

STUDENT REGISTRATION CHECKLIST

Name: _____ Date: _____

Major: _____ Advisor: _____

NOTE: Your registration will not be complete until all required paperwork is submitted to the Registrar's Office. Please check your SGU email for paperwork requests asap.

#	STATION NAME	SIGN OFF
1	Accuplacer Test Complete Required for new students that have not taken college courses	
2	Orientation Station @ Student Services Get registration checklist, learn about student supports, get registration started	
3	Tech Account Access Important: Ensure that you have access to your accounts so that you are ready for class. SGU Email: Complete Tech Request on SGU website under "quick links" JICS (Jenzabar): Complete Tech Request on SGU website under "quick link" GOOGLE CLASSROOM: Complete Tech Request on SGU website under "quick links"	
4	Enrollment Submit required paperwork to the Registrar	
5	Advising/Registering for Classes Meet with your advisor, view transcripts, register for classes	
6	Financial Aid Consult with Financial Aid personnel and complete financial aid paperwork	
7	Transportation Complete transportation online survey and submit class schedule with exact location for driver information.	
8	Daycare Complete daycare application and return to daycare staff	
	Hand in completed checklist to the front desk	
9	Bookstore Take class schedule to Bookstore to purchase books Your class schedule can be found on JICS Pick up books before Drop/Add period ends	
10	Read Welcome Email Each instructor for your classes will send you a "welcome email" With information on how to join your classes Email will come to your SGU Email on/before classes start	
11	Important dates and information Please check www.sintegleska.edu for the Academic Calendar and Class Schedule	

Good Luck this semester!