

**TOUGALOO COLLEGE
SPRING 2010**

HOLMES HALL AUDITORIUM

January 4, 2010 NEW STUDENTS ONLY

January 6-8, 2010 ALL STUDENTS

January 11-19, 2010 LATE REGISTRATION

NEW STUDENTS, TRANSFERS & READMITS

MONDAY, JANUARY 4, 2010

ORIENTATION

9:00 a.m. –10:00 a.m.

GENERAL ASSEMBLY (CARP)

10:00 a.m. –10:45 a.m.

READING TEST Holmes 19 & 20

11:00 a.m. –12:00 a.m.

READING TEST Holmes 19 & 20

1:00 p.m. – 2:00 p.m.

FOREIGN LANGUAGES 19 & 20

2:30 p.m. – 3:30 p.m.

ADVISING/COURSE SELECTION (*ONLY*)

2:00 p.m. - 4:30 p.m.

TUESDAY, JANUARY 5, 2010

READING TEST Holmes 19 & 20

11:00 a.m. –12:00 a.m.

ADVISING/COURSE SELECTION & REGISTRATION

9:00 a.m. –11:45 a.m.

1:30 p.m. – 4:45 p.m.

NON-TRADITIONAL STUDENTS

TUESDAY, JANUARY 5, 2010

5:30 p.m. - 7:00 p.m.

ALL STUDENTS (RETURNING STUDENTS BY ALPHABET)

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

WEDNESDAY, JANUARY 6, 2010

LAST NAME BETWEEN

A thru D

9:00 a.m. –11:45 a.m.

E thru J

1:30 p.m. – 4:45 p.m.

THURSDAY, JANUARY 7, 2010

LAST NAME BETWEEN

K thru R

9:00 a.m. –11:45 a.m.

S thru Z

1:30 p.m. – 4:45 p.m.

FRIDAY, JANUARY 8, 2010

OPEN (ANY ALPHABET)

9:00 a.m. –11:45 a.m.

1:30 p.m. – 4:30 p.m.

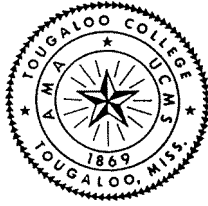
MONDAY, JANUARY 11, 2010 CLASSES BEGIN 8:00 a.m.

MONDAY-FRIDAY, JANUARY 11-19, 2010 LATE REGISTRATION (Late Fee assessed)

9:00 a.m. – 11:45 a.m. 1:30 p.m. – 4:30 p.m. each day except January 13, 2010 Wednesday morning we will be closed for chapel. Registration will resume Wednesday afternoon at 1:30 p.m. in Blackmon Administration Building.

MONDAY NIGHT, JANUARY 11, 2010 NON-TRADITIONAL (only) 5:30 p.m. – 6:30 p.m.

DROP/ADD FOR REGISTERED STUDENTS BEGINS TUESDAY, JANUARY 12, 2010



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.

- See Major Advisor for advising and course selection approvals.
- Freshmen see Mrs. Alfredlene Armstrong, Director of Freshmen Program (CARP) and CARP(Mission Involvement) Instructors.
- Students who are undecided about a major should contact Mrs. Alfredlene Armstrong.
- Returning students who have declared a major see major advisors.
- Readmits and transfer students contact the Department Chair or representative to be assigned an advisor.
- 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 CSAR/OSS 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 Spring 2010 Course Listings is available on the Tougaloo College Website
- Select courses from the Official Spring 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.

SPRING 2010
REGISTRATION PROCEDURES
HOLMES HALL AUDITORIUM

NOTE: PLEASE COMPLETE ALL STEPS UNLESS OTHERWISE NOTIFIED.

STEP 1

ALL STUDENTS MUST CHECK – IN

- Returning students present ID CARD or pay \$10.00 processing fee for new card.
- Pick up Locator Card
- 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 Holmes Auditorium, returning students advisors are located in their offices
- To change previously selected 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

NEW STUDENTS TAKE ID PHOTO

(AM I DONE? NO! PROCEED TO STEP 10)

STEP 10

SECURE 2009-2010 AUTOMOBILE REGISTRATION DECAL FROM CAMPUS SECURITY (If applicable)

(AM I DONE? YES! YOUR SPRING 2010 REGISTRATION IS COMPLETE)