

REGISTRATION

Spring 1994 Registration Process

1994 FALL PRE-REGISTRATION PROCEDURES FOR FINANCIAL AID APPLICANTS

1. Students at the Randolph Jones Student Center who have not received a renewal FAFSA packet will be provided with a 1994-95 FAFSA application.
2. Students who completed FAFSA packets during the 1993-94 school year will be encouraged to complete a renewal or new Fall 1994 FAFSA packet to be submitted to the Financial Aid Office by May 1, 1994.
3. Our Financial Aid Office will:
 - a. Develop a list of students who were required to complete a FAFSA packet during this school year.
 - b. Set-up a station in the Financial Aid Office to receive completed renewal or new Fall 1994 FAFSA packets and to assist students in the completion of their packets beginning February 1, 1994.
 - c. Do a courtesy review of highly visible items on the submitted FAFSA packet and schedule appointments to advise students of possible errors in their packets.
 - d. As a complimentary service, the Financial Aid and Business Offices will mail completed renewal or new FAFSA packets.
 - e. The Financial Aid and Business Offices will post copies of the Fall 1994 pre-registration procedures in all academic building and other appropriate areas.
4. What student should do:
 - a. Pick-up a new FAFSA packet at registration, if necessary.
 - b. Gather appropriate income documents, e.g., Federal 1040 Tax Forms...
 - c. Seek assistance from the Financial Aid Office.
 - d. Submit completed packet as early as possible to the Financial Aid Office, but no later than May 1, 1994.
 - e. If notified by the Financial Aid Office of possible errors, make immediate contact with that office to make the necessary corrections.
 - f. File loan application forms, if applicable, by May 1, 1994.

FINANCIAL AID APPLICATION PROCEDURES FOR THE FALL 1994 SEMESTER

Students who expect to receive any type of Financial Aid for the Fall 1994 Semester are requested to complete their FAFSA packet and related tax documents with the Financial Aid Office on or before **MAY 1, 1994**.

PROCEDURES! PROCEDURES!

Students who intend to Pre-register for the Fall Semester in April 1994, and who filed a FAFSA packet for the 1993-94 school year, will be required to file either a renewal FAFSA packet, or a new FAFSA packet and related 1993 tax data and Academic Year Application Form with the Financial Aid Office by **May 1, 1994**. Otherwise, Pre-registration for Fall 1994 Semester will be cancelled.

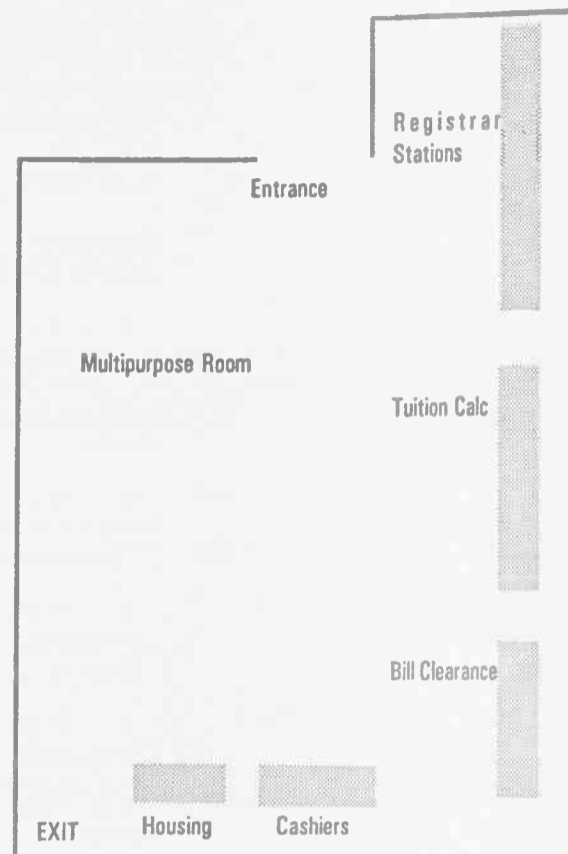
ADVANTAGES TO STUDENTS!

- Earlier notification of financial aid awards
- Maximum funding eligibility (awards given on first-come/first-served basis)
- Ability to earn maximum Work-Study awards
- Ability to process and receive earlier loan approval notifications
- Quicker refunds of excess financial aid or earlier release of Work-Study checks
- Less Contention from the Office of Business and Finance

Those who have already pre-registered should proceed through the Student Center's front doors and turn to the left, walk past the office and into the large screen TV lounge area where they will pick up their packets.

They should then proceed next door to the conference room to have their I.D. cards validated or to be instructed on how to obtain a new I.D. card.

Those students who are not pre-registered or those who are registering for the first time this academic year should proceed through the front doors, straight ahead to the Multi-Purpose Room for I.D. pictures and I.D. card validation as well as payment for parking stickers. The parking stickers themselves must be picked up at the police department near the SBE building.



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