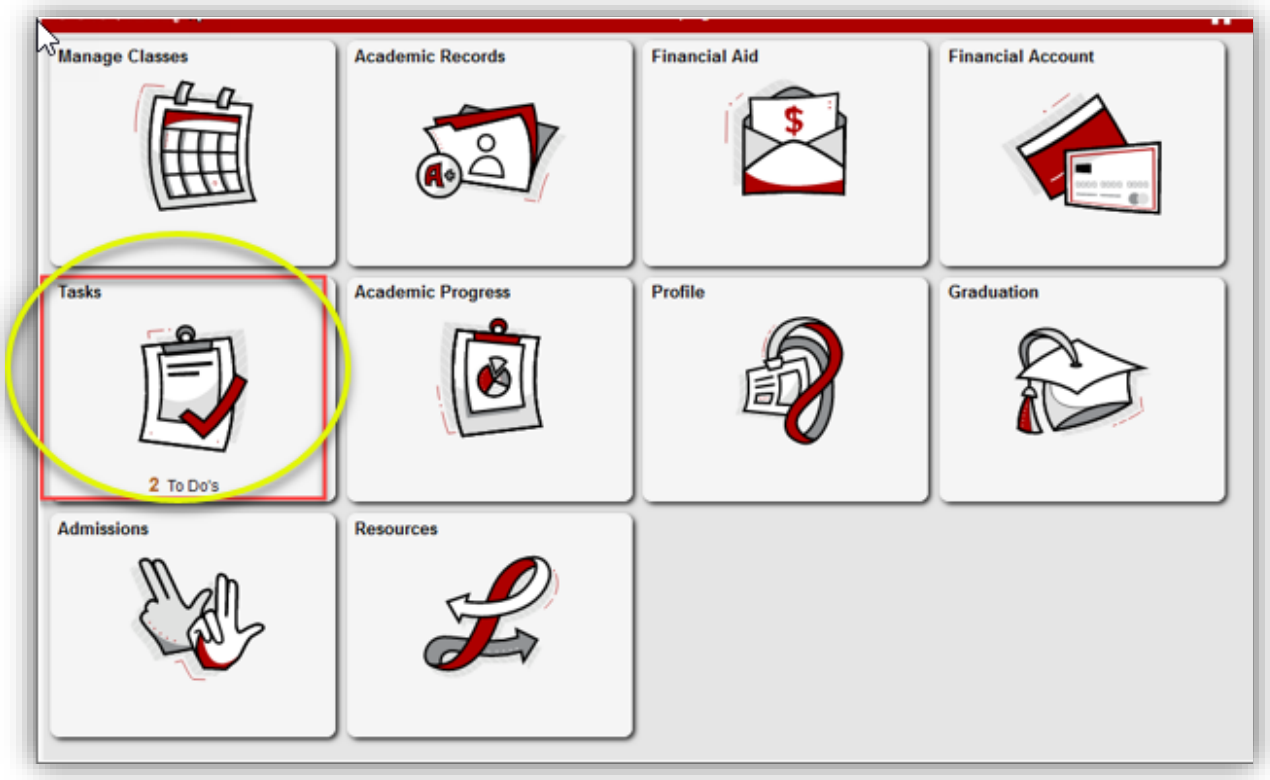
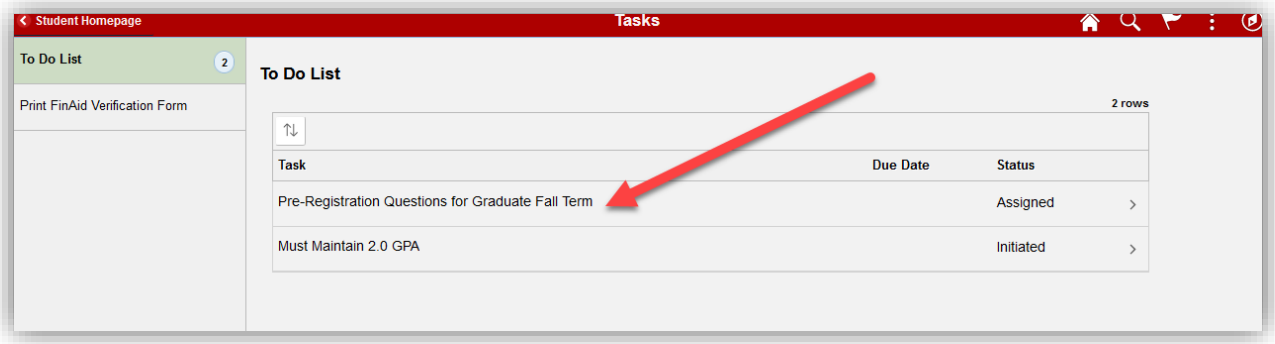
Instructions for Pre-Registration Questions

Pre-registration Questions

Click on the 'Tasks' tile:



Click on 'To Do List' from the left menu, then 'Pre-Registration Questions' to complete the task:



This pulls up the questions that must be completed prior to registration.

For Undergraduates Only - The first step is to verify major (this step ***will not*** be included if the student is enrolling for a career other than Undergraduate).

- If Career, Program, and Plan are not correct, you should contact your advisor to set up an advising appointment, but should proceed with the questions.

Click 'Confirm', then the 'Next' button will appear at the top to move to the next question:

