Spring 2018 Registration Instructions
Department of Kinesiology

READ and FOLLOW the detailed instructions below to prepare for Spring 2018 registration.

Information you need for registration:

1. **REGISTRATION START DATE/TIME** – beginning October 2\textsuperscript{nd}, 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 and correct catalog year.

3. **COURSE & REGISTRATION ALERTS** – go to the Kinesiology website. Check for KIN, A TR, and H S course offerings for Spring 2018 and other significant course information.

4. **CLASS SCHEDULE OR CLASS SCHEDULE PLANNER** – go to the class schedule 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 ADVISOR.** 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 FALL 2017 KIN STUDENTS (Freshmen, Transfers or Change of Majors):**
You will prepare for registration through the orientation class (KIN 253). After meeting with your peer mentor and/or completing the registration learning module, you may schedule an appointment with your adviser if you still have questions.

**CONTINUING FRESHMEN, SOPHOMORES AND JUNIORS**
Schedule a 15-minute registration appointment with your adviser at least **ONE WEEK** before your Registration Start Date and 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 SPRING 2019:**
If you plan to graduate **S18, Su18, F18**, or **S19**, your adviser will email your RAN by October 9 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 at **least one week before your assigned registration start date** if you have questions or have 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 Physical Activity Epidemiology (H S 464)?
The enrollment in H S 464 will initially be limited to CPH students because it is required in their degree program. If you are a PHP student and want to take H S 464 as one of your 400 level choices, please hit the add button so you are added to the wait list. More space will become available in early November at which time you will be contacted if H S 464 was added to your schedule.

Registering for Internship in Exercise Leadership (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, ES, and PAHP students doing their internship Spring 2018 must follow these steps to register:
1. Secure your internship site
2. Turn your agency acceptance form in to Deb Power, 244B 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_aa7nZOqrKqpRPox.

Registering to Student Teach (KIN 417 & 418)?
PETE students who will be student teaching Spring 2018 must follow these steps to register:
1. Attend the required student teaching placement meeting on Friday, December 8, 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 December 8. 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 to register 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.
Registering for Practicum in Motivational Interviewing for Health (KIN 494A and/or KIN 490B)?

1. Pick up an add slip from your academic adviser.
2. Schedule an appointment with Dr. Greg Welk or Dr. Laura Ellingson to get permission to take the course(s) and the add slip signed.
3. Take the add slip to 10 Enrollment Services Building after your registration start date and time.

Graduating?

1. If you will graduate Spring 2018, you MUST complete and submit the Undergraduate Graduation Application. The application deadline for Spring 2018 is November 17, 2017.

2. Spring 2018 graduates can participate in Fall 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 Spring 2018 – 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 spring semester.

   b) complete the Early Participation Request form by Friday, November 17, 2017.

More detailed information about graduation can be found at the Graduation and Commencement and Graduation, Frequently Asked Questions websites.

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 needed on your Degree Audit or if you have questions about your schedule.