READ and FOLLOW the detailed instructions below to prepare for Summer and Fall 2019 registration.

Information You Need for Registration

1. **REGISTRATION START DATE/TIME** – Beginning February 26, you will be able 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 2019 and other significant course changes and information.

4. **CLASS SCHEDULE or 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. Appointments will be limited to 20 minutes.

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

Obtaining your Registration Access Number (RAN)

*NEW SPRING 2019 STUDENTS (Freshmen, Transfers or Change of Majors)*
You will prepare for registration through the orientation class (KIN 253). Please contact your KIN 253 instructor with questions about registration. If needed, they will direct you to schedule a 20-minute appointment with your adviser.
CONTINUING FRESHMEN, SOPHOMORES AND JUNIORS
Schedule a 20-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 2020
If you plan on graduating Su19, F19, S20, Su20, or F20, your adviser will email your RAN to you by March 5 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 20-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 20-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. Read the Intern Information Sheet
2. Complete the KIN 459 Scheduling Questionnaire
3. Schedule an appointment with your academic adviser to pick up an add slip and bring the Scheduling Questionnaire. Without it, you will not receive your add slip.
4. 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 Summer or Fall 2019 must follow these steps to register:
1. Secure your internship site.
2. Turn your agency acceptance form in to Deb Power, 244 Forker.
3. Schedule a meeting with your academic adviser to get the reference number and register after your registration start date.
   a) Know the number of KIN 485A or H S 485 credits you need.
   b) 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 2019 must follow these steps to register:
1. Attend the required student teaching placement meeting on Friday, May 3, where you will also receive course enrollment information and your RAN.
2. Using the information on your placement letter, register for your two placements. This must be done before you leave campus for the semester.
3. Review your degree audit and contact Jenny if any degree requirements are marked as unmet.

Registering for an Independent Study
Students who plan on registering for an independent study or undergraduate teaching assistant (KIN 290, 490A/H, H S 490/490H, or KIN 491X), please follow these steps:
1. Pick up an add slip and 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 new Kinesiology courses (KIN 359 & KIN 491X).
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 2019, you MUST complete and submit the Undergraduate Graduation Application. The application deadline for Summer 2019 is March 15 and Fall 2019 is July 31.
5. Summer or Fall 2019 graduates can participate in the Spring 2019 College of Human Sciences Convocation and/or University Commencement ("walk early").

a) To participate in the Human Sciences Convocation, you must:
   i. **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 2019 – 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.
   ii. **complete the Early Participation Request form** by Friday, April 12, 2019.