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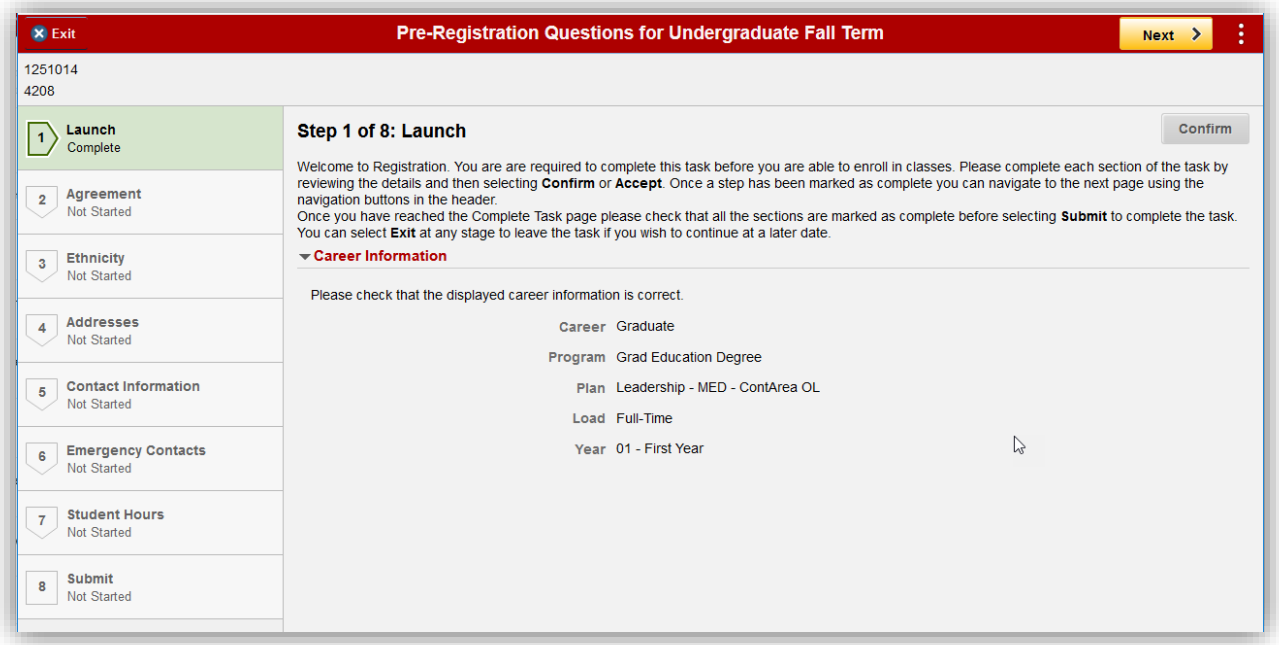
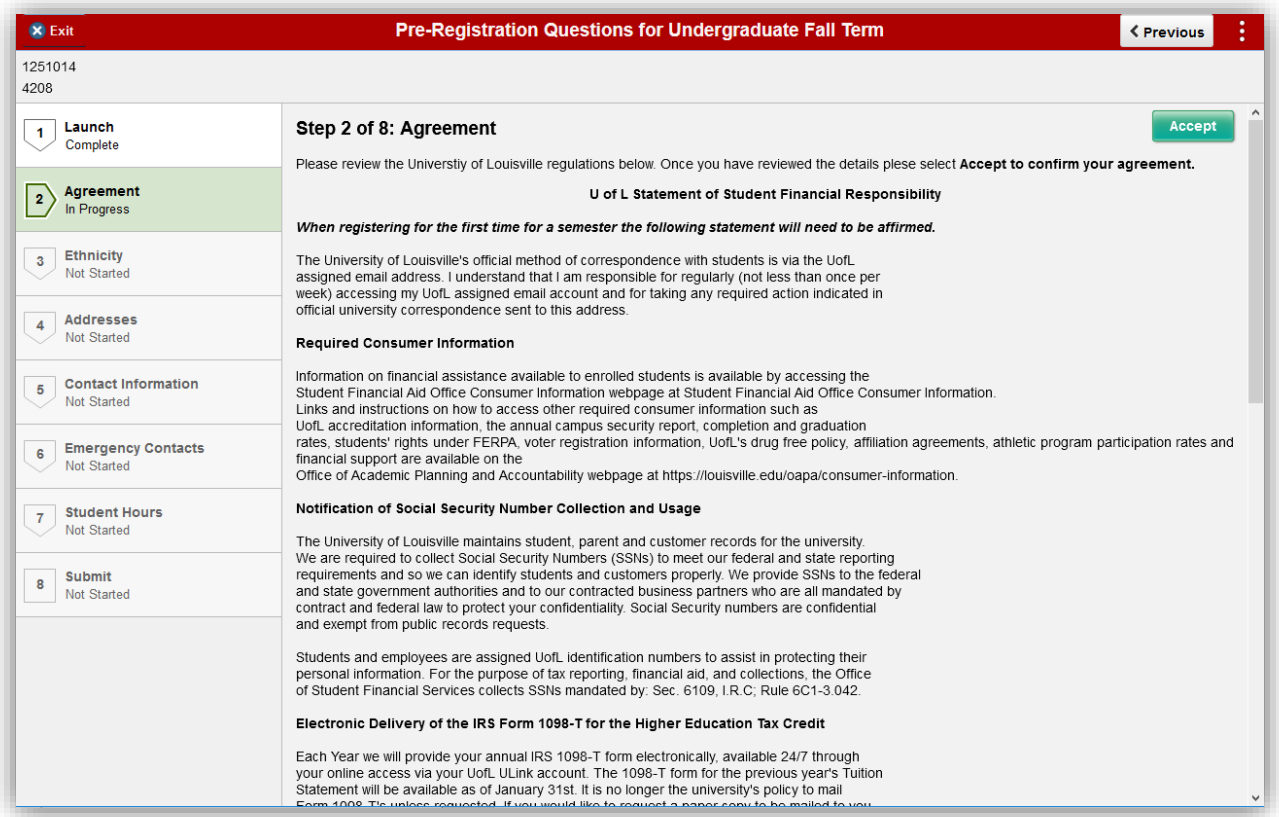


Read through the financial agreement, then click 'Accept'.



Click 'Next':

