



ONLINE REGISTRATION

SUMMER 2010 A, SUMMER 2010 B, FALL 2010

FOR CURRENTLY ENROLLED STUDENTS

“REGISTER ONLINE, NOT IN LINE”

STEP 1. VISIT YOUR CARES ADVISORS OR ACADEMIC SCHOOL ADVISORS (BASED ON MAJORS) TO
A. REMOVE ADVISOR HOLDS, AND
B. CREATE YOUR CLASS SCHEDULE
YOUR ADVISOR IS LISTED AT THE TOP OF YOUR COURSE SCHEDULE ON WILDCAT WEB.

STEP 2. REGISTER USING THE WILDCAT WEB beginning MARCH 15, 2010 at any campus computer lab (Instructions at “HELP” on Wildcat Web, back of flyer, or at website link below:

http://www.cookman.edu/documents/registrar_docs/regTipsWW.pdf. If there are HOLDS, your status shows as validated for **INQUIRY FUNCTIONS ONLY** followed by the reason for the HOLD.

NOTE:

1. For pre-requisite and co-requisite overrides, visit the Registrar’s Office for assistance March 15-26, 2010.
2. Course overrides for FULL classes will not be processed until May 17 (Summer A), June 21 (Summer B), August 19-20 (Fall 2010).

STEP 3. ACCEPT SCHEDULES: Add GE001A to confirm schedules on the Wildcat Web between May 10-17 (Summer A), June 14-21 (Summer B), and August 5 – 20, 2010 (Fall).

Students will not be able to accept schedules unless they are financially clear with Student Accounts.

NO

YES

STEP 5. PRINT SCHEDULE OF CLASSES FROM WILDCAT WEB

Classes and Late Registration Fee begin for SUMMER A: May 18; SUMMER B: June 22; FALL: August 23.

Last Day to Register/Add Classes: SUMMER A: May 21; SUMMER B: June 23; FALL: August 30.

LAST DAY TO DROP CLASSES (NO TUITION ADJUSTMENT): SUMMER A: June 4; SUMMER B: June 30

STEP 4. IF UNABLE TO ACCEPT SCHEDULE

- **DUE TO BALANCE HOLD:** CALL OR VISIT THE STUDENT ACCOUNTS OFFICE.
- **DUE TO ADVISOR HOLD:** CALL OR VISIT CARES/ACADEMIC SCHOOL ADVISORS.

ONCE HOLDS HAVE BEEN REMOVED, RETURN TO STEP 3, THEN PROCEED TO STEP 5.

IF STUDENTS DO NOT ACCEPT SCHEDULES BY 5 P.M. ON DEADLINE DATES, SCHEDULES WILL BE DELETED.