



EARLY REGISTRATION

COLLEGES OF BUSINESS & COMMUNICATION, EDUCATION, FINE ARTS & HUMANITIES

JUNE 6, 2019 - BRENAU TRUSTEE LIBRARY

We are excited that you have chosen to attend Brenau and look forward to assisting you with early registration. For your convenience admissions, financial aid, the accounting office, the registrar's office and the campus bookstore will be open until 5:00 pm.

1:00 pm – 1:30 pm <i>Brenau Trustee Library</i>	Check-in with Admissions Staff at the Circulation Desk
1:30 pm – 1:45 pm <i>Thurmond McRae Lecture Hall</i>	Welcome & Opening Session Admissions Introduction Dr. Ed Schrader, Brenau University President Dr. Jim Eck, Provost and Vice President for Academic Affairs Dr. Amanda Lammers, Vice President of Student Services Dr. Debra Dobkins, Dean, Women's College, Director, Honors Program
1:45pm – 2:00 pm <i>Thurmond McRae Lecture Hall</i>	Introduction to the College of Business & Communication, College of Education, College of Fine Arts & Humanities Dr. Andrea Birch, Dean, College of Fine Arts & Humanities, Dean, Undergraduate School Dr. Suzanne Erikson, Dean, College of Business & Communication Dr. Eugene Williams, Dean, College of Education
2:00 pm – 5:00 pm <i>Redwine Computer Labs</i>	Advisement & Registration for following Colleges Only: <i>College of Fine Arts & Humanities – Redwine 106 Computer Lab</i> <i>College of Business and Mass Communication – Redwine 108 Computer Lab</i> <i>College of Education – Redwine 108 Computer Lab</i>
2:00 pm – 5:00 pm <i>Brenau Trustee Library</i>	Financial Aid, Accounting, Registrar - One on One Meetings <i>Staff from the Registrar's Office, Accounting & Financial Aid will be present in identified locations within the Brenau Trustee Library, during registration, for individual discussions with students and families.</i>
3:00 pm – 5:00 pm <i>Brenau Trustee Library Circulation Desk</i>	Campus Tours <i>Campus tours will be given on rotating basis during this time. Due to building construction and summer projects, viewing of residential rooms is limited. Tours will meet in front of the circulation desk for departure.</i>
3:00 am – 5:00 pm <i>Brenau Trustee Library</i>	Student Resource Exchange & Information Tables <i>Forms to drop off? Questions to help you plan for your first semester? Representatives from the following offices are available to support you in your transition to Brenau:</i> <div style="display: flex; justify-content: space-between;"> <div> Health & Wellness Center/ Counseling Services Greek Life International Students & Programs Student Clubs / Organizations Human Resources (Student Employment / Work Study) Alumni Office </div> <div> Campus Housing Learning Center Career Services Athletics Honors Program Military & Vet Services </div> </div>

Early Registration Checklist:

Your Brenau experience is about to begin. Think of this checklist as a guide to Early Registration. Completing each task today helps ensure you are prepared for the start of school in August.

- ☐ Able to access my online Brenau portal and know my login information (*online academic & financial tools like Canvas, Brenau email, CampusWeb for my student account, bill, financial aid and class registration information*)
- ☐ Know my six digit student ID number and Brenau email address, so that I can go online to <https://idcards.fullidentity.com/BrenauUniversity/EmailVerify.aspx> and order my Brenau ID before August
- ☐ Met with an academic advisor to complete class registration. My academic advisor for Fall 2019 will be _____ (name of advisor here)
- ☐ Registered for a minimum of 12 credit hours to be considered for full time status
 - Registered for AS 100 (*Women's College freshmen students only*) or AS 110 (*other freshmen undergraduate students only*)
 - Registered for AS 115 (*all freshmen*)
 - Registered for a math and/or English course in addition to other courses / electives
- ☐ Met with Financial Aid Office to ensure completion of FAFSA and provided any other required documents to be considered for all possible eligible aid (*scholarships, grants, loans, etc.*)
- ☐ Met with the Accounting Office to discuss payment for tuition and fees, arrange any payment plans and understand what my out of pocket expenses will be for the upcoming 2019-2020 year
- ☐ If residing on campus:
 - Met with Housing to ensure housing application and preferences are submitted
 - Met with Health Services to ensure all proof of immunization and health forms are submitted prior to moving on campus in August
 - Met with Post Office staff to set up campus mailbox and obtained campus mailing address
- ☐ If specific learning accommodations or needs apply, met with representative from the Learning Center to ensure accommodations and support are in place prior to the start of school
- ☐ Met with various student club and organization representatives to gain information on available opportunities for involvement
- ☐ Get ready for orientation for all new students, which begins on Wednesday, August 21, 2019