

PAINÉ COLLEGE
OFFICE OF THE REGISTRAR

REGISTRATION GUIDE

FALL SEMESTER, 2008-2009

THURSDAY, AUGUST 7, 2008

SENIORS and JUNIORS

1:00 P.M. – 6:00 P.M.

FRIDAY, AUGUST 8, 2008

SOPHOMORES and RETURNING FRESHMEN

TRANSFERS and RE-ADMITS

8:00 A.M. – NOON

1:00 P.M. – 6:00 P.M.

LATE REGISTRATION BEGINS ON MONDAY, AUGUST 11, 2008 AND ENDS ON WEDNESDAY, AUGUST 13, 2008. TO AVOID BEING CHARGED A LATE REGISTRATION FEE OF \$36.00, REGISTRATION MUST BE COMPLETED ON AUGUST 8, 2008 BY THE END OF THE DAY.

NOTE: STUDENTS MAY BEGIN THE **ADD/DROP** PROCESS ON AUGUST 11, 2008.

REGISTRATION PROCEDURES

If you **pre-registered** you may go directly to the **Warren G. Candler Memorial Library Conference Center** for payment of fees and to validate registration. Refer to the attached for detailed instructions. All others should follow Registration Checklist #1 given below. Check off each item when completed.

REGISTRATION CHECKLIST #1

- 1. Meet with your academic advisor to get a copy of the Student Course Selection Form.
- 2. Complete all Personal Data items on the Form.
- 3. Print the courses you selected on the Student Course Selection Form.
- 4. Secure your academic advisor's approval for the courses.
- 5. Enter your courses via the Paine College WEB site (see WEB instructions).
- 6. After your schedule has been confirmed, print two (2) copies. You must retain a copy for your records and your academic advisor should also retain a copy.
- 7. **Return the Student Course Selection Form to the Registrar's Office.**
- 8. Proceed to the Warren G. Candler Memorial Library Conference Center and complete Registration Checklist #2 *or* Registration Checklist #3 of the attached instructions for the payment of fees, to sign and receive a copy of your **Student Charge Sheet**, and to validate your registration. **Your enrollment is not complete and classes are not guaranteed until you have completed this process.**
- 9. **Fall Registration 2008 is now complete.**

NOTE: If a **PIN#** is needed or lost, you should contact the Paine College Campus Security Office. PIN numbers **cannot be given out over the telephone** and a picture ID must be presented when requesting your PIN.

In order to complete the registration process, follow Registration Checklist #2 **or** Registration Checklist #3. Note: Pre-registration **or** a Student Course Selection Form approved by your academic advisor is a pre-requisite.

Select the appropriate checklist and check off each item when completed.

REGISTRATION CHECKLIST #2: "FINANCIALLY CLEAR" - requires a credit balance, cash or credit card payment, financial aid award or a combination thereof which is greater than or equal to one-half of your Fall Semester charges.

- 1. Proceed to the **Cashier Station** to sign and receive a copy of your **Student Charge Sheet**.
- 2. Proceed to the **Yearbook Station** and take your yearbook photograph.
- 3. Proceed to the **Campus Safety Station** and validate your Student ID Card.
- 4. **Fall Registration 2008 is now complete.**

REGISTRATION CHECKLIST #3: "NOT FINANCIALLY CLEAR":

- 1. Proceed to the **Financial Aid Station**, if you are eligible for financial aid, obtain an "Estimated Award Letter" (FAFSA completion/verification is required).
- 2. Proceed to the **Prior Balances Station** and **satisfy** your outstanding financial obligations; sign and receive a copy of your **Student Charge Sheet**.
- 3. Proceed to the **Housing Station** to secure a room assignment.
- 4. Proceed to the **Yearbook Station** and take your yearbook photograph.
- 5. Proceed to the **Campus Safety Station** and validate your Student ID Card.
- 6. **Fall Registration 2008 is now complete.**

-OR-

- 1. Proceed to the **Prior Balances Station** if you are not applying or are not eligible for financial aid and **satisfy** your outstanding financial obligations; sign and receive a copy of your **Student Charge Sheet**.
- 2. Proceed to the **Housing Station** to secure a room assignment.
- 3. Proceed to the **Yearbook Station** and take your yearbook photograph.
- 4. Proceed to the **Campus Safety Station** and validate your Student ID Card.
- 5. **Fall Registration 2008 is now complete.**

Thank you for completing this Registration Checklist for we value your enrollment and wish you much academic success this semester.

TRANSFER/RE-ADMIT STUDENTS

Transfer and Re-admit students will be seen by advisors in their major departments. **Re-admit students should bring a copy of the Re-admit Letter with them to show proof of re-admission.**

PAYING FEES:

NOTE: Fee payments are due on the day of registration. Fee payments may be made by cash, money order, VISA, or Master Card. Your registration is **not complete** until you have been to the Business Office and they have signed off on **your Student Charge Sheet**.

ADD/DROP COURSE PROCEDURE:

Students should pick up an Add/Drop form from the Registrar's Office and report to their Advisor to have the Registration Hold code removed. Students will make class selections via the WEB. After the changes have been made, the schedule is reprinted and signed by both the student and the Advisor.

MAXIMUM CLASS LOAD

Students registering for more than 17 semester hours **must** secure the permission of the Vice President for Academic Affairs.

LATE REGISTRATION FEES:

A Late Fee of **\$36.00** will be charged to any student who registers after the second day of Registration. Late Registration runs from Monday, August 11, 2008 thru Wednesday, August 13, 2008 in the **Warren G. Candler Memorial Library Conference Center**.

SPECIAL NOTE:

ALL PRE-REGISTERED STUDENTS MUST COMPLETE THE REGISTRATION PROCESS BY THE END OF THE DAY ON THE SECOND DAY OF REGISTRATION TO RETAIN PRIORITY IN CLASSES.

BUILDING CODES

ASUC.....AUGUSTA STATE UNIVERSITY CAMPUS
BEC.....BUSINESS/ECONOMIC OFFICE COMPLEX
CCL.....COLLINS-CALLAWAY LIBRARY
CML.....CANDLER MEMORIAL LIBRARY
FTG.....FORT GORDON CAMPUS
HHH.....HAYGOOD HOLSEY HALL
LRC.....LEARNING RESOURCE CENTER
MB.....MUSIC BUILDING – CHAPEL
MHH.....MARY HELM HALL
MBR.....ROBE ROOM-MUSIC BUILDING-CHAPEL
ODE.....ODEUM – MUSIC BUILDING – CHAPEL
TBA.....TO BE ANNOUNCED
SCH.....SCHOOL SITE
WB.....WELLNESS BUILDING
WSB.....WALKER SCIENCE BUILDING