

RN Registration Summer 2009 & Fall 2009

Summer 2009

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.	Before 3/23/09	
2	Current Students complete on-line Advisor's Form.	3/16/2009	3/23/2009
	New Students complete on-line Advisor's Form	3/30/2009	4/13/2009
3	CON Registrar (Kristine Stump) forwards Advisor Form Report to Advisors	3/16/2009	4/13/2009
4	Advisor approves or makes changes to Advisor Form Report for each student	3/16/2009	4/13/2009
	Registrar Responsibilities		
5	Fee Sheets and Date sheets run; packets completed.	4/6/2009	4/27/2009
6	Packets mailed to the students.	4/27/2009	4/30/2009
	Student Responsibilities		
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
	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.		5/27/2009
9	Registration Process Complete		

FALL 2009

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.	Before 3/23/09	
2	Current Students complete on-line Advisor's Form.	3/16/2009	3/23/2009
	New Students complete on-line Advisor's Form	3/30/2009	4/13/2009
3	CON Registrar (Kristine Stump) forwards Advisor Form Report to Advisors	3/16/2009	4/13/2009
4	Advisor approves or makes changes to Advisor Form Report for each student	3/16/2009	4/13/2009
	Registrar Responsibilities		
5	Fee Sheets and Date sheets run; packets completed.	6/30/2009	7/3/2009
6	Packets mailed to the students.	7/6/2009	7/10/2009
	Student Responsibilities		
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
	Students who do not return all required paperwork and pay fees by the deadline will be required to attend registration on Thursday, August 13, 2009. NOTE: Availability of courses will be on first-come-first-served.		8/13/2009
10	Registration Process Complete		