

ADMINISTRATIVE PROCEDURE No. AP4200

Registration Procedure

Date Adopted:

Date Revised:

Date Reviewed: 24 March 2014

References:

Traditional Mode: Face-to-face (or assisted) registration procedure:

- 1. Office of Admissions, Records and Retention.** Creation of identities (*if applicable*), term record activation, and issuance of course selection form.
- 2. Business Office.** Payment of the registration fee, and issuance of receipt and clearance.
- 3. Financial Aid Office.** Verification of financial aid status, and certification of the course selection form.
- 4. Academic Advisor.** Course selection and approval of course selection.
- 5. Office of Admissions, Records and Retention.** Registration terminal, and issuance of student schedule.

**This mode is available for *all* students.

Online Mode: Registration procedure:

- 1. Academic Advisor.** See academic advisor to allow registration, and course selection.
- 2. Register courses online** through myShark Student Portal.
- 3. Business Office.** Payment of registration fee.

**This mode is only available for *continuing* students.

Mixed Mode: Online and face-to-face (or assisted) registration procedure:

- 1. Office of Admissions, Records and Retention.** Activation of term record (or allowing online registration).
- 2. Academic Advisor.** Course selection and approval of course selection.
- 3. Register courses online** through myShark Student Portal.
- 4. Business Office.** Payment of registration fee.

**This mode is only available for *continuing* and *returning* students.

The schematic diagram outlining the five-step registration procedure is available from <http://www.comfsm.fm/?q=registration>.