

RN SPRING 2010 REGISTRATION DATES

STEP	INSTRUCTIONS	Start	Deadline
	Student and Advisor Responsibilities		
1	Student and advisor meet via phone, email, face-to-face, to discuss which courses the student will be taking for the semester.	10/1/2009	10/9/2009
2	Student completes on-line Advisor's Form.	10/12/2009	10/23/2009
3	CON Registrar (Kristine Stump) forwards Advisor Form Report to Advisors	10/12/2009	10/23/2009
4	Advisor approves or makes changes to Advisor Form Report for each student	10/12/2009	10/23/2009
	Registrar Responsibilities		
5	Fee Sheets and Date sheets run; packets completed.	10/23/2009	11/27/2009
6	Packets mailed to the students.	12/4/2009	12/4/2009
	Student Responsibilities		
7	Complete all paperwork and proofs required and return to the CON Registrar.	12/4/2009	12/31/2009
8	Pay all tuition and fees by the stated deadline.	12/4/2009	1/7/2010
	<i>Students who do not return all required paperwork and pay fees by the deadline will be required to attend registration on Thursday January 8, 2009. NOTE: Availability of courses will be on first-come-first-served.</i>		1/7/2010
9	Registration Process Complete		