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

Pre-Registration Questions for Undergraduate Spring Term     TaSkS	
to USUBIT 3 To Do List	2 гоз
Holds 1	
Print FinAld Verification Form Task Due Date	Status
Pre-Registration Questions for Undergraduate Spring Term	In Progress >
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#### For Undergraduates Only

The first step is to verify major

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

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3	Ethnicity Not Started	If this information is incorrect, please contact your current advisor or advising unit. Note: Unicos are not listed
4	Addresses Not Started	Note: If your major type is intended - You have not yet been admitted ritio your major. Some majors require a minimum GPA, completion of coursevols and an application process. Please consult with your advisor for more information. Curver: Undergraduate
8	Contact Information Not Started	Program Arts & Sciences Degree Plan Communication-BA
6	Emergency Contacts Not Started	
7	Student Hours Not Started	
8	Submit Net Started	

\*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.\*

Read through the financial agreement, then click 'Accept'

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	STUDENT FINANCIAL RESPONSIBILITY	
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	I am responsible for reading and understanding the current Turtion Reduction Schedule policy of the university as a page-service pull kink at Subject Services ? Turtion=Fees-Teamers Cations .	

'Next' will appear in the same location once you have accepted the financial agreement. Click next to proceed

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Verify Ethnicity/Race, then click '**Confirm**'



Click 'Next'

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### 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 oncampus 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

\*Note: Your local and home/mailing address can be the same\*

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I branch     Sep 1 of 18: Addresse       2 branch     Description of the state in the state	8 Exe 022011 212	Pre-Kegistration Questions for Undergraduate Spring Term
Advanced procession of the law of the l	1 Launch Complete	Step 4 of 8: Addresses
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Andle Address         Fond Address           0         Context Holmation         +           0         Context Holmation         Context Holmation           1         Statest Holmation         Context Holmation	3 Ethnicity Complete	No address defined
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	8 Submit Not Started	Mailing Address No address edited Add Mailing Address



\*If you are going to be staying on campus and are not sure what your local address will be, you can type in anything—such as "On Campus" or the dorm name—for your street address, Louisville for the city, KY for the state, and 40292 for the zip code\*

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

251014	Cancel	Lookup	
208	Search for: State		
1 Launch Complete	<ul> <li>Search Criteria</li> <li>Search Results</li> </ul>		c
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After adding the Local Address and verifying the other addresses, click '**Confirm**'

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22011 12		_
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	Mailing Address Ne address Grined Add Mailing Address		

### Verify/Add Contact Information Click '**Confirm**' once done

\*Please make sure to include a mobile number so you can get text messages through UofL systems. You should also make sure that you only have numbers listed that are directly for you, so remove any numbers that are for family members or others. You can make sure those are included in your emergency contacts\*

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Contact Information     In Progress	Phone			
6 Emergency Contacts	Please mark one phone number as preferred.			
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### Click 'Next'

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### Verify/Add Emergency Contacts. Click '**Confirm**' once done

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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'



Click '**Submit**' to complete the 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.

S Eut	Pre-Registration Questions for Undergraduate Spring Term	< Previous Submit
5022011 4212		
S02011  412   Compare  Compare	Step 8 of 8: Submit That is you for completing all the steps for Registration. Once you have checked that each step is shown as complete please select Submit to complete the task.	