Summer & Fall 2016 Registration Instructions
Department of Kinesiology

READ and FOLLOW the detailed instructions below to prepare for Summer and Fall 16 registration.

Information you need for registration:

1) REGISTRATION START DATE/TIME – beginning Feb. 23, view your registration start date and time in AccessPlus. Log into AccessPlus and select the Current Student Info tab to find your registration start date and time, as well as any holds that will prevent you from registering.

2) DEGREE AUDIT – review your degree audit in AccessPlus and the four year plan for your major/option.

3) COURSE & REGISTRATION ALERTS – go to the Kinesiology website. Check for KIN, A TR, and H S course offerings for Summer and Fall 2016 and other significant course information.

4) SCHEDULE OF CLASSES OR CLASS SCHEDULE PLANNER – go to the class schedule of classes and schedule planner to find course sections and meeting times. Make sure you check the course details for pre-requisites and registration restrictions (e.g. majors, non-majors, junior/senior classification, etc.)

5) COMPLETE THE REGISTRATION WORKSHEET BEFORE SEEING YOUR ADVISER. Because of time limitations, the worksheet must be done before your advising meeting or you will be asked to re-schedule your appointment.

6) REGISTRATION ACCESS NUMBER (RAN) – read through the information below to learn how to get your RAN.

Obtaining your Registration Access Number (RAN):

NEW SPRING 2016 KIN STUDENTS (Freshmen, Transfers or Change of Majors): You will prepare for registration through the orientation class (KIN 253). Schedule a 15-minute registration appointment with your adviser, if necessary.

CONTINUING FRESHMEN, SOPHOMORES AND JUNIORS
Schedule a 15-minute registration appointment with your adviser at least ONE WEEK before your Registration Start Date or after your adviser contacts you to set up a meeting. You MUST complete the Registration Worksheet and bring it to your advising appointment.
Juniors and Seniors Graduating by Fall 2017:
If you plan on graduating Su16, F16, S17, Su17, or F17, your adviser will email your RAN by March 4 unless you are on academic warning or probation. You can then register for classes when your start date/time arrives. You are welcome to schedule a 15-minute registration appointment with your adviser if you have questions or have corrections that need to be made to your degree audit.

If you are completing a field experience (KIN 417/418 – Student Teaching, KIN/H S 485 - Internship) in Summer or Fall 2016, you MUST see your adviser for an add slip!

If you plan to take KIN 290, 391, 490A, or H S 490, see your adviser for the additional paperwork and add slip.

Students on Academic Warning or Probation:
You MUST see your adviser for a 15-minute advising appointment at least ONE WEEK prior to your assigned Registration Start Date.

Other Important Information:

1) Register on time! Hit the ADD button if all sections of a class are closed. These lists will be used to add students to Kin/A TR/H S classes where possible and also inform other departments that additional class spaces are needed.

2) Check the Course and Registration Alerts sheet for important course information that you will need to know about, including changes to KIN/H S 385 and a new course, KIN 242X for pre-health option students.

3) See your adviser if there are corrections to be made on your Degree Audit or if you have questions about your schedule.

4) If you will graduate Summer or Fall 2016, you MUST complete and submit the Undergraduate Graduation Application. The application deadline for Summer 2016 is March 11 and Fall 2016 is May 31.

5) Summer or Fall 2016 graduates can participate in Spring 2016 college convocation or university graduation ceremonies (“walk early”) if you are interested. To participate, you must:

   a) be in “good academic standing” (2.0 cumulative GPA) and must be within 12 credits of meeting degree requirements (and/or completing your field experience Summer or Fall 2016 – KIN 417/418, KIN/H S 485). Special requests will be considered if you will be completing an internship or student teaching outside of the Ames area and you can demonstrate the likelihood of completing these requirements by end of summer or fall semester.

   b) complete the Early Participation Request form by Friday, April 15. More detailed information about graduation can be found at the Graduation and Commencement and Graduation, Frequently Asked Questions websites.