



NEW STUDENT REGISTRATION PROCESSES & PROCEDURES

January 4-6, 2017



ONE: Placement Testing Station. Students will report to **Silby Science Hall Room 102 for Placement Testing for Math and English.** Students are then instructed to proceed to **Step Two: Admissions.**



TWO: Admissions Station. Students Check- in with Admissions. Students are then instructed to proceed to **Step Three: Student Affairs.**



THREE: Student Affairs Station. Students are instructed to complete necessary paperwork. After paperwork is completed, a comprehensive list will be reviewed to determine if the student is "financially clear". **IF SO**, the student will receive the color-coded paperwork, and proceed directly to the advisement station. **Step Four: Advisement Station.**

IF NOT CLEARED, the student will be given color-coded paper and told where to proceed (**Financial Aid and/or Business Office**) to complete the requisite paperwork.



FOUR: Advisement Station. Students are instructed to receive advising to complete a course schedule. The students are then instructed to proceed to **Step Five: Registrar's Station.**



FIVE: Registrar's Station. Students will receive a schedule and proceed to **Step Six: Housing.**



SIX: Housing Station. Students will receive information regarding their assigned residence hall, keys, and residence hall rules & regulations. The student is then directed to **Step Seven: Financial Aid/Business Office.**



SEVEN: Financial Aid/Business Office Once a student has been assisted by Financial Aid and/or Business Office and cleared, student will receive a clearance form and can proceed to **Step EIGHT: Information Technology.**



EIGHT: Information Technology Station. The IT staff will provide the student with and/or verify the student's new Talladega College email address. The student will also receive a student ID, with assigned residence hall and on or off campus status.