New and /or Transfer Students:

- **First**, plan to meet with your academic advisor. Contact your academic area for advisement information. Your academic advisor will assist you in preparing your schedule of classes.

- **Next**, make sure your login password is active. If your password has expired; Go to WWW.FAMU.EDU. Click on iRattler on the right side of the page. Click on Forgot your FAMNET password? link and follow the instructions or call Help Desk 412-HELP (4357).

- **Then**, log-on. Click Campus Solutions and review the "Hold" area on your Student Self–Service - Student Center page. You must clear your holds before registration. Click on the 'Details' link to obtain details about the hold. Call or contact the appropriate area and arrange to have the hold(s) removed. (The list of holds are on Page 2.)

- **Next**, enroll in your classes.

- **Finally**, if you are unable to enroll on-line, once you return to campus, you can register for your classes at Registration Points in your academic area or in the Grand Ballroom 1/3-9/2012.

**Note:** Designated Registration Points are listed/Page 2.

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**Admissions**

Admissions will accept re-admission applications, remove final transcript holds, post credits for dual enrollment, and accept final transcripts.

**Financial Aid**

Financial Aid will accept documents and provide financial aid counseling to students. **Note:** All documents received during the One Stop Shop may not be processed until after 1/16/2012 (MLK Holiday) and no financial aid award will be posted. You will not be eligible for a book voucher and a $100 late payment fee will be posted to your student account.

**EIT**

iRattler password reset FAMAIL Set-up.

**International Education**

International Education will lift international insurance holds and advise international students.

**Registrar**

The Registrar will handle state employee registration, veterans' matters, FAMU-FSU COOP, major changes, graduation holds, academic suspensions, re-instatements, and various holds.

**Retention Advisors**

The Retention Advisors will advise all new students, freshman and sophomores. **Note:** All juniors and seniors should see their upper division advisors in their academic units.

**Student Accounts**

Student Accounts will lift holds if balance is less than $100 and counsel with students. **Note:** Payment can be made at Cashiers Office, FHAC, Room G7. Payment methods include: Cash, Check, Cashier’s Check, Money Order, Debit or Credit Card with VISA or MASTERCARD logo.

**Student Health Services**

Student Health Services will accept documentation and clear holds. **Note:** For immunization clearance, you will need to provide proof of immunization and a completed FAMU Health History and Immunization form. Students that need immunizations must go to the clinic on the first floor of Foote-Hilyer.

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**Registration Hints:***

**Important dates:**

- Drop and Add period: January 4 - 9, 2012.
- Late Registration period ($100.00 fee): January 4-9, 2012
- Last date to pay fees without $100.00 late payment fee: January 10, 2012.

**Graduate Students**

Orientation: 1/3/2012
Multipurpose room
6:00 pm

**New Students:**

Orientation: 1/3/2012
Perry-Paige Auditorium
8:30 am—12:00 pm
Registration—1/3/2012
1:00 pm—4:00 pm
Message from the Provost

Welcome Back and Happy New Year!!!

I trust that you had an opportunity to rest during the Winter Break and am hopeful that you are ready for this semester. As we enter Spring 2012, let’s keep that Rattler Spirit alive!

As Rattlers, WE will continue to persevere! WE will show the world who WE really are and that WE stand for EXCELLENCE!

Our faculty and staff are committed to providing you with a stimulating and memorable educational experience.

Best wishes for a successful semester!

Dr. Cynthia Hughes Harris

Designated Registration Points

Hours: 8:00 am — 5:30 pm
Dates: January 3 — 9, 2012

Holds That Restrict Registration

Academic Advisement (ADV) - See advisor in academic college/school

Academic Suspension (ASP) - See Registrar at Grand Ballroom or Registration Points

Athletic Compliance - See Faydre Hawkins-Brown, 561-2738 or Shella Martin, 412-5724, Athletics Dept., 203 Lua S. Bartley Building

Block Self Enrollment (BSE) - See Registrar at Grand Ballroom or Registration Points

Candidate for Graduation (CFG) - See Registrar at Grand Ballroom, Registration Points or Registrar’s Office

Cashiering, Collections, State Dated Checks - (CAH, COL, SDC) G-7 Foote-Hilyer or Grand Ballroom.

College Prep Hold (CPRH) - See Deirdre McRoy, Eugene Matthews, Johnny McCaskill, University Commons at 412-7994 or Grand Ballroom,

Dean of Student Hold (DSH) - See Dean Kirby, Student Union, Suite 100, 599-3098

Immunization Hold (IMM) - Student Health Center 599-3777 or Grand Ballroom

Judicial Hold (JUD) - Dean Kirby or Willie Wright, Student Union, Suite 100, 599-3098

Orientation (ORI) - Sheryl Cooper or Andre Green, 599-3869, 105 Student Union

Property Hold (Army, Navy, Music (PAM,, PNY, PMU, POH) See Registrar at Grand Ballroom or Registration Points

Non-Degree Seeking Student (SSC) - See Registrar at Grand Ballroom or Registration Points

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