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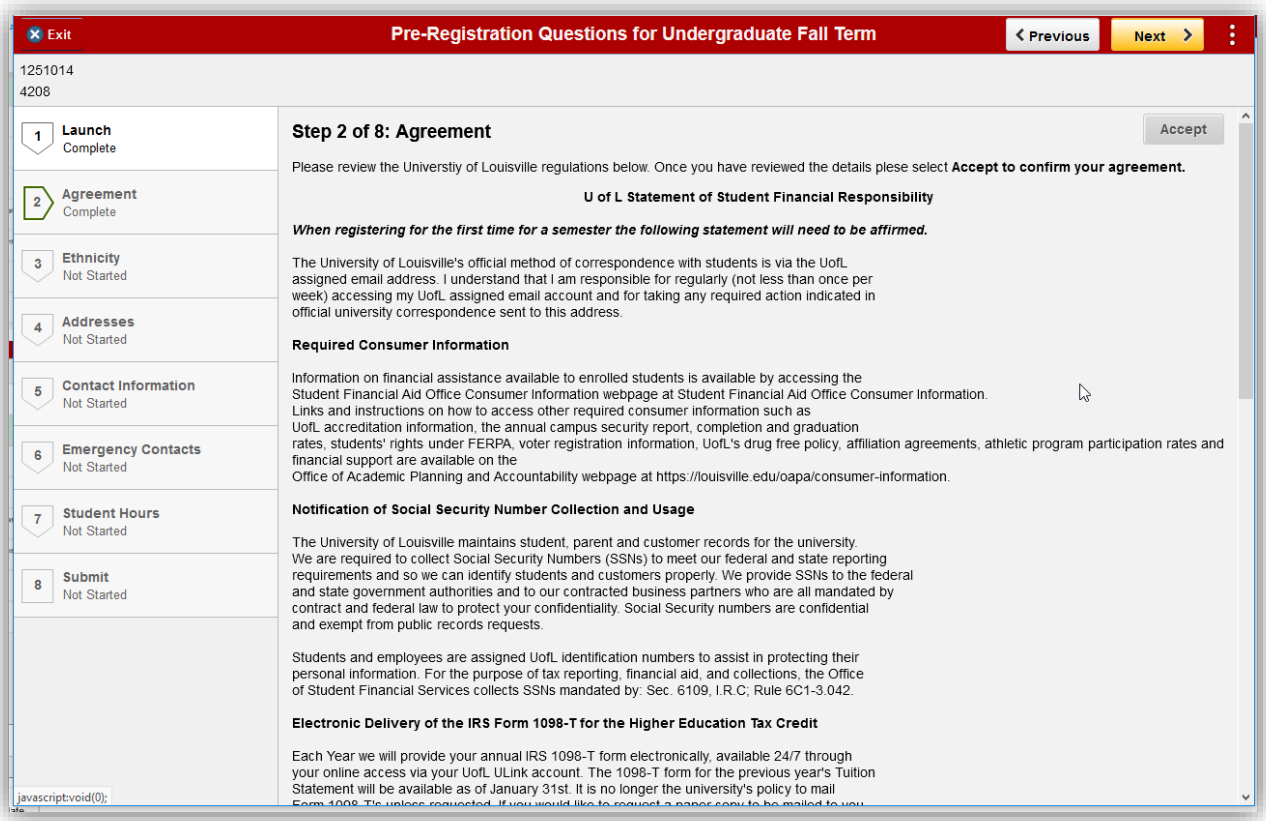
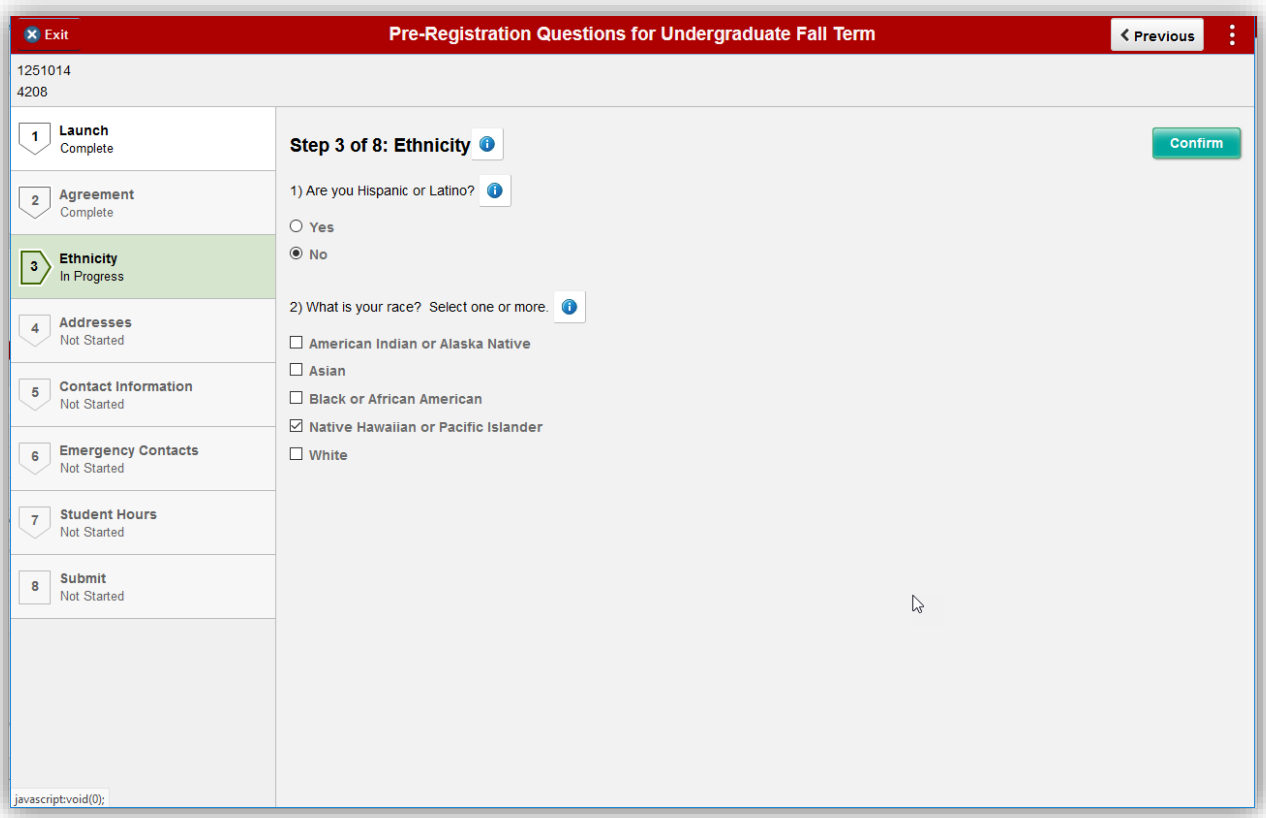
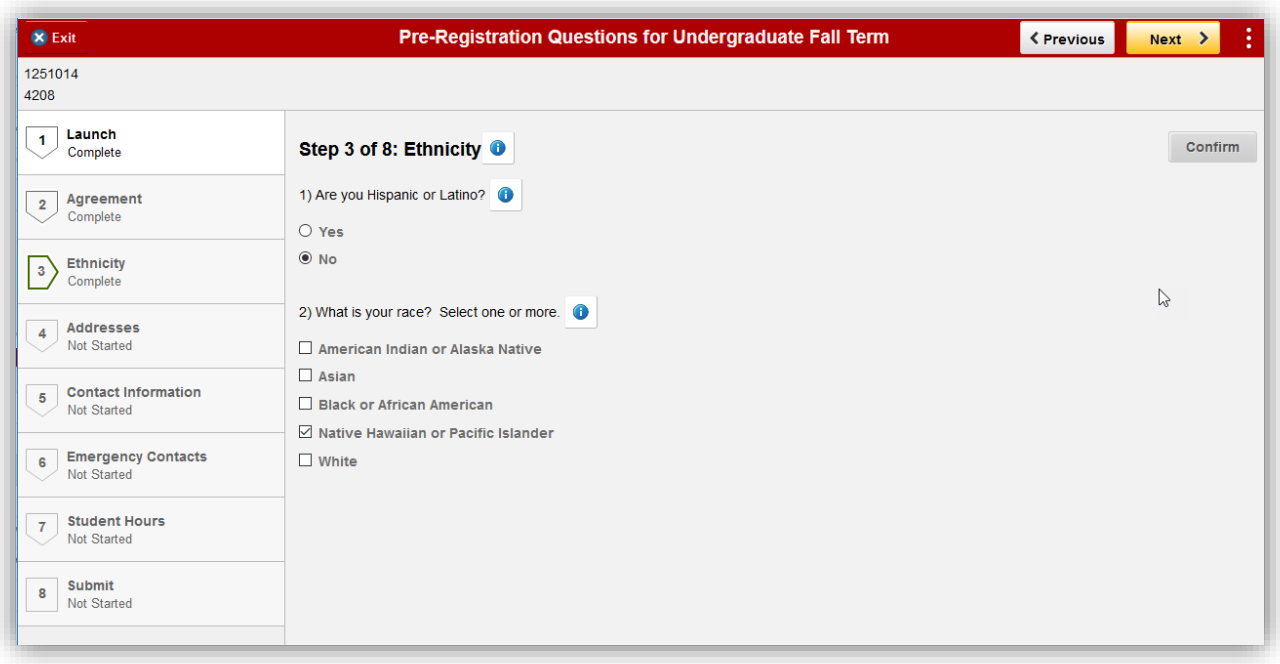


Verify Ethnicity/Race, then click 'Confirm':



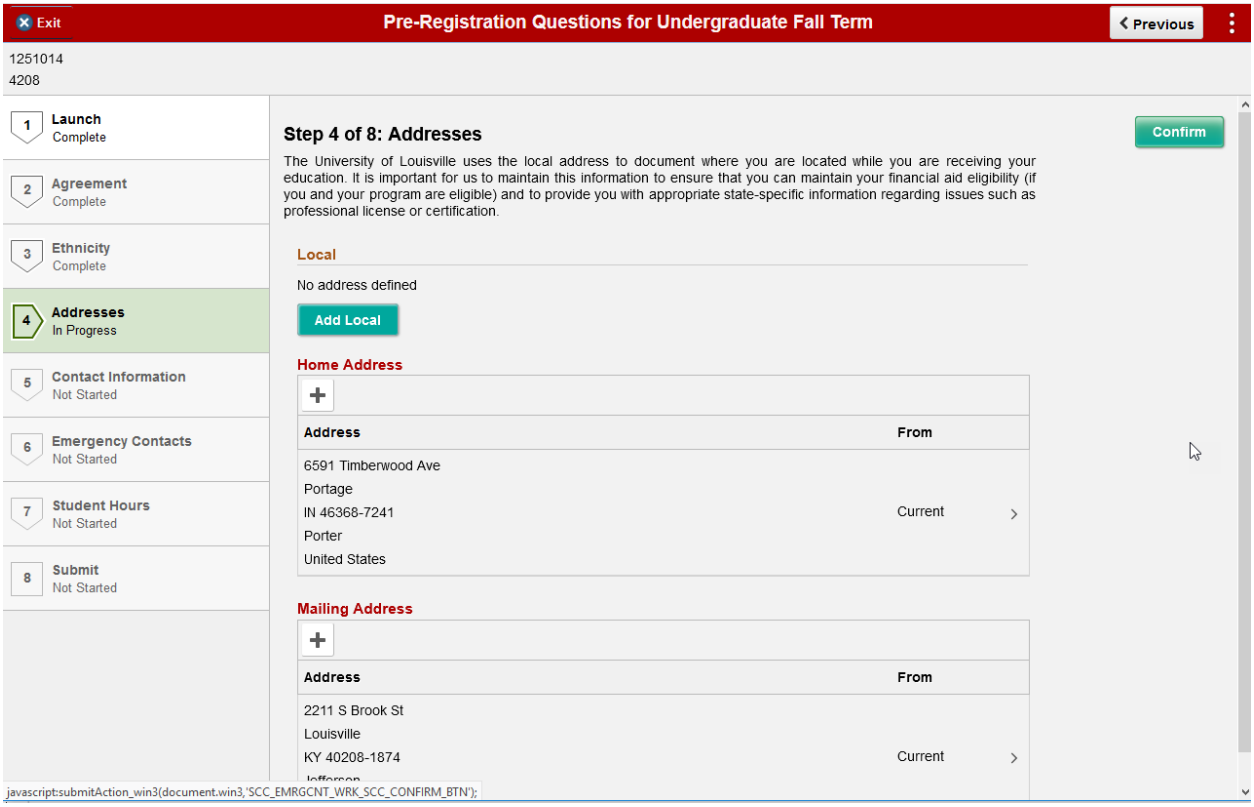
Instructions for Pre-Registration Questions

Click 'Next':



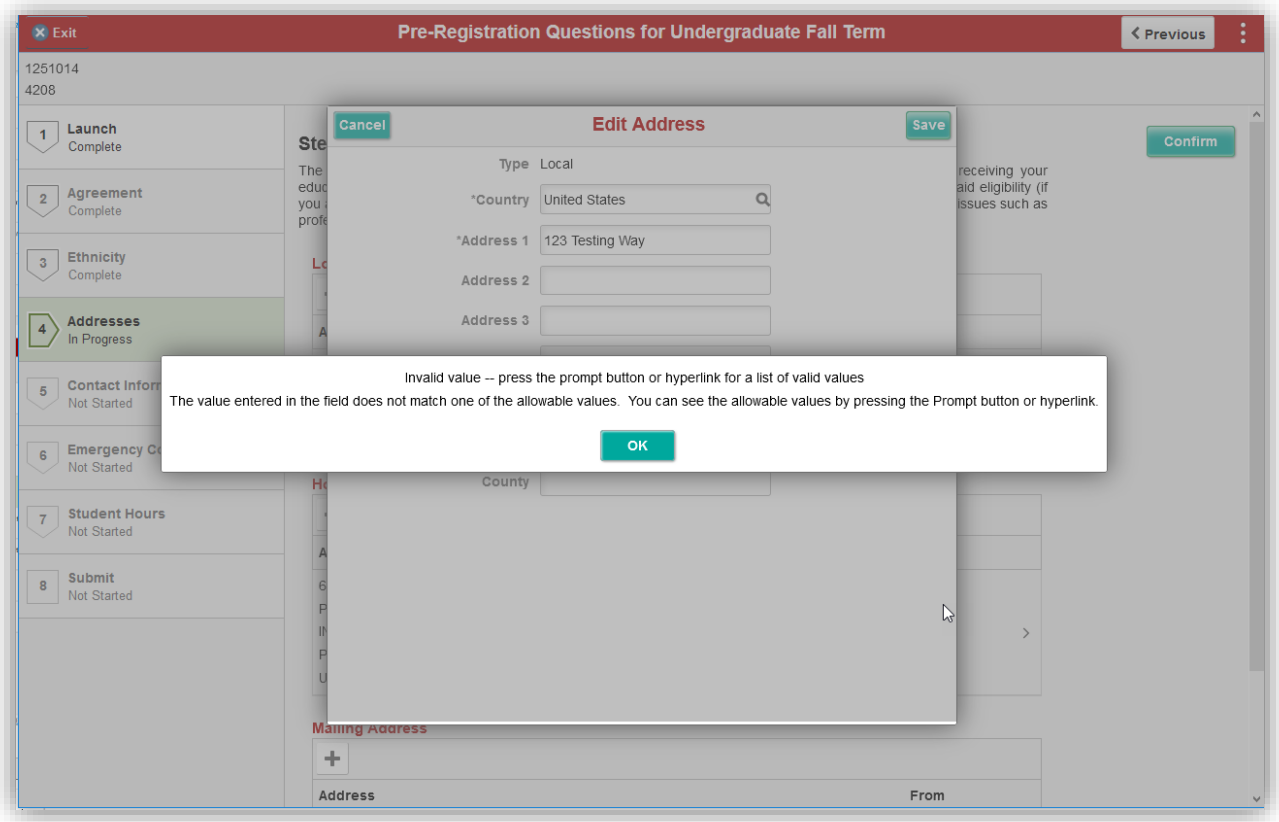
Verify/Add Home and Mailing Address. You must also add a Local Address.

- Please note that Local Address is the address where you are currently living while completing your course(s) for this semester. It may be an on-campus address, an address in or near Louisville, or an address in another city/state if you are completing courses through distance education.

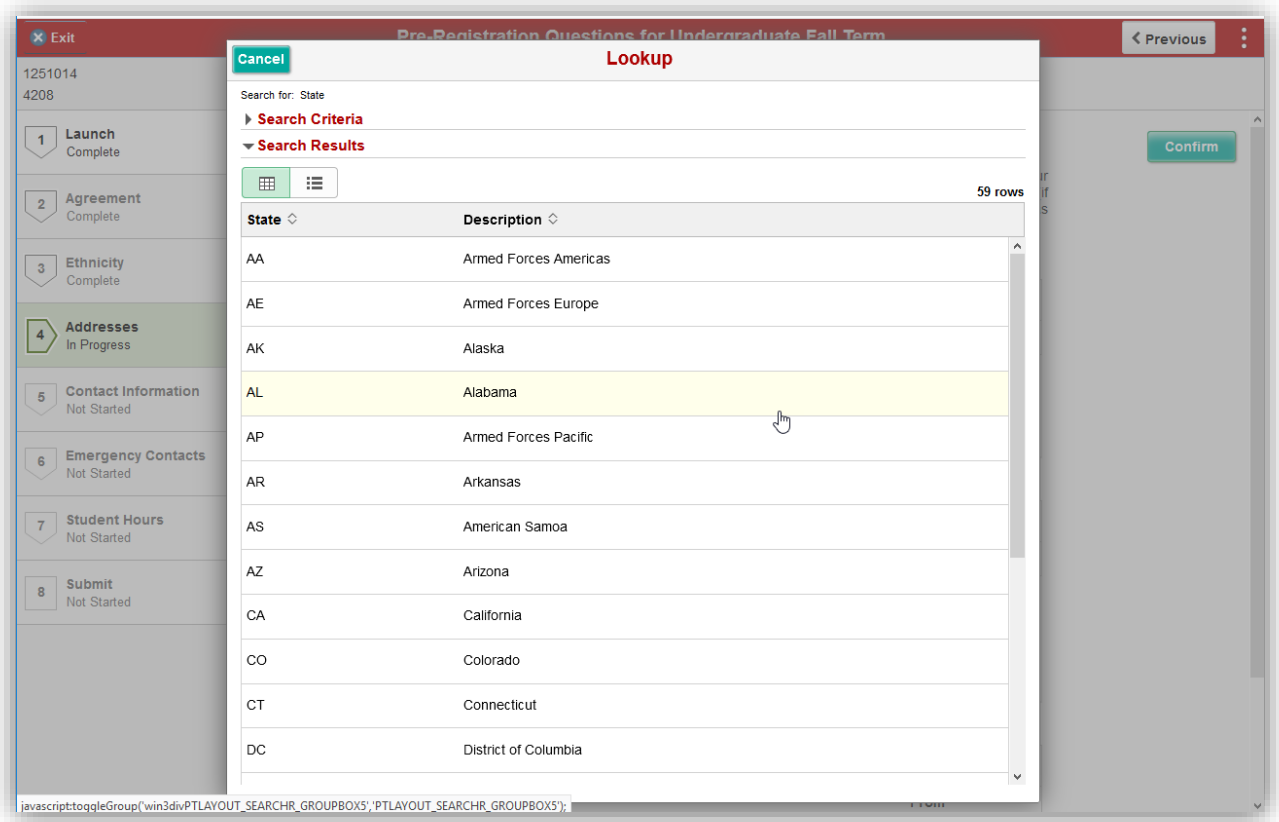


When adding a Local Address, make sure to use the search icon to search for state or you will get the following error:

Instructions for Pre-Registration Questions

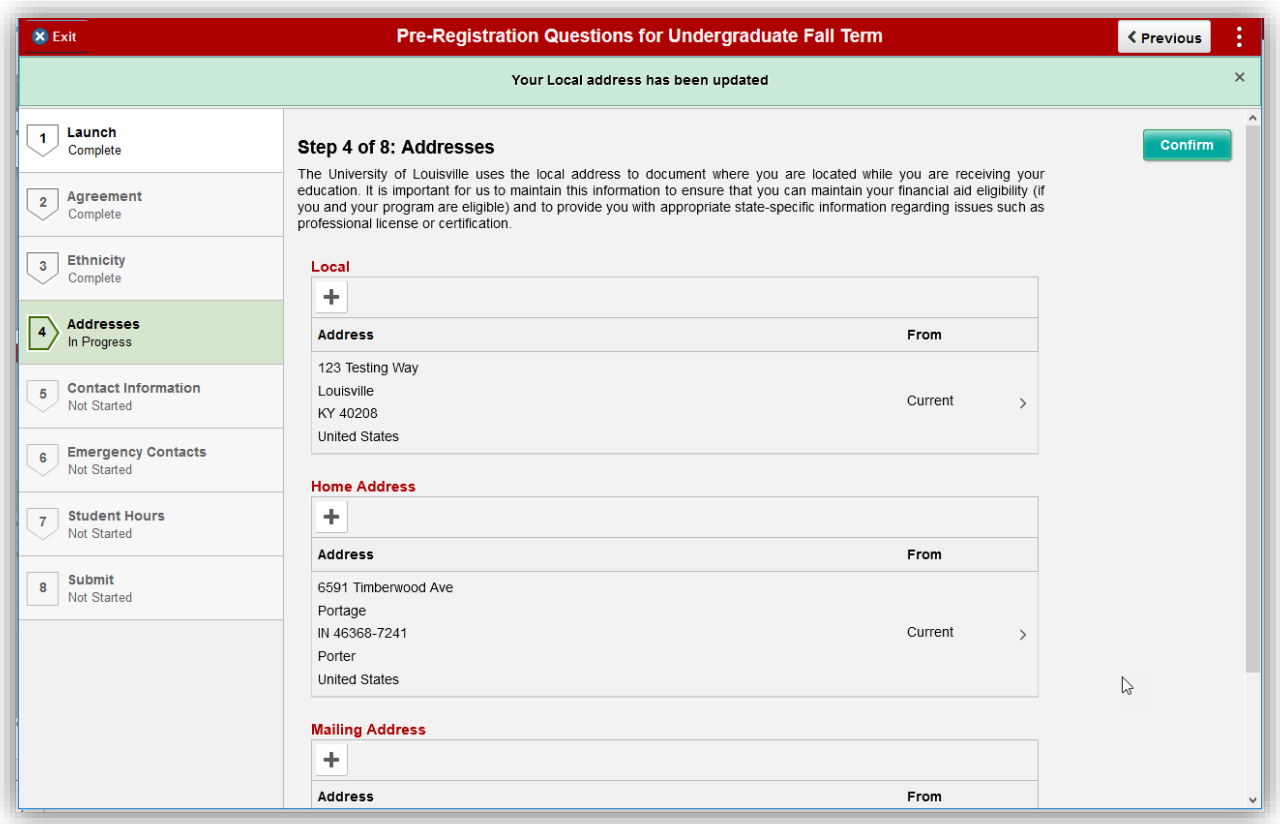


Once you click the search icon, you can select the state from the list:



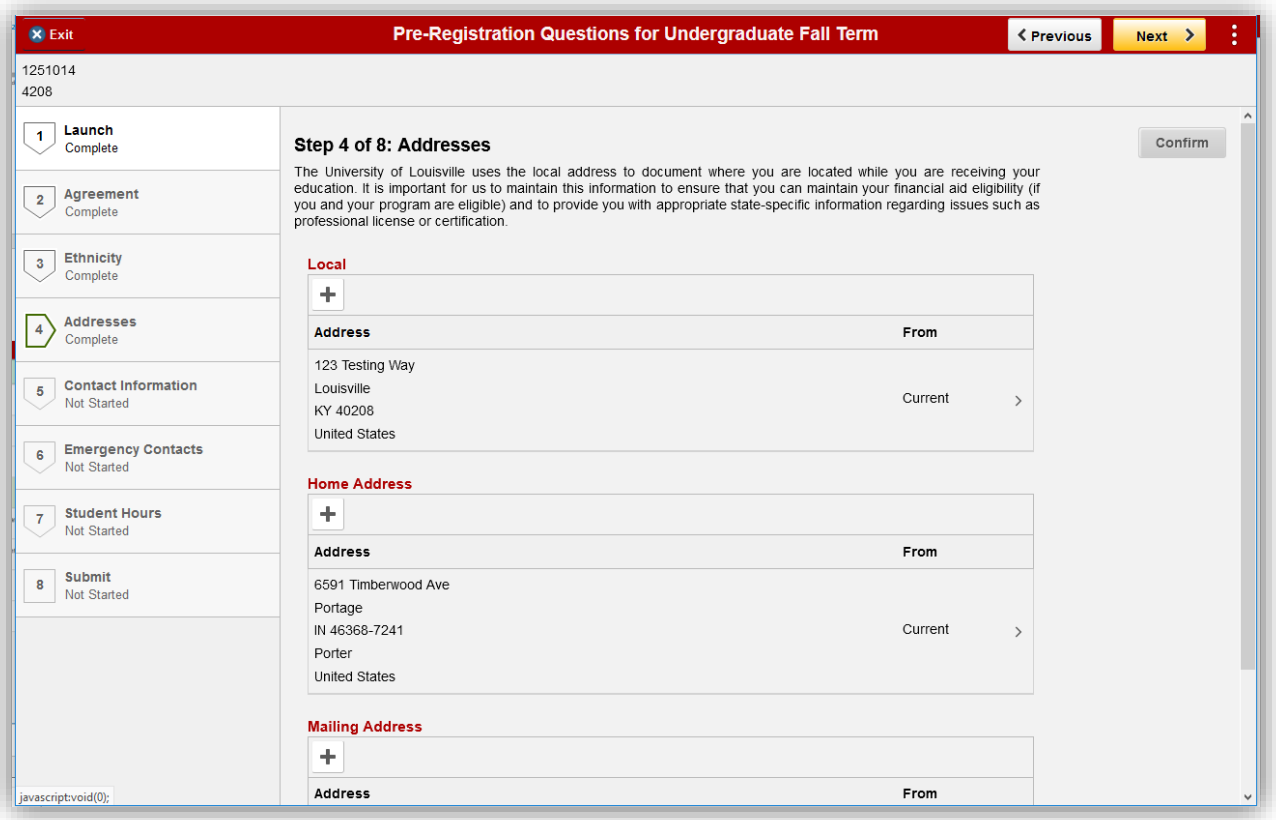
Instructions for Pre-Registration Questions

After adding the Local Address and verifying the other addresses, click 'Confirm':



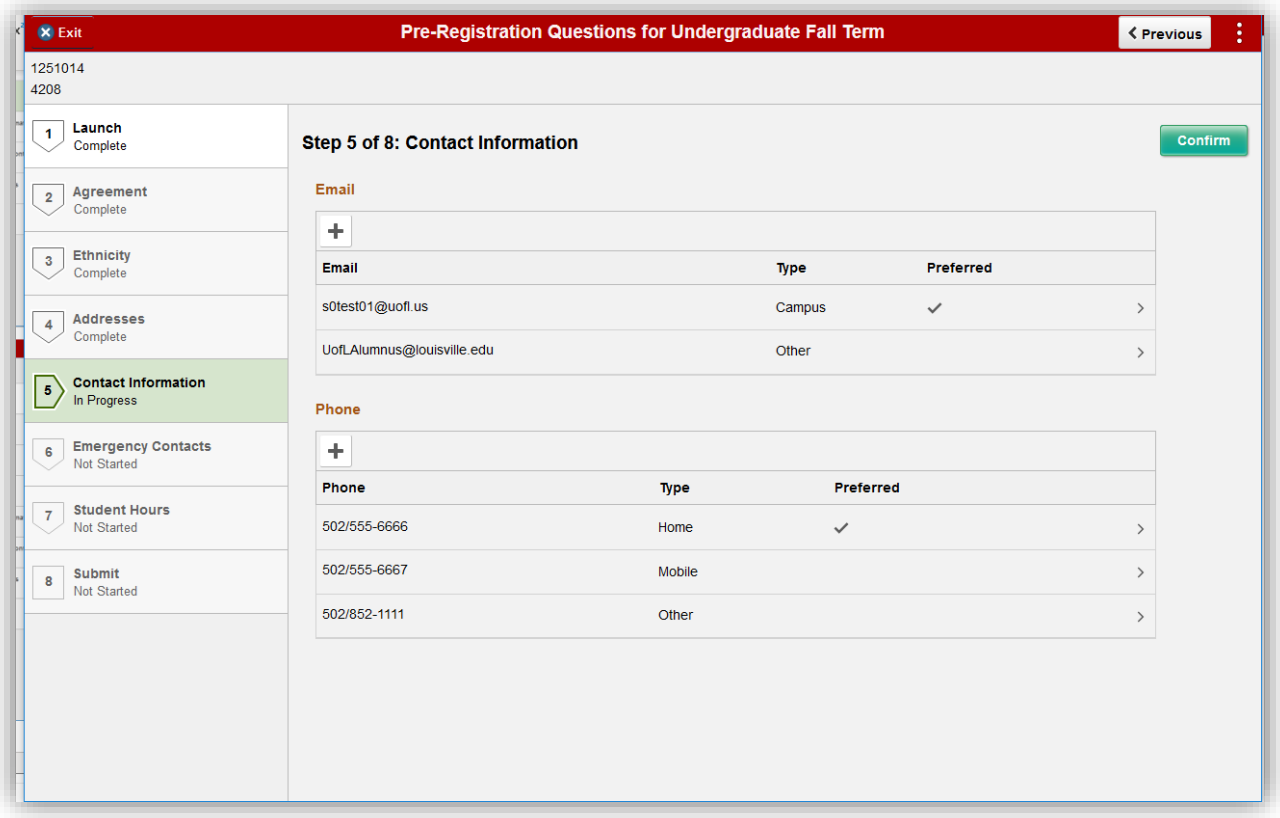
Then click 'Next':

Instructions for Pre-Registration Questions

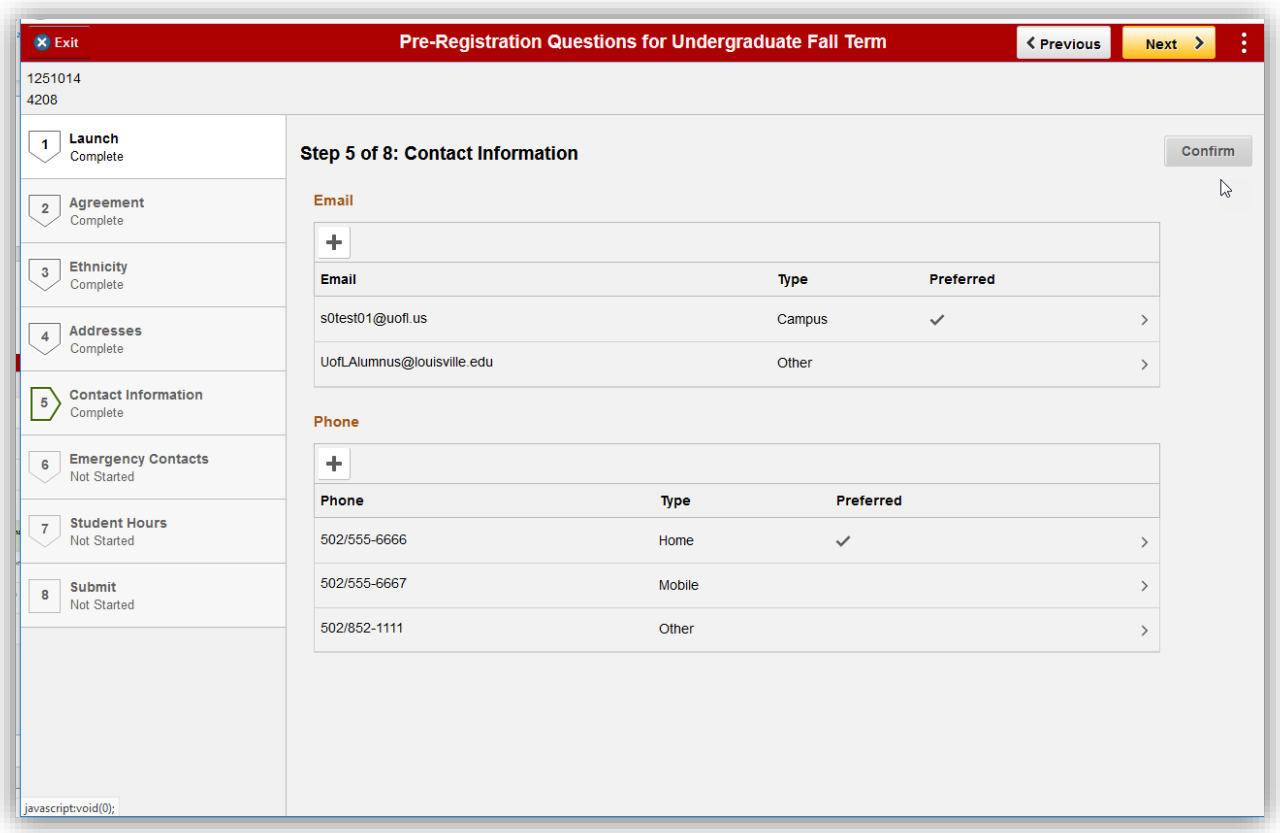


Verify/Add email addresses and phone numbers. You must have a phone number selected as 'Preferred' or you will not be able to complete the questions. If you do not see a checkmark under 'Preferred' for any phone number listed, click on the phone number you wish to make your 'Preferred' number and mark it as Preferred. Click 'Confirm' once done:

Instructions for Pre-Registration Questions

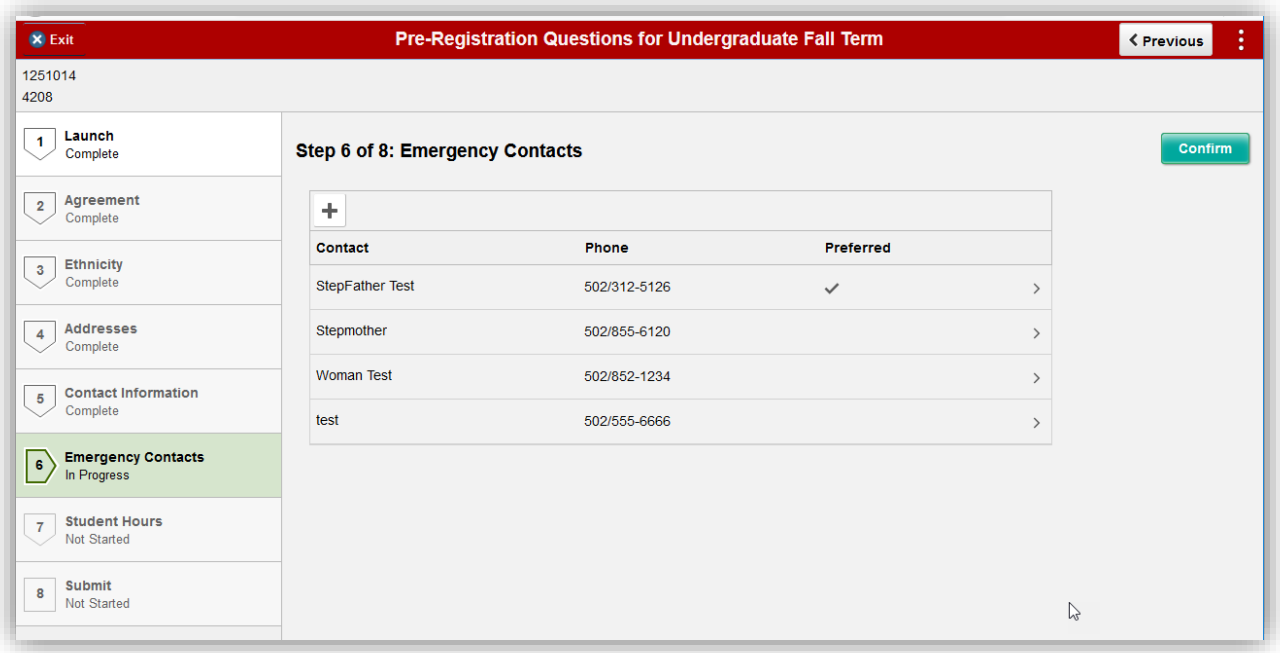


Click 'Next':

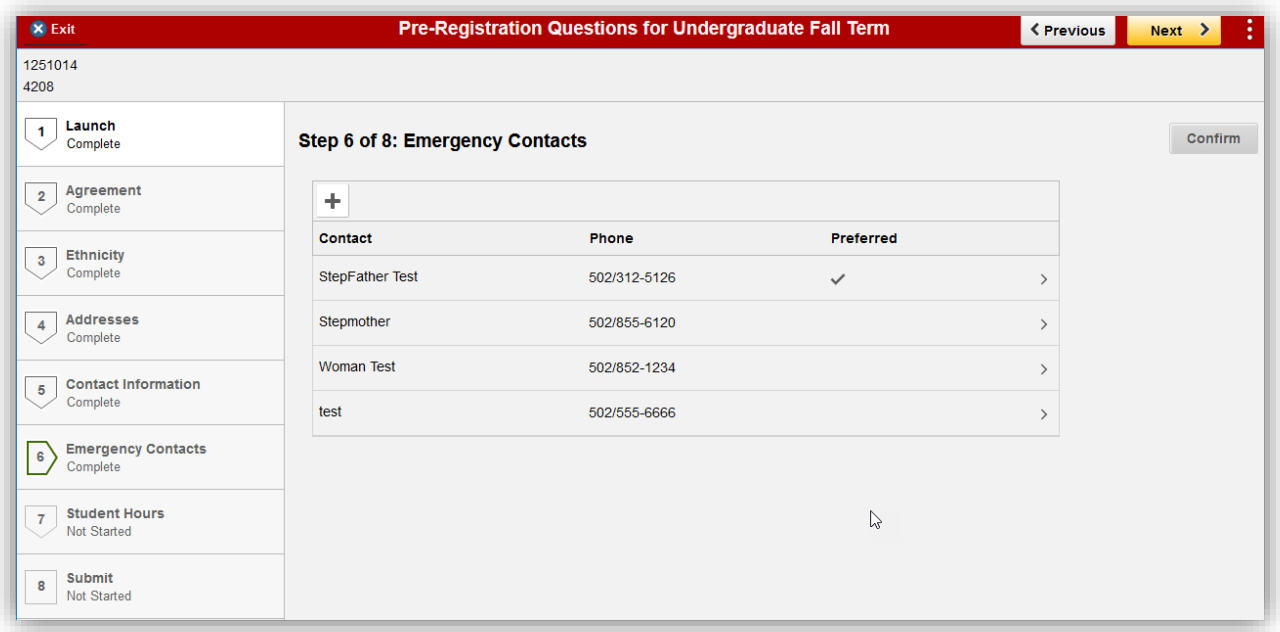


Instructions for Pre-Registration Questions

Verify/Add Emergency Contacts. Click 'Confirm' once done:

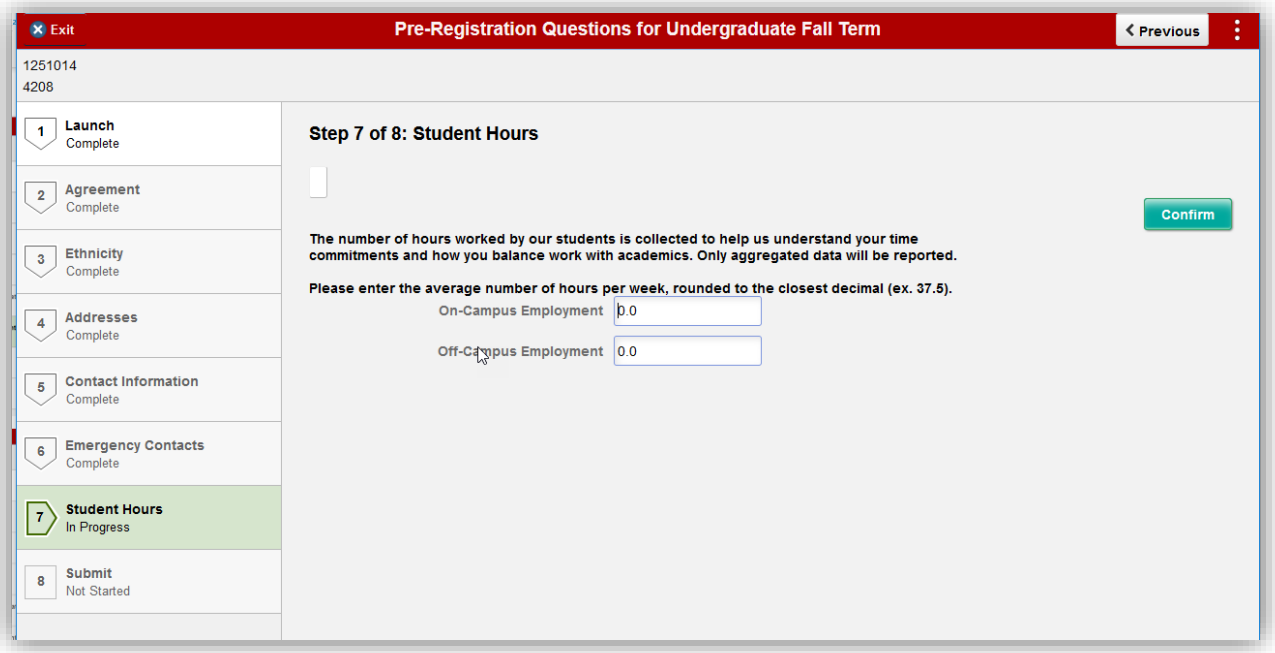


Click 'Next':

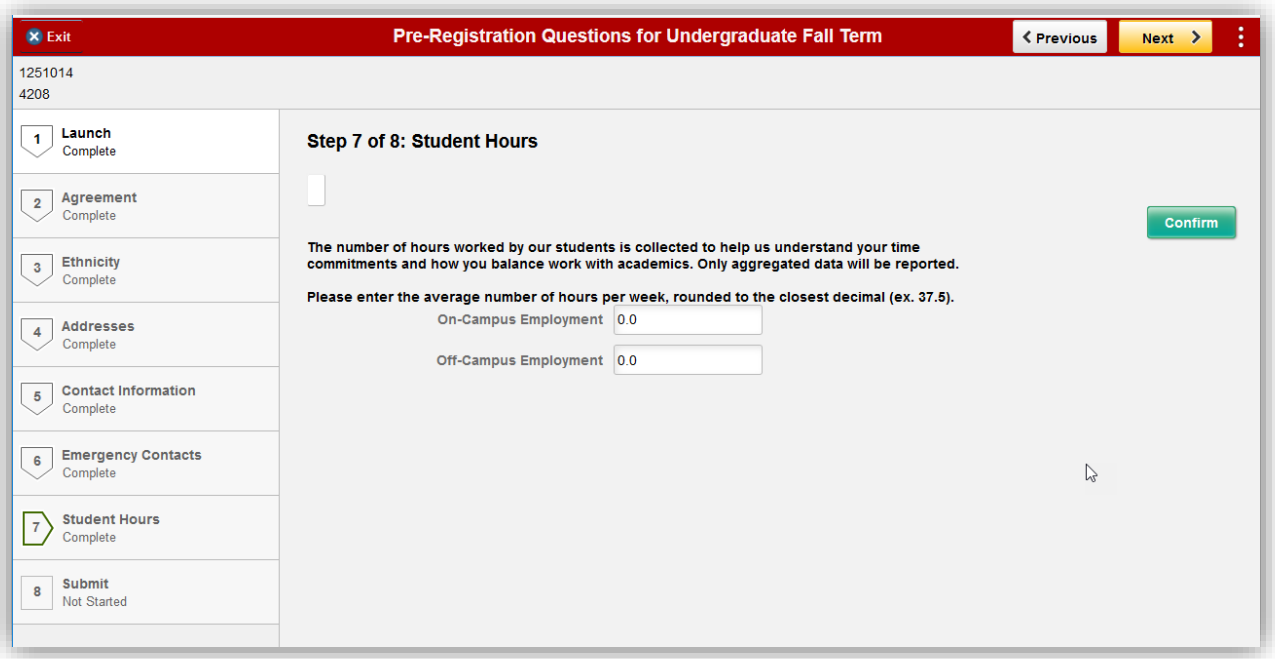


For Undergraduates Only - If you are also currently employed, enter the number of hours you plan to work each week while enrolled in courses. You must enter the number with one digit past the decimal (ex: 15.5, 10.0, etc.). **Not having the decimal will cause an error. If you do not plan to work, leave the hours as 0.0. Click 'Confirm':**

Instructions for Pre-Registration Questions

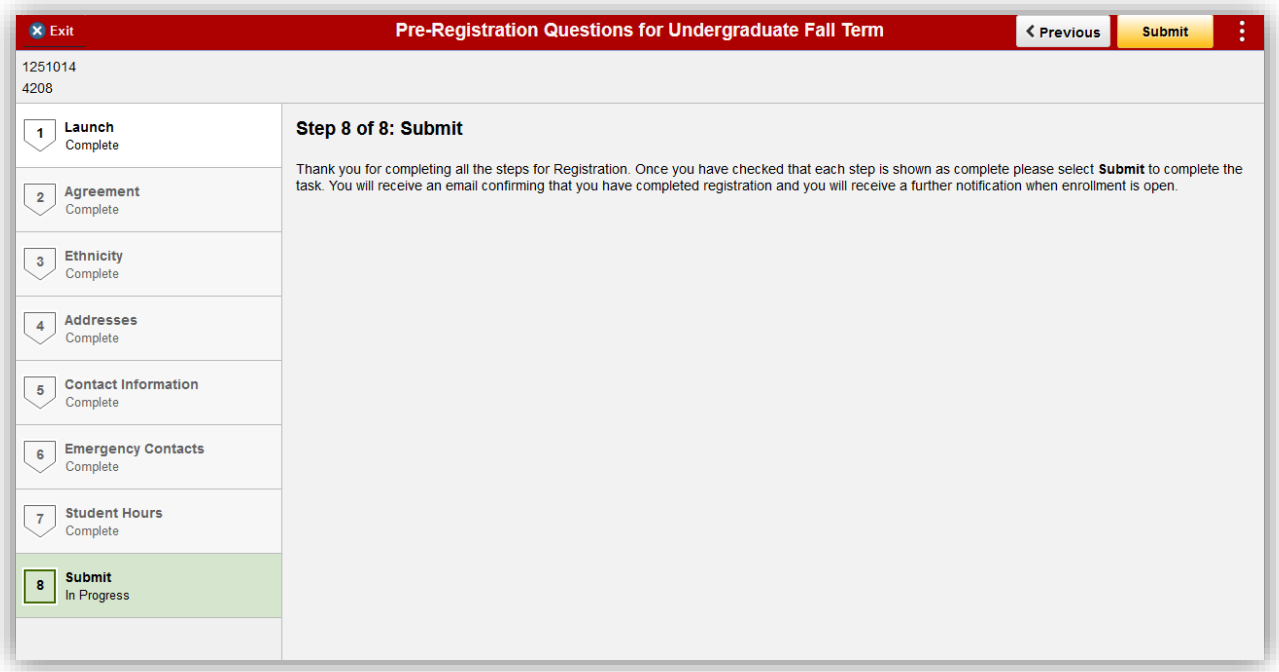


Click 'Next':



Click 'Submit' to complete the questions:

Instructions for Pre-Registration Questions



Once the questions have been completed, the PRE hold will be lifted automatically.

You may now go back to the home page and click on Manage Classes to enroll in courses.