



## FALL 2020 REGISTRATION PROCESS FOR STUDENTS TAKING COURSES ON CAMPUS

New/ Transfer Students: Thursday, August 13, 2020

Returning Students: Friday, August 14, 2020

Welcome to Fall 2020 registration! Pre-registration **must occur prior to arrival**. If you have not pre-registered, go to “My Talladega” to select your courses, or contact your advisor for assistance. New students contact admissions at [admissions@talladega.edu](mailto:admissions@talladega.edu) or (256) 761-6235 for assistance.



**STEP 1: Health Screening: Follow the campus signs to location.** Students will undergo the COVID-19 testing, health screening, and mental health screening **prior** to traveling to other destinations on campus. Using your last name, arrive during the time frames noted below.

A-G time frame 1:30 p.m. - 3:00 p.m.

H-P time frame 11:30 a.m. - 1:00 p.m.

Q-Z time frame 9:30 a.m. - 11:00 a.m.

For health questions contact Nurse Stacy Fincher at [sfincher@talladega.edu](mailto:sfincher@talladega.edu) or (256) 761-6208. For mental health and wellness questions contact Michael Brown at [mbrown@talladega.edu](mailto:mbrown@talladega.edu) or (256) 761- 6246.



**STEP 2: Financial Aid Office located on the bottom floor of Seymour Hall.** Students should submit financial aid documents to [finaid@talladega.edu](mailto:finaid@talladega.edu) prior to arriving on campus. An appointment must be scheduled with the Financial Aid Office for those who desire to have a meeting to discuss their financial aid status and complete necessary documentation. Contact (256)761-6237 or [finaid@talladega.edu](mailto:finaid@talladega.edu) for more information.



**STEP 3: Business Office located on the 1<sup>st</sup> floor of Sumner Hall.** Students’ fees will be assessed, and balances will be paid. For more information, contact the following Talladega College staff:

Shelia Borden- email: [sdborden@talladega.edu](mailto:sdborden@talladega.edu) phone: (256) 761-6224

Mercedes Stockdale- email: [mstockdale@talladega.edu](mailto:mstockdale@talladega.edu) phone: (256) 761-6221



**STEP 4: Housing.** Please follow the instructions that were sent to you by housing regarding your location. Students **not** living on campus must complete the “Off-Campus Room Reservation Form” at the link provided below. For more information contact the Residence Life Office at (256) 761-6337 or [tchousing@talladega.edu](mailto:tchousing@talladega.edu).

Off Campus Room Reservation Form Link:

<https://www.cognitofrms.com/TalladegaCollege3/offcampusroomreservationform>

**REGISTRATION COMPLETE!** The Office of the Registrar will be contacted by the Financial Aid and Business Offices once you are cleared, and will make your courses current after you arrive on campus. If you add courses after you have initially been made current, send an email to [registrar@talladega.edu](mailto:registrar@talladega.edu) using your Talladega College email address. The registrar’s office can also be contacted by phone at (256) 761-6195.