

Tougaloo College

COURSE SELECTION AND REGISTRATION FOR INCOMING FRESHMEN AND TRANSFER STUDENTS

Suggested steps to complete registration on-line for new students (freshmen and transfers).

1. Registrar's Office receives an emailed list of Confirmed Students from the Office of Admissions. An updated list should be routinely sent until the end of fall 2020 registration.
2. Copies of these list should also be emailed to the Health and Wellness, Housing and Financial Aid.
 - a. Financial aid will check and verify financial aid status with students
 - b. Health and Wellness will check medical records compliance
 - c. Housing will verify housing status with the students.
3. Registrar's Office will roll the students over from admissions to registration.
4. Registrar's Office will alert First Year and Deans to begin course selection process for students. This includes communicating with the students concerning course offering and requirements.
 - a. First Year will work with freshmen students, transfer students with less than 30 hours and students undecided about a major. Prior to early course selection in the November all new students will formerly declare a major. Deans will receive a list of new majors from First Year to be assigned an advisor.
 - b. Major departments will work with all other transfer students. Copies of the transfer audits, prepared by the Registrar, will be emailed to the deans.
 - c. Deans will distribute audits to major advisors.
5. Registrar's Office will email names to IT to create user name and passwords for the students.
6. The user name and passwords will be provided to students via the student's email address.
7. Registrar's Office will email names to Finance (Mr. Barker) to apply the link to the student's account so that they can accept their charges and complete registration.
8. Arrangements will need to be made for students to take their ID pictures and pay for automobile decal if necessary.