

Pre-registered Returning Students Registration Process for Spring 2020

The last day to pre-register for Spring 2020 is Friday, December 20, 2019 at 5:00 p.m. Students not pre-registered by Friday, December 20, 2019 will **not** be able to register until January 7, 2020 and will incur a \$100 late registration fee. Students can register by going to My Talladega and use the steps noted below, or contact their academic dean for assistance.

Academic advisement/assistance is available via the academic division deans as listed below:

- Division of Business Administration, Dean-Dr. Johnathan Elimimian-, #3 Drewry Hall, ext. 6248/6277
- Division of Humanities/Fine Arts, Dean-Dr. Ernestene Sherow-202 Seymour, ext. 8679/6243
- Division of Social Sciences & Education, Dean-Dr. Rebecca McKay, #10, Andrews, ext. 6306/6292
- Division of Natural Sciences & Mathematics, Dean-Dr. Alison Brown- 106 Silsby, ext. 6310/6438

Steps for Schedule Entry on My Talladega:

- a. Enter ID# and PIN.
- b. Click on Students.
- c. Click on Course Information.
- d. Click on Drop/Add.
- e. Choose term- 2019-20 Academic Year-Spring Semester.
- f. Click Search to view course offerings.
- g. Click box to the left of course number to select a course to add.
- h. Click Add courses to add selected courses.
- i. View schedule.

Pre-registered returning students should report to the gymnasium on January 5, 2020 between 12:00 p.m. and 4:00 p.m. and complete the following steps:



ONE: Pre-registered Returning Students Station. Students Check-in with staff and receive a registration step card. Students are then instructed to proceed to **Step Two: Financial Aid.**



TWO: Financial Aid Station. Students will receive information about their financial aid status and then be directed, if applicable, to **Step Three: Business Office.**



THREE: Business Office Station. Student's fees will be assessed and registration clearance provided. The student is then directed to **Step Four: Registrar's Station.**



FOUR: Registrar's Station. Student will be issued a copy of their schedule indicating "cleared" and be directed to **Step Five: Housing Station.**



FIVE: Housing Station. Students will receive information regarding their assigned residence hall, keys, and residence hall rules & regulations.

CLASSES BEGIN ON THURSDAY, JANUARY 9, 2020 AT 8:00 A.M.

Students must physically and financially confirm their registration before 5:00 p.m. on Thursday, January 23, 2019 to avoid dropping of courses.