Summer & Fall 2017 Registration Instructions
Department of Kinesiology

READ and FOLLOW the detailed instructions below to prepare for Summer and Fall 2017 registration.

Information You Need for Registration

1. **REGISTRATION START DATE/TIME** – You can now 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. Contact the phone number listed to take care of any holds prior to your start date.

2. **DEGREE AUDIT** – review your degree audit in AccessPlus and the **four year plan** for your major/option and catalog year when choosing courses. Your catalog year is listed on your degree audit.

3. **COURSE and REGISTRATION ALERTS** – go to the Kinesiology website. Check for KIN, A TR, and H S course offerings for Summer and Fall 2017 and other significant course changes and information.

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

5. **COMPLETE THE REGISTRATION WORKSHEET BEFORE SEEING YOUR ACADEMIC 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 the information below to learn how to get your RAN.

Obtaining your Registration Access Number (RAN)

**NEW SPRING 2017 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 2018

If you plan on graduating Su17, F17, S18, Su18, or F18, your adviser will email your RAN to you by March 1 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 academic adviser if you have questions or corrections that need to be made to your degree audit.

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.

Courses Requiring Additional Steps to Register

Registering for KIN 459?
1. Complete the Intern Information Sheet
2. Schedule an appointment with your academic adviser to pick up an add slip and bring the Intern Information Sheet to the appointment. Without it, you will not receive your add slip.
3. Take your add slip to 10 Enrollment Services Building after your registration start date and time to add KIN 459 to your schedule.

Registering for Internship (KIN 485A or H S 485)?
CPH and ES students doing their internship Summer or Fall 2017 must follow these steps to register:
1. Secure your internship site
2. Turn your agency acceptance form in to Deb Power, 266B Forker.
3. Schedule a meeting with your academic adviser to pick up your add slip.
   a) Know the number of KIN 485A or H S 485 credits you need
   b) Know whether your internship will be completed in Iowa or in another state
   c) Take your add slip to 10 Enrollment Services Building after your registration start date and time.
   d) Complete the CHS internship registration form using the following link: https://iastate.qualtrics.com/jfe/form/SV_aa7nZ0qrKqpRPox

Registering to Student Teach (KIN 417 & 418)?
PETE students who will be student teaching Fall 2017 must follow these steps to register:
1. Attend the required student teaching placement meeting on April 28 where you will also receive course enrollment information.
2. Schedule an appointment with your adviser to pick up your add slip after the meeting on April 28. Bring your course enrollment information to the meeting.
3. Take the add slip to 10 Enrollment Services Building after your registration start date and time.
Registering for an Independent Study
Students who plan on registering for an independent study (Kin 290, 490A/H, or H S 490/490H), please follow these steps:
1. Pick up an add slip for the independent study from your academic adviser.
2. Schedule a meeting with the faculty member you are working with and bring the Independent Study Request Form to that meeting.
3. Schedule a meeting with your academic adviser to drop off the completed Independent Study Request Form.
4. Take the add slip to 10 Enrollment Services Building after receiving an email that the independent study has been approved.

Registering for Service Learning Leadership Experience (KIN 391)?
1. Schedule an appointment with Dr. Greg Welk to complete the appropriate Kin 391 form based on your leadership project.
2. Schedule a meeting with your academic adviser to drop off the form and to pick up an add slip.
3. Take the add slip to 10 Enrollment Services Building after your registration start date and time.

Other Important Information
1. Register on time! Hit the ADD button if all sections of a class are closed. These lists are used to add students to Kin/A TR/H S classes where possible and it informs other departments that additional class space is needed.
2. Check the Course and Registration Alerts sheet for important course information you will need to know, including changes to KIN/H S 385 and a new course, KIN 242X for pre-health option students.
3. See your academic adviser if there are corrections needed on your Degree Audit or if you have questions about your schedule.
4. If you will graduate Summer or Fall 2017, you MUST complete and submit the Undergraduate Graduation Application. The application deadline for Summer 2017 is March 10 and Fall 2017 is July 31.
5. Summer or Fall 2017 graduates can participate in Spring 2017 college convocation and/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 2017 – KIN 417/418, KIN/H S 485). Special requests are considered if you are completing an internship or student teaching outside of the Ames area and you can demonstrate the likelihood of completing these requirements by the end of summer or fall semester.
   b) complete the Early Participation Request form by Friday, April 14, 2017. More detailed information about graduation can be found at the Graduation and Commencement and Graduation, Frequently Asked Questions websites.