Registration Worksheet for Academic Advisement Continuing Students

If you have an “Academic Advisement Advisor” hold, you are advised/registered in the Academic Advisement Center (UH262) and follow the steps below.

1. **SELECTING YOUR CLASSES** begins with a “Next Term Advisement” appointment with your advisor. Look for a SSC Campus email from your advisor for next term advisement, click the link included and make appointment on-line. Prepare for advisement by reviewing your track sheet and your JAGTRAX Plan (see POUNCE). With your advisor, determine a set of target classes and confirm that these are listed in your JAGTRAX Plan for target term. Then, use SCHEDULE PLANNER on POUNCE to build your schedule from those classes. Save your desired schedule in your shopping cart. Use the SCHEDULE PLANNER directions and ask for help early. If you are required to use a worksheet, complete the form below with details from your schedule (SCHEDULE PLANNER) and return to your advisor who will review & submit for your next registration window.

   **Tips:** Fill out the registration worksheet completely. Include days and times to prevent overlapping of classes, labs, reviews. Write down the CRN clearly (Course Request Number, 5 digits) and include course section letters - required for registration. Balance your schedule. Leave time for study, class prep/review, meals. Avoid piling all of your classes on just TR or just MWF. List alternates to use if your first choices are closed, restricted, or otherwise not viable for you. Check as Alternate.

2. **REGISTERING YOUR CLASSES** requires that you have fully completed Step 1 and that you are eligible to register. Be sure that any schedule you select fully matches the plan you created with your advisor. Use the SCHEDULE PLANNER directions and register your schedule from your shopping cart at your earliest registration window. **Always confirm your registration in POUNCE.**

   Note: While the Advisement Hold stays in place until you exit to department/program, you will need to clear other holds/satisfy conditions that block your registration, e.g. Immunization, Business Office or Admissions, before you may register.

3. **PAYING YOUR FEES** by the due date completes your registration. Pay on-line in POUNCE. Confirm balance cleared & monitor classes.

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<tr>
<th>CRN</th>
<th>Course Request Number (example: ENGL 1101)</th>
<th>Section Letter</th>
<th>Credit Hours</th>
<th>M=MON</th>
<th>T=TUES</th>
<th>W=WED</th>
<th>R=THU</th>
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**STUDENT INFORMATION:**

This schedule reflects classes selected with my advisor based on my declared program and presumed success in any current classes.

**ID#:**

Name PRINT:__________________________

Signature:__________________________

To graduate in a timely manner, earn 15-16 credit hours per term toward your degree.

FOR OFFICE USE ONLY: RA DC CH RMH RWH SH LJ JM JR BS JT LW PW

A D V

Initial

HRS

W K S

Initial

HRS

CLSS

OK

R E G

Initial

HRS

NOTES:

SU FA SP [ATH HP]