**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.

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**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:**

A. Go to the Livingstone College website (www.livingstone.edu) and Click “JICS”
B. At the login screen, key in ID # and Pin # (Password)
C. Click “Student”; then Click “My Courses” (on left of screen).
D. Click “Add/Drop Courses” (on right of screen). Be sure the screen reads “FALL 2016-2017”
E. 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 full time 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 VALICIDATION 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, REGISTERED, 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.
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)

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.

**IMPORTANT NOTICE**

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.

REMEMBER:
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 Lewis ……………….704/216-6185
Vice President for Student Affairs

Check your fall 2016 schedule carefully.

do section numbers
-do instructor
-do number of credit hours
-do meeting days/times/bldg
-do 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.

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):

________________________
________________________
________________________

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 full time with 12 credit hours?
Profile checked for accuracy.

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

RETURN FORM TO THE OFFICE OF THE REGISTRAR: