

TALLADEGA COLLEGE

RETURNING STUDENT REGISTRATION PROCESS & PROCEDURES

January 4-6, 2017



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



TWO: Student Affairs Station. A comprehensive list will be reviewed to determine if the student is “financially clear”. **IF SO**, the student will a course schedule and proceed directly to **Step FIVE: Housing Station.**

***IF THE STUDENT DID NOT REGISTER EARLY, THE STUDENT WILL PROCEED TO STEP THREE: ADVISEMENT STATION.**

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



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



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



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



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



SEVEN: 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.