

UNDERGRAD FALL 2004 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

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| <p><input type="checkbox"/> CHECK WITH YOUR FACULTY ADVISOR: Some advisors require you to get clearance from them before you can register. So you may want or need to clear your course selections with your advisor before registering.</p> | |
| <p><input type="checkbox"/> REGISTER FOR CLASSES: Registration can now be done via the Internet from anywhere in the world. If you have lost your username/password for your CIU Online account, call Web Support.</p> | <p>WEB SUPPORT - ext. 3777
Shortess Chapel</p> |
| <p><input type="checkbox"/> 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.).</p> | <p>WINNIE ROCHE – ext. 3015
2nd Floor of Admin Bldg. OR
SALLY KENNEDY
ext. 3056 - Petty Hall</p> <p style="text-align: right;"><u>Signature Required</u></p> |
| <p><input type="checkbox"/> STUDENT LIFE INFORMATION CARD: You must fill out and turn in a new Emergency Contact Information card and</p> | <p>VALERIE SLATE - ext. 3236
Student Center</p> |
| <p><input type="checkbox"/> PICK UP YOUR STUDENT HANDBOOK from Student Life.</p> | <p style="text-align: right;"><u>Signature Required</u></p> |
| <p> 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.</p> | <p>SECURITY OFFICE - ext. 3010
Breezeway between Walker Hall and Founder's Hall</p> |
| <p> CAMPUS BOX NUMBER: If you do not have one or if you are not sure that yours is still valid, please see the CIU Post Office.</p> | <p>CIU POST OFFICE - ext. 3250
Student Center</p> |
| <p> YEARBOOK PICTURES: Don't forget to get your yearbook picture taken on August 30 or 31 in the TV studio.</p> | <p>CIU TV studio on 8/30/04 and 8/31/04 only (located next to the Computer Lab)</p> |
| <p> FIELD EDUCATION PLACEMENT: If you are taking more than 6 credit hours, you must register for a field ed</p> | <p>GIGI WHITE - ext. 3150
Ridderhoff Basement (Field Ed Office)</p> |
| <p><input type="checkbox"/> PRINT OUT 2 COPIES OF YOUR FEE STATEMENT: After you have completed all the changes you will make to your registration (drop/adds) and housing/meal plans, you must print 2 copies of your current Fee Statement (for submission to Accounting). To access your fee statement, log in to CIUOnline, click Student Access, and click Fee Statement.</p> | |

THIS MUST BE YOUR FINAL STEP!

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| <p><input type="checkbox"/> PAYMENT OF YOUR TUITION AND FEES: After completing <u>all</u> 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.</p> | <p>GINA RODDY - ext. 3055
or
GAYLE ATKINSON - ext. 3069
Basement of Administration Bldg.</p> |
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****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.****

OFFICE USE ONLY: COMPLETED? Y N CX UPDATED? Y N