

Click for **ONLINE COURSE SCHEDULE**

ONLINE REGISTRATION **CHECKLIST**

FALL 2020

1

CHECK YOUR EMAIL

STUDENTS SHOULD CONTINUE CHECKING THEIR UA RICH MOUNTAIN EMAIL DAILY FOR PRE-REGISTRATION UPDATES.

2

DEGREE PLAN & AUDIT

STUDENTS WILL RECEIVE A COPY OF THEIR DEGREE PLAN AND DEGREE AUDIT THROUGH THEIR OFFICIAL UARM STUDENT EMAIL ADDRESS.

3

2020 SCHEDULE ON WEBSITE

STUDENTS SHOULD CONSULT THEIR DEGREE PLANS AND LOOK THROUGH THE FALL 2020 SCHEDULE ON UARICHMOUNTAIN.EDU TO CHOOSE COURSES AND CREATE A POTENTIAL FALL SCHEDULE

4

SET UP APPOINTMENT

STUDENTS WILL RECEIVE A PHONE CALL AND/OR EMAIL FROM THE COLLEGE TO SET UP A 15-MINUTE PHONE ADVISING/REGISTRATION APPOINTMENT

5

REGISTRATION APPOINTMENT

A UARM ADVISOR WILL CALL THE STUDENT AT THE SCHEDULED TIME. IF THE STUDENT IS NOT AVAILABLE AT THE SCHEDULED TIME, THE ADVISOR WILL ATTEMPT TO LEAVE A VOICE MAIL, BUT IT WILL BE THE STUDENT'S RESPONSIBILITY TO RESCHEDULE THE ADVISING APPOINTMENT.

6

CONFIRM ENROLLMENT

AT THE END OF THE APPOINTMENT, THE STUDENT WILL BE REGISTERED FOR FALL CLASSES AND WILL BE SENT A SCHEDULE VIA EMAIL. THE STUDENT MUST SEND BACK AN EMAIL FROM HIS/HER STUDENT EMAIL ACCEPTING THE SCHEDULE AND CONFIRMING ENROLLMENT.

7

TUITION/FEES STATEMENT

THE BUSINESS OFFICE WILL SEND A DETAILED TUITION AND FEES STATEMENT.

8

FINANCIAL AID FUNDS

IF THE STUDENT HAS FINANCIAL AID FUNDS, THESE FUNDS WILL NOT POST TO THE STUDENT PORTAL UNTIL AFTER THE STUDENT IS REGISTERED. FINANCIAL AID FUNDS WILL BE POSTED THE FOLLOWING WEEK. IF THE STUDENT DOES NOT SEE FINANCIAL AID POSTED, CONTACT FINANCIAL AID OFFICE AT FINANCIALAID@UARICHMOUNTAIN.EDU.

9

DON'T MISS YOUR APPOINTMENT

WORD TO THE WISE: CLASSES FILL UP QUICKLY, SO DON'T MISS YOUR ADVISING APPOINTMENT.



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