

**TOUGALOO COLLEGE  
FALL 2010 REGISTRATION  
KROGER GYMNASIUM**

**August 16-18, 2010 NEW STUDENTS ONLY**

**August 19-20, 2010 ALL STUDENTS**

**August 23-27, 2010 LATE REGISTRATION**

**NEW STUDENTS, TRANSFERS & READMITS**

***MONDAY, AUGUST 16, 2010***

GENERAL ASSEMBLY (CARP) 1:30 p.m. – 1:45 p.m.

ADVISING/COURSE SELECTION (*ONLY*) 1:45 p.m. - 4:30 p.m.

READING TEST Holmes Auditorium 2:00 p.m. – 3:00 p.m.

READING TEST Holmes Auditorium 3:30 p.m. – 4:30 p.m.

FOREIGN LANGUAGE TEST (*Optional*) H-19 2:00 p.m. – 3:00 p.m.

***TUESDAY, AUGUST 17, 2010***

GENERAL ASSEMBLY 8:00 a.m. – 8:15 a.m.

ADVISING/COURSE SELECTION & REGISTRATION 9:00 a.m. – 11:45 a.m.

READING TEST Holmes Auditorium 1:30 p.m. – 4:45 p.m.

READING TEST Holmes Auditorium 2:00 p.m. – 3:00 p.m.

***WEDNESDAY, AUGUST 18, 2010***

GENERAL ASSEMBLY 8:00 a.m. – 8:15 a.m.

ADVISING/COURSE SELECTION & REGISTRATION 9:00 a.m. – 11:45 a.m.

READING TEST Holmes Auditorium 1:30 p.m. – 4:45 p.m.

READING TEST Holmes Auditorium 2:00 p.m. – 3:00 p.m.

***THURSDAY-FRIDAY, AUGUST 19 – 20, 2010***

ADVISING/COURSE SELECTION & REGISTRATION (*continues for new students*)

**NON-TRADITIONAL STUDENTS**

***WEDNESDAY, AUGUST 18, 2010***

ADVISING, COURSE SELECTION AND REGISTRATION 6:00 p.m. – 8:00 p.m.

***MONDAY NIGHT, AUGUST 23, 2010***

LATE REGISTRATION NON-TRADITIONAL (*only*) 5:30 p.m. – 6:30 p.m.

**RETURNING STUDENTS (BY ALPHABET)**

(Returning students **MUST** present Tougaloo College Student Identification Card at Registration)

***THURSDAY, AUGUST 19, 2010*** (Last name beginning with)

A thru D 9:00 a.m. – 11:45 a.m.

E thru J 1:30 p.m. – 4:45 p.m.

***FRIDAY, AUGUST 20, 2010*** (Last name beginning with)

K thru R 9:00 a.m. – 11:45 a.m.

S thru Z 1:30 p.m. – 4:45 p.m.

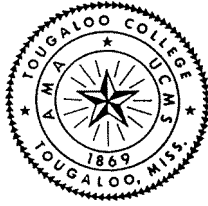
**MONDAY, AUGUST 23, 2010 CLASSES BEGIN 8:00 a.m.**

**DROP/ADD FOR REGISTERED STUDENTS TUESDAY-FRIDAY, AUGUST 24-27, 2010**

**LATE REGISTRATION (Late Fee assessed) MONDAY-FRIDAY, AUGUST 23 - 27, 2010**

9:00 a.m. – 11:45 a.m. 1:30 p.m. – 4:30 p.m. each day. Wednesday morning (8/25/10) closed for chapel.

Registration moves to the Blackmon Administration Building Wednesday afternoon and will resume at 1:30 p.m.



## ADVISING AND COURSE SELECTION PROCEDURES

**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 registration form signed, dated and stamped completed by the Bursar's Office.**

- Returning Students see Major Advisor for advising and course selection approvals.
- All new students see Mrs. Alfredlene Armstrong, Director of Comprehensive Academic Resources Program (CARP) and CARP Advisors. Advisors will be located in the Kroger Gymnasium *Monday – Friday, August 16-20, 2010.*
- Students who are undecided about a major will receive information from the Appreciative Advisor.
- Returning students who have declared a major see major advisors.
- Advisors for readmitted and transfer students will be located in the Kroger Gymnasium *Monday – Friday, August 16-20, 2010.*
- Only the assigned advisor, department chair or division dean can have access to the student's record. Returning students can log onto *STARS* to determine if their advisor is listed correctly. If the advisor is not listed correctly, contact your dean or department chair. If a student's major is listed incorrectly or if the student desires to change his or her major, contact the *Student Academic Success Center* to make appropriate changes. A copy of the completed declaration form or a new 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.
- The [Official Fall 2010 Course Listings](#) is available on the Tougaloo College Website
- Select courses from the [Official Fall 2010 Course Listings](#)
- 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 or above hours) must be approved by the Vice President for Academic Affairs
- Leave duplicate copy of the [Approved Trial Schedule & Course Request Form](#) with the Advisor.
- (RETURNING STUDENTS ONLY may enter approved courses into *STARS* within 48 hours after Advisor releases the hold on student's *STARS* account. (Optional; Advisor may also enter courses into *STARS*)

**Questions concerning procedures for logging onto *STARS* should be directed to Information Technology Help Desk at 601-977-7822.**

**FALL 2010**  
**REGISTRATION PROCEDURES**  
**KROGER GYMNASIUM**  
**AUGUST 16 - 18 NEW STUDENTS ONLY**  
**AUGUST 19-20 ALL STUDENTS**  
**AUGUST 23-27 LATE REGISTRATION**

**NOTE: PLEASE COMPLETE ALL STEPS UNLESS OTHERWISE INSTRUCTED.**

- STEP 1 ALL STUDENTS MUST CHECK – IN**
- Returning students present ID CARD or pay \$10.00 processing fee for new card.
  - New students pick up Advisor Card
  - All students pick up Locator Card
  - Transfer students pick up audit sheet
  - New students proceed to check medical records compliance
- (AM I DONE? NO! PROCEED TO STEP 2)**
- STEP 2 EXPRESS REGISTRATION (Eligible students only)**
- Students who have received a Financial Aid Award Letter and have a 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 this step.
  - Proceed to STEP 8 to take Year Book Pictures.
- STEP 3 HOUSING ASSIGNMENT FOR NEW RESIDENTIAL STUDENTS OR RETURNING STUDENTS REQUESTING CHANGE**
- (AM I DONE? NO! PROCEED TO STEP 4)**
- STEP 4 ADVISING, COURSE SELECTION AND COURSE CHANGES**
- Students who have NOT selected classes must see advisors during this step. New students advisors are located in the Gym, returning students advisors are located in their offices
  - To change previously selected fall 2010 classes, see advisor, complete Drop/Add Form to record changes. Advisor will enter data in STARS.
  - Return to proceed with Registration.
- (AM I DONE? NO! PROCEED TO STEP 5)**
- STEP 5 SECURE PRINTED COPY OF COURSE SCHEDULE**
- (AM I DONE? NO! PROCEED TO STEP 6)**
- STEP 6 CHECK FINANCIAL AID STATUS (Students WITHOUT Award Letters ONLY)**
- (AM I DONE? NO! PROCEED TO STEP 7)**
- STEP 7 COMPLETE REGISTRATION WITH THE OFFICE OF THE BURSAR**
- Secure completed Registration Form
  - Form MUST be signed, dated and stamped completed by the Bursar's Office
  - Turn in Locator Card
- (AM I DONE? NO! PROCEED TO STEP 8)**
- STEP 8 NEW STUDENTS SECURE LIBERTY BANK CARD**
- (AM I DONE? NO! PROCEED TO STEP 9)**
- STEP 9 ALL STUDENTS TAKE YEAR BOOK PICTURES**
- (AM I DONE? NO! PROCEED TO STEP 10)**
- STEP 10 NEW STUDENTS TAKE ID PHOTO**
- (AM I DONE? NO! PROCEED TO STEP 11)**
- STEP 11 SECURE 2010-2011 AUTOMOBILE REGISTRATION DECAL FROM CAMPUS SECURITY**
- AM I DONE? YES! YOUR REGISTRATION IS COMPLETE**