ADVISING, ORIENTATION & REGISTRATION

Your checklist to a successful semester!

The enrollment checklist below is intended for students seeking a degree / certificate that are new to college or transferring with fewer than 15 credit hours from another accredited institution.

At any point in this process, even before Step 1, we encourage you to talk with an Academic Advisor or Counselor. Before attending orientation and registering for classes, steps 1- 3 need to be completed.

___Step 1: Submit to the Admissions & Records Office:
Final High School transcript with ACT/SAT scores or GED Certificate
Official transcript of previous college course work

___Step 2: Take the Placement Assessment, unless you scored 22 or higher in English, reading & mathematics on the ACT or 480 or higher in verbal & mathematics on the SAT. Previous college credit can also assist in bypassing the Placement assessment.

___Step 3: You are now ready to meet with your Academic Advisor to review test results, discuss your career goals, and develop an education plan and register for your New Student Orientation session.

___Step 4: Attend your scheduled New Student Orientation. Tour campus, activate your WebAdvisor account and register for classes!

___Step 5: Pay for your courses by the due date listed on your bill. If you are receiving a scholarship or financial aid, check with the financial aid office to verify your aid status.

___Step 6: Purchase Books and Supplies. Become familiar with your campus. Find your classrooms. Obtain your photo Student ID card from the Library in Sangamon Hall.

___Step 7: Guarantee your success; visit the Learning Lab in Sangamon Hall for assistance in earning your best grades! Get involved with Student Life, clubs, organizations attend welcome week events! Enjoy college!