must obtain a copy of your **COMPLETED** registration form signed and dated by the Bursar's Office.

- Returning Students see Major Advisor for advising and course selection approvals.
- All new students see Mrs. Alfredlene Armstrong, Dean of Comprehensive Academic Resources Program (CARP) and CARP Advisors. Advisors will be located in the Holmes Hall Auditorium *Thursday – Friday, January 5-6, 2012.*
- Advisors for readmitted and transfer students will be located in the Holmes Hall Auditorium *Thursday – Friday, January 5-6, 2012.*
- Returning students who have declared a major must see major advisors.
- Only the assigned advisor, department chair or division dean will have access to the student's record. Students who have not selected a major or would like to change their major should contact the *Student Academic Success Center*. A copy of the completed major declaration form or a new major declaration form will be required for any changes. The Major Declaration/Change of Major form is located on the intranet in the faculty/staff/forms section.
- Complete the Approved Trial Schedule & Course Request Form. The Approved Trial Schedule & Course Request Form is available on the intranet in the faculty/staff/forms section.
- Secure Signatures (Advisor and Advisee). Overloads (19 hours or above) must be approved by an Administrator in the Office of Academic Affairs
- Leave duplicate copy of the Approved Trial Schedule & Course Request Form with your Advisor.
- (RETURNING STUDENTS ONLY may enter approved courses into *The Loo*. ***Advisors must approve the courses*** by clicking on **“Registration Clearance/Approval”** and following the steps as listed. (Optional; Advisor may also enter courses into *The Loo*)
- RETURN TO HOLMES HALL AUDITORIUM TO COMPLETE REGISTRATION (On January 16, 2012, Registration will move to the Blackman Administration Building 1st Floor.)
- **Questions concerning procedures for logging onto *The Loo* should be directed to Information Technology Help Desk at 601-977-7822.**



TOUGALOO COLLEGE
Spring 2012
REGISTRATION PROCEDURES
Holmes Hall Auditorium
January 5-6, 2012 NEW STUDENTS ONLY
January 9-10, 2012 ALL STUDENTS
January 11-20, 2012 LATE REGISTRATION

NOTE: PLEASE COMPLETE ALL STEPS UNLESS OTHERWISE INSTRUCTED.

- STEP 1 ALL STUDENTS MUST CHECK-IN**
- All students pick up Locator Card
 - New students who have not been advised pick up Advisor Card proceed to Appreciative Advising, Transfer students pick up audit sheet
 - New students proceed to check medical records compliance
 - Returning students present CURRENT ID CARD.
(AM I DONE? NO! PROCEED TO STEP 2)
- STEP 2 EXPRESS REGISTRATION (Eligible students ONLY)**
- Students who have received a Financial Aid Award Letters and have zero balance or have paid all required fees prior to the week of registration as verified by the Bursar's Office will receive an "Express Registration" pack at this step with a student copy of the completed registration form. YOUR REGISTRATION IS COMPLETE NO CHANGES CAN BE MADE TO YOUR SCHEDULE UNTIL DROP/ADD
 - Complete the Locator Card and turn it in at Step 2.
- STEP 3 HOUSING ASSIGNMENT FOR NEW RESIDENTIAL STUDENTS OR RETURNING STUDENTS REQUESTING CHANGE**
(AM I DONE? NO! PROCEED TO STEP 4)
- STEP 4 SECURE PRINTED COPY OF COURSE SCHEDULE**
(AM I DONE? NO! PROCEED TO STEP 5)
- STEP 5 CHECK FINANCIAL AID STATUS (Students WITHOUT Award Letters ONLY)**
(AM I DONE? NO! PROCEED TO STEP 6)
- STEP 6 COMPLETE REGISTRATION WITH THE OFFICE OF THE BURSAR**
- Secure completed Registration Form
 - Form **MUST** be signed, dated and COMPLETED by the Bursar's Office
 - Turn in Locator Card
- (AM I DONE? NO! PROCEED TO STEP 7)*
- STEP 7 NEW STUDENTS TAKE ID PHOTO**
(AM I DONE? NO! PROCEED TO STEP 8)
- STEP 8 NEW STUDENTS SECURE 2011-2012 AUTOMOBILE REGISTRATION DECAL FROM CAMPUS SECURITY**
Cost \$10.00.

AM I DONE? YES! YOUR REGISTRATION IS COMPLETE!