Student-Athlete Academic Center
Summer/Fall 2015 Registration Checklist

The following checklist is designed to help you with advising and registration for the spring semester. Advising officially begins **March 16th**. **<u>Priority scheduling for student-athletes begins March 23rd.</u>**

☐ Check ULINK for the following:
 √ Advisor's name and contact information.
 √ Registration "holds" that will prevent you from enrolling in classes.
 √ Take care of "holds" BEFORE your priority registration date.

☐ Make an appointment to meet with your advisor. **Only sign up for a day/time that does not conflict with classes, athletic commitments, etc.** Mark the date on your calendar and show up on time.

☐ Review your curriculum to determine course options. Make a list of courses you want to take and possible alternatives. If you do not have a copy of your curriculum sheet, check on the www.louisiana.edu website under your academic college. You may be able to print a copy. Mark off courses you have already completed.

☐ Identify the days/times and the instructors (if applicable) of the courses you plan to schedule. The Schedule of Classes is located on ULINK. You can search by course and section. Make sure you select "Summer or Fall 2015" under "Term."

☐ When meeting with your advisor, request a copy of your current curriculum cross check sheet which identifies all of the courses you have completed towards your degree program.

☐ Remind your advisor to remove your advising hold.

☐ After meeting with your advisor, bring your completed, signed blue advising form to the SAAC with a list of classes you want to take in the Fall/Summer. Check the following:

 √ Did you include the 6 digit section id for each course?
 √ Is your phone number listed on your advising form should we need to contact you?

√ Do you meet the pre-requisites? Check the University bulletin at http://bulletin.louisiana.edu. Select the bulletin that you are currently following and access the "Course Offerings" section. **If you are currently enrolled in a pre-requisite make sure you adjust your spring schedule accordingly should you fail the pre-req this fall.**

√ Do you need to be in Upper Division (UD) to enroll in the course? The system will not allow you to enroll in a course that requires UD status. Thus, if you will not meet the requirements until the end of the spring semester then you need to check back with your SAAC Academic Counselor to schedule these courses.

√ Are you repeating a class? Check with your SAAC Academic Counselor to determine if the course was already counted toward your NCAA eligibility requirements.

√ Do your class times conflict with practice and/or workouts? Check with your coach!

√ Do you have a night or afternoon class for which you will be missing several classes due to travel or home games?

√ Do you have enough hours to maintain a full-time schedule in the event you need to drop a course (e.g. 5 credit MATH 103/104 course)?

√ Can you realistically handle the course load, particularly if you are in-season?

√ **Do you plan to cross-enroll at SLCC?** If so, your SAAC Academic Counselor will guide you through the process.

☐ Get a copy of your schedule and review it carefully. Make any necessary adjustments as soon as possible to avoid closed classes. Finalize your schedule by the last day of Add/Drop.

☐ **Attending summer school at another college or university?** Obtain a copy of the course description(s) from the university's catalog/bulletin. Submit the description and the "Request for Approval of Transfer of Credits" form to your academic college Dean's office. Do not enroll in the course until you have written approval that the course will be accepted in your degree program. Notify your SAAC Academic Counselor of your summer school plans.

<u>REMEMBER</u>: Do not make changes to your schedule without consulting your SAAC Academic Counselor. It could affect your eligibility!