



## **Talladega College Registration Information**

1. Students are required to submit the Academic Advisement Schedule Form to their academic advisors in person. Students registering for on-line courses may submit the Schedule Form by fax or e-mail. The Faculty Advisors must keep a copy of the Schedule Form for their records.
2. The academic advisors upon approval of the selection of classes will release the advisor hold. Students are then clear to register on-line via the web.
3. All currently enrolled students are eligible to register via the web providing all “holds” have been cleared.
4. Students will be allowed to change their schedules (add/drop classes) via the web.
5. Web instructions are included in the Class Schedule, placed on the web and are given to all academic advisors. NOTE: Students with registration holds (academic suspension and dismissal, disciplinary suspension, administrative holds and financial holds) cannot web register. Students must report to the respective offices to clear the hold(s).
6. Students cannot register for more than 18 hours online.