

Survival Tips for Registration

Tips to Remember for Summer Sessions A & B:

Full-time course load	9 Semester hours
Maximum load for undergraduate students in good academic standing (3.0 semester gpa).	12 semester hours <i><u>No student(s) can register for more than 12 semester hours during Summer Sessions.</u></i>
Maximum load for undergraduate students on academic probation.	9 semester hours

NOTES:

- 1. Nine semester hours are the minimum hours for full-time status during Summer Sessions.**
- 2. No student(s) can exceed 12 hours during Summer Sessions.**
- 3. Students that register early but will be unable to attend school must drop classes by the announced deadlines for each semester to avoid being charged tuition.**
- 4. Students may drop classes via the Wildcat Web or contact the Registrar's Office via e-mail (registrar@cookman.edu), via Fax at 386-481-2550 or via postal mail.**
- 5. Students must accept (confirm) their schedules by adding GE 001A to the schedule during the announced period. See the current calendar at http://www.cookman.edu/documents/registrar_docs/sumRegistration.pdf. If students do not add the GE 001A by the announced deadline, the schedule will be deleted.**

NOTE: Students who did not register early should review steps 1-4 below for the registration process.

NOTE: Steps 2-4 apply to students who have NOT taken care of financial obligations.

- 1. Students who sat out for one (1) or more semesters must be readmitted by the Registrar's Office before they are allowed to register for the current semester. The Re-admission application may be obtained from the Registrar's web page or from the office. A non-refundable \$25 fee is due upon filing application if not in attendance for 1 year or more).**
- 2. Students must see advisors for advisement and have "advisors holds" lifted to begin the registration process.**
- 3. Students must see the Student Accounts Staff if they need financial clearance to register.**

- 4. Once all of the above steps have been completed, students may register online, if they know their pin number and password.**
- 5. If students do not know their former pin number and password, they should email the Center for Information Technology at helpdesk@cookman.edu with their full name and last four digits of the social security number to get that information.**
- 6. Students should see the Registrar's staff in designated location only if they cannot successfully register online.**

VITALLY IMPORTANT INFORMATION TO REMEMBER-

- **To be officially enrolled, a student's schedule must appear on the website in current status, "C".**
- **If students register for the next level of a general education course but do not earn the required grade of "C" or better in the pre-requisite course, it is mandatory for the student to drop the upper/next level class and retake the pre-requisite course(s).**

(Example: You are currently enrolled in College English I (EN 131) and you pre-registered/registered for the College English II (EN 132) or Critical Reading (RE 260). If you did not earn a grade of "C" or better in EN 131 at the end of the semester, then you must drop EN 132 or RE 260 and retake EN 131.

Drop/Add Forms must be used to make changes in the student's schedules after the period of registration is over.

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