



REGISTRATION INFORMATION

REGISTRATION SCHEDULE: Registration is scheduled for two days. You should plan to arrive on the day indicated according to the first letter of your last name. The registration process can take up to two hours to complete (depending on whether or not all of your paperwork was submitted in advance).

Please plan to arrive no later than 1:00PM CST (Central Standard Time) on your scheduled day at Spartan Main Campus Auditorium, 8820 East Pine Street.

Last name A thru L: Tuesday, March 30, 2010 - 9:00AM TO 3:00PM - CST

Last name M thru Z: Wednesday, March 31, 2010 - 9:00AM TO 3:00PM - CST

Your attendance at REGISTRATION AND ORIENTATION is required. Please call Admissions to verify the following documents are on file:

- 1) Send, fax, or bring a copy of your final high school transcript or GED showing date of graduation or completion.
- 2) Send, fax, or bring transcripts of previous college classes you want considered for transfer.
- 3) To confirm your registration date *return the enclosed card in the postage paid envelope* provided.
- 4) Flight students should bring proof of citizenship for TSA verification and Class II medical.

ORIENTATION INFORMATION

Registration must be completed before attending orientation! **Orientation is mandatory!**

TECHNICAL STUDENTS: Thursday, April 1, 9:00AM, Spartan Main Campus Auditorium

FLIGHT STUDENTS: Thursday, April 1, 7:30AM, Spartan Flight Campus

STUDENT ENTRANCE EVALUATION: Some students may need to take an entrance evaluation during the registration process. This enables students to complete the acceptance process.

ENROLLMENT FUNDS: All financial arrangements for payment of your tuition should be complete before leaving home. If you are using financial aid (loans, grants, or some other benefits), please check to be sure **all paperwork is complete by the time you register**. You should also be prepared to pay your student housing fees and rent at or before registration. All flight students must be prepared to pay a tuition pre-payment. Please call the financial aid office to verify this amount.

ENCLOSED IS SOME HELPFUL INFORMATION THAT IT WILL ASSIST YOU IN PREPARING FOR YOUR ARRIVAL. **CLASSES BEGIN MONDAY, APRIL 5, 2010.**

See You Soon,
Lisa Kliesen
Manager, Admissions & Veteran's