

## Registration Procedures for New Students

### NEW STUDENTS (FRESHMEN):

To register for classes, new freshmen must:

- Take the ACCUPLACER test (computerized placement test)
- Meet with a staff or faculty advisor
- Obtain their Coppin State Identification ID Number, User ID, setup a Password and setup an e-mail account (**The Identification ID Number, USER ID and instructions for setting up a password and e-mail will be mailed at least 7 days after being admitted and matriculated by the Office of Admissions**).
- Register for classes via on-line self service (Visit the Office of Records and Registration if you need assistance with registration)
- Pay tuition and fee charges (Refer to the Tuition Fee Charges and Charge Reduction and Refund Policy)

Students who need assistance setting up a **PASSWORD** should contact the Computer Lab at 410-951-3864.

### NEW STUDENTS (TRANSFER STUDENTS):

To register for classes, new students must:

- Obtain a copy of your transfer evaluation sheet/CSU transcript from the Office of Admissions
- Meet with a staff or faculty advisor
- Obtain their Coppin State Identification ID Number, User ID, setup a Password and an e-mail account (**The Identification ID Number, USER ID and instructions for setting up a password and e-mail will be mailed at least 7 days after being admitted and matriculated by the Office of Admissions**).
- Register for classes via on-line self service (Visit the Office of Records and Registration if you need assistance with registration)
- Pay tuition and fee charges (Refer to the Tuition Fee Charges and Charge Reduction and Refund Policy)

Students who need assistance setting up a **PASSWORD** should contact the Computer Lab at 410-951-3864

## **New Graduate Students:**

To register for classes, new graduate students must:

- Obtain their Coppin State Identification ID Number, User ID, setup a Password and an e-mail account (**The Identification ID Number, USER ID and instructions for setting up a password and e-mail will be mailed at least 7 days after being admitted and matriculated by the Office of Admissions**).
- Meet with a faculty advisor
- Register for classes via on-line self service (Visit the Office of Records and Registration if you need assistance with registration)
- Pay tuition and fee charges (Refer to the Tuition Fee Charges and Charge Reduction and Refund Policy)

Students who need assistance setting up a **PASSWORD** should contact the Computer Lab at 410-951-3864

## **ADVISEMENT**

### **New Freshmen, Transfer Students, and Readmit Students:**

All new students should be advised by a staff advisor working with the Office of Academic Advisement or a department advisor. Advisors in the Office of Academic Advisement will advise freshmen and undecided majors. A transfer student should officially declare his/her major during the first semester of enrollment (See Declaring a Major process). All declared majors will be advised by assigned faculty advisors.

### **Graduate Students:**

All graduate students should meet with their department faculty advisor.