

# SPRING 2019 NEW STUDENT ORIENTAION/REGISTRATION CHECKLIST



STUDENT MUST BE ADMITTED TO THE UNIVERSITY

OFFICE OF ADMISSIONS AND RECRUITING [www.alcorn.edu/admissions](http://www.alcorn.edu/admissions)

FOR ALL QUESTIONS REGARDING ADMISSION TO THE UNIVERSITY (CONTACT NUMBER: 1.800.222.6790)

**PLEASE CHECK ALL ITEMS THAT YOU HAVE COMPLETED.**

YES NO

COMPLETED SPRING 2019 CLASS SCHEDULE (12 HOURS MINIMUM IF YOU ARE ENROLLED FULL-TIME)?  
IF NOT, SEE YOUR ACADEMIC ADVISOR TO COMPLETE A CLASS SCHEDULE.

**LOCATION: LANIER HALL (2<sup>ND</sup> FLOOR)**

RECEIVED HOUSING ASSIGNMENT FOR SPRING 2019? THERE IS A \$125.00 NON-REFUNDABLE HOUSING FEE. STUDENT MUST PAY HOUSING APPLICATION FEE TO THE BURSAR'S OFFICE OR ONLINE [www.alcorn.edu/bursar](http://www.alcorn.edu/bursar). FOR ALL QUESTIONS REGARDING PAYMENT OF FEES (CONTACT NUMBERS: 601.877.2378 OR 601.877.6388).

**LOCATION: BUSINESS OFFICE (WALTER WASHINGTON ADMINISTRATION BUILDING (2<sup>ND</sup> FLOOR)**

FOR ALL QUESTIONS REGARDING HOUSING OR NEED HELP LOGGING INTO YOUR STUDENT HOUSING ACCOUNT (CONTACT NUMBER: 601.877.6478 OR [www.housing@alcorn.edu](http://www.housing@alcorn.edu))

**LOCATION: WALTER WASHINGTON ADMINISTRATION BUILDING (5<sup>TH</sup> FLOOR)**

ALL RESIDENTIAL STUDENTS MUST PRESENT PROOF OF COMPLETED REGISTRATION FOR CLEARANCE TO CHECK IN THE RESIDENCE HALLS.

ACTIVATE EMAIL/BLACKBOARD ACCOUNT. MAKE SURE THE UNIVERSITY CAN GET IN TOUCH WITH YOU.  
CITS (CENTER FOR INFORMATION AND TECHNOLOGY SERVICES) [www.alcorn.edu/cits.alcorn.edu](http://www.alcorn.edu/cits.alcorn.edu)

- CLICK ON PERSONAL INFORMATION TAB OR LINK
- SELECT ACTIVATE YOUR EMAIL/BLACKBOARD ACCOUNT
- READ AND ACCEPT THE APPROPRIATE USE POLICY
- DO NOT FORGET TO CHOOSE A PASSWORD

FOR ALL QUESTIONS REGARDING STUDENT EMAIL ACCOUNTS (CONTACT NUMBER: 601.877.6182)

**LOCATION: WALTER WASHINGTON ADMINISTRATION BUILDING (3<sup>RD</sup> FLOOR)**

IF YOU HAVE BEEN AWARDED FINANCIAL AID, HAVE YOU ACCEPTED YOUR ASU FINANCIAL AID AWARD ONLINE AT [www.alcorn.edu](http://www.alcorn.edu)?

DO YOU HAVE OTHER FINANCIAL CONCERNS OR QUESTIONS? IF SO, PLEASE CHECK WITH A FINANCIAL AID REPRESENTATIVE.  
FOR ALL QUESTIONS REGARDING FINANCIAL AID (CONTACT NUMBER: 601.877.6190).

**LOCATION: WALTER WASHINGTON ADMINISTRATION BUILDING (2<sup>ND</sup> FLOOR)**

PAID YOUR TUITION FEES FOR SPRING 2019?

NOTE: FULL REGISTRATION INCLUDES SELECTION OF CLASSES AND PAYMENT OF FEES BY VALIDATION OF FINANCIAL AID OR PROCESSING OF OTHER FORMS OF PAYMENT (CASH, CHECK OR CREDIT CARD).

