

COLLEGE OF MICRONESIA-FSM  
ADMINISTRATIVE PROCEDURE No. 4300

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## Registration

Date Adopted: 1 April 1993

Date Revised:

Date Reviewed: 22-24 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. *myShark.* 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. *myShark.* Register courses online through myShark Student Portal.
4. *Business Office.* Payment of registration fee.

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