

LIVINGSTONE COLLEGE
OFFICE OF THE REGISTRAR
Salisbury, NC 28144

FALL 2016
PRE-REGISTRATION

Monday, April 4, 2016

Friday, April 29, 2016

The pursuit of



PRE-REGISTER
for
FALL 2016

"I do not care how dark the night, I believe in the coming of the morning." –Dr. Joseph Charles Price.

****ATTENTION****

Before you register for FALL 2016 classes, log into your LC JICS account. If you have a financial HOLD, you MUST report to the Business Office to discuss your student account.

PRE-REGISTRATION
PROCEDURES

__STEP 1 Make an appointment with your advisor, and according to your appointment, meet with your advisor to prepare your schedule for the FALL 2016 semester. **NEW FRESHMEN** MUST SEE THEIR LEARNING COMMUNITY ADVISOR. (NOTE: Previously failed classes should be repeated as soon as they are offered again.)

NOTE: If you know you are NOT returning for the FALL 2016 SEMESTER, please complete the attach NOTIFICATION FORM.

__STEP 2 Enter your schedule through Campus Web while you are with your advisor so that any problems may be resolved during this time. (You will need your ID# and Personal PIN# to enter your schedule. If you don't have this information, please report to the Office of the Registrar, Price Building, Room #209.

TO PRE-REGISTER FOR CLASSES:

- Go to the Livingstone College website (www.livingstone.edu) and Click "JICS"
- At the login screen, key in ID # and Pin # (Password)
- Click "Student"; then Click "My Courses" (on left of screen).
- Click "Add/Drop Courses" (on right of screen). Be sure the screen reads "FALL 2016-2017"
- In the "Add by Course Code Section", enter the information from your Advisement Form by typing in the box the departmental code (EX: ENG). When the list appears in the drop down, select the section you wish to enroll. Enter all of your courses, then click the "Add Courses" button. NOTE: You may also use the Course Search option to add your classes. Review your schedule for accuracy.

__STEP 3 Click the email notification box to send a message to your advisor to approve your courses. (The courses will remain in the RESERVE status until they are approved.) To be considered fulltime during the regular semester, a student must be enrolled for 12 or more credit hours.

F. Click "Log out" when you have finished. NOTE: It is your responsibility to review your schedule for approval status and/or changes to meeting days, time, and location.

THE VALIDATION & OFFICIAL
ENROLLMENT PROCESS

__STEP 4 After July 1, 2016, Check your LC student email account daily for your FALL 2016 VALIDATION NOTIFICATION from the OFFICE OF STUDENT ACCOUNTS.

If you are NOT VALIDATED, you must see the Business Office for VALIDATION. STUDENTS PLANNING TO LIVE IN ON-CAMPUS HOUSING MUST be VALIDATED prior to checking into the residence hall. Students who are NOT validated will NOT be allowed to check into the residence hall.

NOTE: Students who are NOT VALIDATED by the END OF LATE REGISTRATION will be deleted from ALL classes for the FALL 2016 semester.

__STEP 5 If you are an ONCAMPUS student, check into your assigned residence hall. ONLY FULLTIME, REGISTRERED, AND VALIDATED students may check into the residence halls for the fall 2016 semester. When you check in to your residence hall after VALIDATION, the Office of the Registrar will complete your official enrollment.

__STEP 5A OFF-CAMPUS students must check in at the WELCOME STATION in the lobby of Trent Gymnasium 8:30am-5:00pm, Thursday-Friday, August 18-19, 2016.

__STEP 6 Pick up books – beginning Friday, August 19, 2016.

ACADEMIC DIVISIONS
DIVISION OF BUSINESS

Dr. Rajeshwar Sharma, Chairperson
Ballard Hall, Room 201A

Business Administration.... Dr. Rajeshwar Sharma
Computer Information

Systems..... Dr. Olafemi Balogun
Hospitality ManagementMrs. Vivian Ray
Sport Management..... Ms. Kimberly Miller

DIVISION OF EDUCATION, PSYCHOLOGY,
& SOCIAL WORK

Dr. Alexander Erwin, Chairperson
Price Building, Room 301

Early Childhood Education
& Elementary Education.....Dr. Alexander Erwin
Psychology Dr. Marilyn Lovett
Social Work Dr. Cheresse Godwin

DIVISION OF LIBERAL ARTS

Dr. Kelli Randall Chairperson

Tubman Building, Room 101

Criminal JusticeDr. Frederick Ford
English..... Dr. Kelli Randall
History &

Political Science...Dr. Margaret Simms-Maddox
Liberal Studies Dr. Kelli Randall
Music Dr. DaVaughn Miller
Religious StudiesDr. Michael Ellis
SociologyDr. Frederick Ford

DIVISION OF MATHEMATICS
AND SCIENCES

Dr. Selma Burrell, Chairperson

Duncan Science Building, Room 109

Biology.....Dr. Lawrence Flowers
MathematicsDr. Ping May

FIRST YEAR AND UNDECLARED MAJORS

Mrs. Stephanie Jones

& Learning Community Advisors
Dodge Hall, Student Success Center

Events and dates are subject to change by official action of The Livingstone College.