**LOCATION: JAMES L. BOLDEN CAMPUS UNION COMPUTER LAB 2<sup>ND</sup> FLOOR**

**WALTER WASHINGTON ADMINISTRATION BUILDING EDUCATION DEPARTMENT (COMPUTER LAB 2<sup>ND</sup> FLOOR)**

**CASH PAYMENTS/PAYMENT PLAN - WALTER WASHINGTON ADMINISTRATION BUILDING (BUSINESS OFFICE - 2<sup>ND</sup> FLOOR)**

**PAY FEES LOG-IN [www.alcorn.edu](http://www.alcorn.edu)**

- BANNER ONLINE SERVICES
- ENTER SECURE AREA
- ENTER ID AND PIN
- STUDENT SERVICES & FINANCIAL AID
- COURSE ENROLLMENT AND REGISTRATION

**REGISTER USING FINANCIAL AID FOLLOW LOG-IN INSTRUCTIONS**

- COMPLETE REGISTRATION USING AVAILABLE FUNDS
- REGISTER USING FINANCIAL AID
- SELECT TERM
- ON CAMPUS OR OFF CAMPUS
- CONFIRMATION PAGE SHOULD APPEAR

**REGISTER USING CREDIT CARD/WEB CHECK FOLLOW LOG-IN INSTRUCTIONS**

- MANAGE BILLS AND PAYMENT
- SELECT CONTINUE (TOUCH NET)
- SELECT "MAKE A PAYMENT" TO COMPLETE REGISTRATION
- REGISTRATION IS COMPLETE (CHECK PENDING APPROVAL FROM THE BANKING INSTITUTION)

**REGISTER USING PAYMENT PLAN FOLLOW LOG-IN INSTRUCTIONS**

- MANAGE BILLS AND PAYMENT
- SELECT CONTINUE (TOUCH NET)
- SELECT TAB "PAYMENT PLAN"
- SELECT "ENROLL"
- REGISTRATION IS COMPLETE

**COMPLETE BB PAY CONSENT [www.alcorn.edu](http://www.alcorn.edu) FOLLOW LOG-IN INSTRUCTIONS**

- CLICK ON STUDENT
- BANNER ONLINE SERVICES
- USER ID AND PIN
- STUDENT SERVICES & FINANCIAL AID
- COURSE ENROLLMENT & REGISTRATION
- BB PAY OR DIRECT DEPOSIT CONSENT

- SMILE.....IT IS PICTURE TIME! **TAKE YOUR ASU GOLD CARD PICTURE** VALIDATING THAT YOU ARE NOW AN ASU STUDENT! YOU MUST PROVIDE **PROOF OF COMPLETE REGISTRATION (CONFIRMATION PAGE)**, THE BB PAY CONSENT, AND A VALID PICTURE ID TO TAKE YOUR GOLD CARD PICTURE.

**LOCATION: WALTER WASHINGTON ADMINISTRATION BUILDING (GOLD CARD OFFICE 2<sup>ND</sup> FLOOR)**

**ALL STUDENTS MUST COMPLETE THE STEPS LISTED ABOVE TO BE FULLY REGISTERED.  
CONGRATULATIONS!!! WELCOME TO ALCORN STATE UNIVERSITY**

- REGISTER FOR YOUR PARKING DECAL IF YOU WILL HAVE A VEHICLE ON CAMPUS.  
LOG ONTO [www.alcorn.edu/parking](http://www.alcorn.edu/parking). PLEASE PICK UP YOUR PARKING DECAL FROM THE BUSINESS OFFICE.  
**LOCATION: WALTER WASHINGTON ADMINISTRATION BUILDING (BUSINESS OFFICE 2<sup>ND</sup> FLOOR)**

STILL HAVE QUESTIONS? CAN'T FIND WHAT YOU'RE LOOKING FOR? SUBMIT A QUESTION BY EMAIL TO [CTCAYOU@ALCORN.EDU](mailto:CTCAYOU@ALCORN.EDU) OR [PWHITE@ALCORN.EDU](mailto:PWHITE@ALCORN.EDU) OR CALL 601.877.6226 OR 601.877.3954.