

2009 Spring Semester Important Notices for Registration and Arrival (mking, 12/8/08)

Final Grades—Final Grades will be mailed to the address that is printed on the student's pre-enrolled schedule. The Registrar's Office will make every effort to mail your Final Grades in a timely manner. Final Grades must be received by faculty on Tuesday, December 16, 4pm. The Registrar's Office will mail out the Final Grades on Thursday, December 18. **Please do not call inquiring about your Final Grades.**

The week of December 16-23 is a very busy time for our office; we are encoding the final academic statuses, mailing out status letters, mailing out official transcripts, and preparing for the arrival of the students on January 3 & 4 2009.

Pre-Enrolled Students, "Paid"—Pre-Enrolled students that have paid their fees will have their pre-enrolled schedules reserved or saved until they arrive. Continuing students are strongly encouraged to arrive on Sunday, January 4th. Official Class Schedules will be available on Sunday, January 4, 9-4:00 pm, Navarre Hall.

Pre-Enrolled students that have "not paid"—or have not notified the Registrar's Office that they plan to return or arrive late will have their pre-enrolled schedule deleted on Monday, January 4th, 4:00 pm. Please email Raylene Hayes at rhayes@haskell.edu or Manny King at mking@haskell.edu if you plan to arrive after January 4, 2009.

Students Requesting Deferments—Please see the Haskell Business Office, Navarre Hall prior to departing from campus, (785)749-8450.

Temporary Holiday Address—Students who will have a temporary "holiday address" should notify the Registrar's Office in Navarre Hall, Room 119 and complete the Temporary Address Form. All Final Grades, correspondence, etc. can be mailed to the temporary address. Upon returning to campus, notify the Registrar's Office so your official home address can be restored.

Late Registration Fee—A \$30 Late Registration Fee will be assessed for students arriving on or after Wednesday, January 7, 2009. The First Day of Instruction begins on Wednesday, January 7.

Request for Official Transcripts Mailed—Students who need their Official transcripts mailed to their Higher Education or scholarship offices will need to pay the \$3 transcript fee and bring the receipt to the Registrar's Office. A Transcript Request Form needs to be filled out so the student's Official Transcript can be mailed to the appropriate address.

Students on "Hold"—those students who have "HOLDS" will not be allowed to return for the 2009 Spring semester. Check with the Admissions Office to clarify whether or not a HOLD is clear of transcripts, immunizations, ACT, etc. (785)749-8454.

If you have further questions or concerns, contact the Registrar's Office in Navarre Hall, Room 119, (785)749-8440/8447.