

From the Office of the Registrar

Dear Returning Student,

Another really important date in your academic journey is rapidly approaching: Beginning of the Fall 2010 Semester at The ***Great*** Bethune-Cookman University. WELCOME BACK!!

Some important information for you to remember is as follows:

1. If you registered early, please accept your class schedule – ADD GE 001A- on The Wildcat Web from August 2nd until 5:00pm on August 20, 2010. If your schedule is complete, you may print your official schedule from the Wildcat Web and report to the campus on August 23th, the first day of classes.
2. Complete financial arrangements for the semester. If you need to complete your schedule or make financial arrangements for payment of tuition, please report to the campus on August 19th. Registration activities will be held in the Wildcat Student Center in the Center for Civic Engagement.
3. Notify the university immediately if you plan to live on campus. Please contact the residence halls at 481-2424 (male) or 481-2425 (female) for all appropriate information.
4. ***If you registered early but will not return for the Fall Semester, you must drop your classes by August 30th [LAST DAY FOR 100% REFUND] to avoid charges to your account. You may drop classes on the Wildcat Web or contact the Registrar's Office at registrar@cookman.edu or Fax the information to (386) 481 – 2550.***



RETURNING STUDENT

FALL 2010 REGISTRATION AUGUST 19-20

STEP 1. LOGIN TO THE WILDCAT WEB TO CHECK YOUR FINANCIAL STATUS.

- a. IF FINANCIALLY CLEAR & YOU REGISTERED EARLY, GO TO STEP 4 & ACCEPT YOUR SCHEDULE.
- b. IF FINANCIALLY CLEAR & YOU NEED TO COMPLETE REGISTRATION, GO TO STEP 3 & MEET WITH ACADEMIC ADVISORS.
- c. IF YOU ARE NOT FINANCIALLY CLEAR, GO TO STEP 2.

STEP 2. STUDENTS MUST BE FINANCIALLY CLEAR TO COMPLETE REGISTRATION (AND TO SECURE HOUSING). IF YOU ARE NOT FINANCIALLY CLEAR:

Step 2a. SEE FINANCIAL AID STAFF TO VERIFY AID

Location: President's Banquet Center, Center for Civic Engagement

Step 2b. SEE STUDENT ACCOUNTS STAFF RE: BALANCE OR TO RECEIVE FINANCIAL CLEARANCE. Location: President's Banquet Center, Center for Civic Engagement.

STEP 3. SEE ACADEMIC ADVISORS @ WILDCAT STUDENT CENTER LOUNGE (CENTER FOR CIVIC ENGAGEMENT), 9:00 am to 5:00 pm.

- a. TO REMOVE ADVISOR HOLDS, AND/OR
- b. TO PICK UP REGISTRATION FORMS
- c. TO OBTAIN DROP & ADD FORMS, PREREQUISITE OVERRIDES, FULL COURSE OVERRIDES

STEP 4. STUDENT SELF-SERVICE: *"REGISTER ONLINE, NOT IN LINE"*

Primary Campus Locations: (1) Athletic Department Computer Lab, Center for Civic Engagement (Use entrance to left of the President's Banquet Center) OR (2) School of Business Computer Lab, Room 129, Wendell Holmes Building

- a. COMPLETE REGISTRATION ONLINE (see "Help" on the Wildcat Web or back of this flyer)
- b. ACCEPT SCHEDULES: Add GE001A by 5 p.m. August 20, 2010.
- c. PRINT SCHEDULES

STEP 5. IF YOU CANNOT COMPLETE REGISTRATION ONLINE, SEE REGISTRAR'S STAFF FOR DATA ENTRY IN THE WILDCAT STUDENT CENTER LOUNGE, August 19-20.

- a. PREREQUISITE OVERRIDES
- b. DROP & ADD COURSES, IF NOT ABLE TO DROP/ADD ONLINE
- c. NOTE: FULL COURSE OVERRIDES FORMS WILL BE COLLECTED BY ACADEMIC DEANS & SENT TO REGISTRAR, IF APPROVED BY INSTRUCTORS.

STEP 6. YOU HAVE COMPLETED REGISTRATION...REMEMBER THESE IMPORTANT DATES

- a. *Late Registration Fee Begins: August 23, 2010.*
- b. *Classes begin: August 23, 2010*
- c. *Last day to Register/Add Classes AND Last Day for 100% Tuition Refund: August 30, 2010*
- d. *Last day to drop classes (NO tuition adjustment): September 10, 2010*

Reg. Office 8/2/10