



New Student Advising & Registration Checklist - First Year

OVERVIEW & CHOOSING YOUR COURSES

Please complete the following before January 7th.

- ☐ Submit any documentation for prior credits (AP, IB, Dual Enrollment, or college-level coursework) to the admissions office
- ☐ Complete your placements for Math and Critical Reading and Writing (EMS)
- ☐ Watch the Welcome video
- ☐ Review the New Student Advising & Registration Timeline
- ☐ Read the Understanding Your First Semester document
- ☐ Use the Choosing Your Courses worksheet to plan out your semester
- ☐ Watch the Prior Credit video, *if you've been awarded credit*
- ☐ Review Tips for Building Your Schedule to create a balanced course load
- ☐ Try out Schedule Planner using the courses you picked in your worksheet
- ☐ Join a Zoom session on January 7th if you need help or have any questions

REGISTRATION PROCESS

Please complete the following for Registration Day, January 8th

- ☐ **Day before Registration Day:** Build your class schedule in Schedule Planner and send it to your shopping cart
- ☐ **On Registration Day:** Register using your saved schedule
- ☐ **On Registration Day:** Resolve any schedule issues if some classes were unsuccessful registrations
- ☐ **On Registration Day:** Join a Zoom session if you need help or have any questions
- ☐ **On Registration Day:** View your registered courses in the "View My Courses" section on the Workday Academics tab
- ☐ **After Registration Day:** Check your Degree Works audit
- ☐ Check your Falcon email regularly – your academic advisor will review your schedule and email you if they have any suggestions or if you need to make changes
- ☐ You can look to make changes to your schedule during on-campus Orientation and the first week of the semester