

UNDERGRAD NEW STUDENT REGISTRATION CHECKLIST

TO FINISH THE REGISTRATION PROCESS, YOU MUST COMPLETE EACH REQUIRED ITEM BELOW AND TURN IN THIS CHECKLIST TO ACCOUNTING. MOST ITEMS CAN BE COMPLETED IN OR NEAR THE COMPUTER LAB ON AUGUST 30th AND 31st. ITEMS MARKED WITH A  ARE NOT REQUIRED AS A PART OF REGISTRATION.

NAME _____

Student ID# _____

THIS COMPLETED CHECKLIST MUST BE TURNED IN TO ACCOUNTING BY 5:00 PM ON SEPTEMBER 3rd OR YOU WILL BE DISENROLLED FROM CIU!

ITEM

PERSON TO SEE

- CHECK WITH YOUR FACULTY ADVISOR:** ALL new students are required to get clearance from their faculty advisor before you can register. A list of faculty advisor locations was included in your New Student Registration packet.

- REGISTER FOR CLASSES:** Registration can now be done via the Internet from anywhere in the world. If you did not receive your username/password for your CIU Online account in your New Student Registration packet, contact Web Support.

WEB SUPPORT - ext. 3777
Shortess Chapel

- HEALTH INSURANCE:** You must sign up for the student health insurance OR sign a waiver stating that you have your own health insurance coverage. You must provide proof of insurance before signing the waiver (ID card, etc.).


WINNIE ROCHE – ext. 3015
2nd Floor of Admin Bldg. **OR**
SALLY KENNEDY _____
ext. 3056 - Petty Hall **Signature Required**

- STUDENT LIFE INFORMATION CARD:** You must fill out and turn in an Emergency Contact Information card **and**


VALERIE SLATE - ext. 3236
Student Center _____

- PICK UP YOUR STUDENT HANDBOOK** from Student Life.


Signature Required

-  **PARKING DECALS:** There is a parking fee of \$25/year or \$15/semester for all students parking vehicles at CIU. **All student cars parked on campus must have a current parking decal from Security** or they will be ticketed AND charged the parking fee.


SECURITY OFFICE - ext. 3010
Breezeway between Walker Hall
and Founder's Hall

-  **CAMPUS BOX NUMBER:** Student box information was included in your New Student Registration packet. If you are not sure of your box number, please see the CIU Post Office.


CIU POST OFFICE - ext. 3250
Student Center

-  **YEARBOOK PICTURES:** Don't forget to get your yearbook picture taken on August 30 or 31 in the TV studio.

CIU TV studio on 8/30/04 and 8/31/04 only
(located next to the Computer Lab)

-  **FIELD EDUCATION PLACEMENT:** ALL new students must register for CHM / FED1100. Questions: see Gigi White.

GIGI WHITE - ext. 3150
Ridderhoff Basement (Field Ed Office)

-  **STUDENT ID CARD:** You must have your picture taken and order your student ID card in the Copy Center. This card will be used for your meal plan, your library card, your copy card, and for identification purposes.

PAULA HARRISON – ext.3701
Copy Center (behind Shortess Chapel)

- PRINT OUT 2 COPIES OF YOUR FEE STATEMENT:** If your Fee Statement is correct OR if you have completed all the necessary changes to your registration and housing / meal plans, you must print 2 copies of your Fee Statement (for submission to Accounting). To access your fee statement, log in to CIUOnline, click Student Access, and click Fee Statement.

THIS MUST BE YOUR FINAL STEP!

- PAYMENT OF YOUR TUITION AND FEES:** After completing all of the required items, ALL must see Accounting to be financially cleared. Give this completed checklist to them at that time—they will not be able to clear you without it.

GINA RODDY - ext. 3055
or

GAYLE ATKINSON - ext. 3069
Basement of Administration Bldg.

EVEN IF your financial aid (grants/loans) covers your total bill, OR you signed up for the payment plan online, you **MUST still come see Accounting to be financially cleared.**

New Student Version –Printed 8/23/04

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