OFFICE OF FINANCIAL AID
Mrs. Stephanie McNeil, Director x6953

Meeting **DEADLINES** is always an important part of the financial aid process. Livingstone College strives to make your registration process as seamless as possible; therefore we must impose priority deadlines.

You may complete your **FAFSA** as early as **January 1** of each year. If you have questions, concerns or need help, contact the Office of Financial Aid at the numbers below (704/216-x or stop by the office (Price Hall Rm. 106).

By completing the **Free Application for Federal Student Aid (FAFSA)** early and meeting our priority deadline (**Wednesday, April 1, 2016**), a student ensures that he/she is awarded timely and the required documentation is submitted to the Office of Financial Aid timely. You can always submit your **FAFSA** after these deadlines, but your award may be delayed. The **FAFSA** is required even if you believe you may not be eligible for federal or state aid. The priority deadline date is stated on the spring semester of the academic calendar every year.

Mrs. Christie Rowe..... x6252.....(Alphabet A-F)
 Mr. Santana Loudermilk.....x6273..... (Alphabet G-P)
 Ms. Deborah Colbert...x6010.....(Alphabet Q-Z)
 Ms. Tangar Young...x6372.....(Verification Students)

****IMPORTANT NOTICE****

Federal regulations require that students who are enrolled in classes should attend each class. Failure to attend one or all of your classes will require your financial aid to be adjusted or canceled and may cause you to repay funds already disbursed. If you register for a semester and you do not attend please contact the Registrar's Office to complete the withdrawal process. If you receive a refund and you do not attend class, you are required to return the funds as soon as possible to the Business Office.

DIVISION OF STUDENT AFFAIRS
OFFICE OF RESIDENCE LIFE



FALL 2016 HOUSING

Housing Applications and Housing Fee will be accepted for fall 2016 beginning with the Housing Rush:

Monday, March 7-Friday, March 11, 2016, and continuing throughout the semester.

REQUIRED HOUSING FEE

\$100..... Babcock, Dancy, Goler, Harris, Teachery, and Tucker Halls
 \$200.....College Park
 \$200.....Honors Hall
 \$200..... LC Hotel

The Housing Application and fee are due before any housing assignment will be made for the **FALL 2016** semester. Report to the Office of Residence Life, Walls Center, 9am-4:30pm. The Housing Application may be downloaded from the Livingstone College website.

REMINDER:

Housing is assigned on a first come first serve basis as long as the criteria for living in the residence halls have been met. Additionally, you **MUST** be registered **FULLTIME** and **VALIDATED** before you will be allowed to move into the residence halls for **FALL 2016**.



Mrs. Mariam Rush.....704/216-6185
 Executive Administrative Assistant

Mr. Maurice Roper.....704/216-6821
 Director of Residence Life

Dr. Orlando Lewis704/216-6185
 Vice President for Student Affairs

Check your fall 2016 schedule carefully. dept/course numbers

- o section numbers
- o instructor
- o number of credit hours
- o meeting days/times/bldg
- o courses in reserve

It is your responsibility to ensure that you are registered for the correct courses and credit hours. It is your responsibility to drop courses you do not plan to attend or stop attending. ALL schedule changes must have the approval of your faculty advisor. If you encounter problems during registration, please contact:

Office of the Registrar:
 704/216-6157 or 704 216-6158

Check your Personal information for accuracy (**address; email address; telephone; major, etc**).

“Click **“Personal Information”**; then Click **“Biographical Information”**. Any discrepancies must be reported to the Office of the Registrar.


LIST FOR FALL 2016

	Logged On and checked HOLD Status
	Reported to Student Accounts (if applicable)
	Appointment scheduled with advisor.
	Schedule completed and entered for FALL 2016.
	Are you fulltime with 12 credit hours?
	Profile checked for accuracy.



Complete your FAFSA for FALL 2016-2017 as early as January 1, 2016.

LIVINGSTONE COLLEGE
OFFICE OF THE REGISTRAR

FALL 2016
NOTIFICATION OF NONRETURN

This is to notify Livingstone College that I will not be returning for the Fall 2016 semester.

Please indicate reason below.

- Transferring**
- Entering Military**
- Need to Work**
- Not ready for another semester**
- Financial**
- Other (please explain):**

NAME: _____

ID#: _____

Advisor: _____

RETURN FORM TO THE OFFICE OF THE REGISTRAR: