

## MNSc Registration Summer 2009 & Fall 2009

### Summer 2009

STEP	INSTRUCTIONS	Start	Deadline
	<b>Student and Advisor Responsibilities</b>		
1	Student and advisor meet via phone, email, face-to-face, to discuss which courses the student will be taking for the semester.	<b>3/23/2009</b>	4/3/2009
2	Student completes <b>on-line</b> Advisor's Form.	<b>4/6/2009</b>	4/20/2009
3	CON Registrar (Kristine Stump) forwards Advisor Form Report to Advisors	<b>4/6/2009</b>	4/20/2009
4	Advisor approves or makes changes to Advisor Form Report for each student	4/6/2009	4/20/2009
	<b>Registrar Responsibilities</b>		
5	Fee Sheets and Date sheets run; packets completed.	4/6/2009	4/24/2009
6	Packets mailed to the students.	4/27/2009	<b>4/30/2009</b>
	<b>Student Responsibilities</b>		
7	Complete all paperwork and proofs required and return to the CON Registrar.	5/1/2009	5/20/2009
8	Pay all tuition and fees by the stated deadline.	5/1/2009	5/20/2009
	<i><b>Students who do not return all required paperwork and pay fees by the deadline will be required to attend registration on Wednesday, May 27, 2009. NOTE: Availability of courses will be on first-come-first-served.</b></i>		<b>5/27/2009</b>
9	Registration Process Complete		

### FALL 2009

STEP	INSTRUCTIONS	Start	Deadline
	<b>Student and Advisor Responsibilities</b>		
1	Student and advisor meet via phone, email, face-to-face, to discuss which courses the student will be taking for the semester.	<b>5/15/2009</b>	5/30/2009
2	Student completes <b>on-line</b> Advisor's Form.	<b>6/1/2009</b>	6/30/2008
3	CON Registrar (Kristine Stump) forwards Advisor Form Report to Advisors	<b>6/1/2008</b>	6/30/2008
4	Advisor approves or makes changes to Advisor Form Report for each student		
	<b>Registrar Responsibilities</b>		
5	Fee Sheets and Date sheets run; packets completed.	6/30/2009	7/3/2009
6	Packets mailed to the students.	7/6/2009	<b>7/10/2009</b>
	<b>Student Responsibilities</b>		
7	Student completes all paperwork and proofs required and return to the CON Registrar.	7/10/2009	8/7/2009
8	Pay all tuition and fees by the stated deadline.	7/10/2009	8/7/2009
	<i><b>Students who do not return all required paperwork and pay fees by the deadline will be required to attend registration on Thursday, August 14, 2008. NOTE: Availability of courses will be on first-come-first-served.</b></i>		<b>8/13/2009</b>
10	Registration Process Complete		