READ and FOLLOW the detailed instructions below to prepare for Spring 2020 registration.

Information You Need for Registration

1. **REGISTRATION START DATE/TIME** – Beginning October 7, 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 **academic 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 Spring 2020 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 FALL 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**
You will schedule a 20-minute registration appointment with your adviser after you receive their registration information email. You will then be instructed to meet approximately ONE WEEK before your Start Date. 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 S20, Su20, F20, or S21, your adviser will email your RAN to you by October 11th 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 will schedule a 20-minute registration appointment with your adviser after you receive their registration information email. You will then be instructed to meet approximately ONE WEEK before your Start Date. You MUST complete the REGISTRATION WORKSHEET and bring it to your advising appointment.

**Courses Requiring Additional Steps to Register**

**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 to Student Teach (KIN 417 & 418)?**

1. Attend the required student teaching placement meeting at 3:00 pm on Friday, December 13, where you will 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 winter break.
3. Review your degree audit and contact Laura Graves if any degree requirements are marked as unmet.

**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 drop off the scheduling questionnaire and register for the class.

**Registering for Internship (KIN 485A or H S 485)?**

CPH, ES, and PAHP students doing their Spring 2020 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_a7nZ0qRkqRPox.
Registering for Practicum in Motivational Interviewing (KIN 494A and/or KIN 494B)?
1. Contact Dr. Greg Welk, gwelk@iastate.edu, for permission to add this course.
2. Schedule an appointment with your academic adviser to pick up an add slip.
3. Schedule an appointment with Dr. Welk for a signature.
4. Take your add slip to 10 Enrollment Services Building after your registration start date.

Registering for an Independent Study (KIN/H S 490A)
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.

Graduation

1. If you are graduating Spring 2020, you MUST complete and submit the Undergraduate Graduation Application. The application deadline is Nov. 22.
2. Additional information about graduation can be found at https://www.graduation.iastate.edu/bachelors.
3. If you are graduating Spring 2020 and wish to participate in the Fall 2019 graduation ceremonies, you can walk early in the CHS Convocation and/or the University Commencement.
   a. If you would like to participate in the F19 university commencement, contact the graduation office at 515-294-1840 or graduation@iastate.edu.
   b. If you would like to participate in the F19 College of Human Sciences Convocation, fill out the Early Participation Request Form on the convocation website. If you have questions about the form, the ceremony, or the requirements, please contact Dynette Mosher, dmosher@iastate.edu or 515-294-2820

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, & KIN 466X).