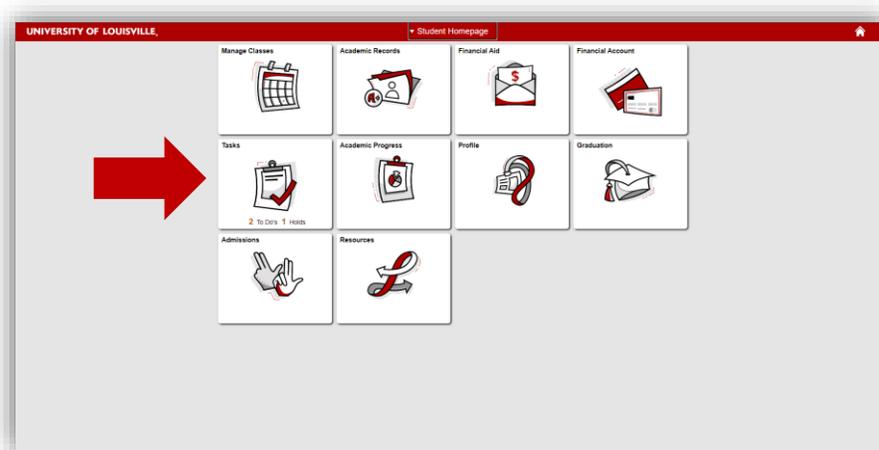
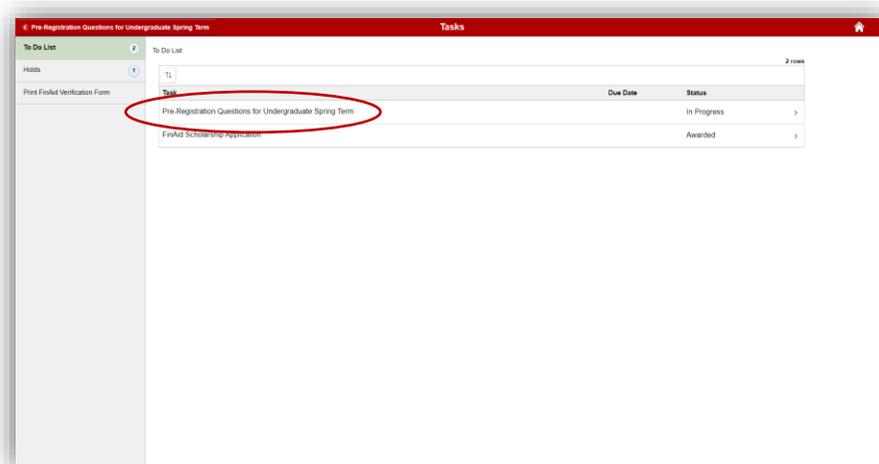


# PRE-REGISTRATION QUESTIONS

Click on the 'Tasks' tile



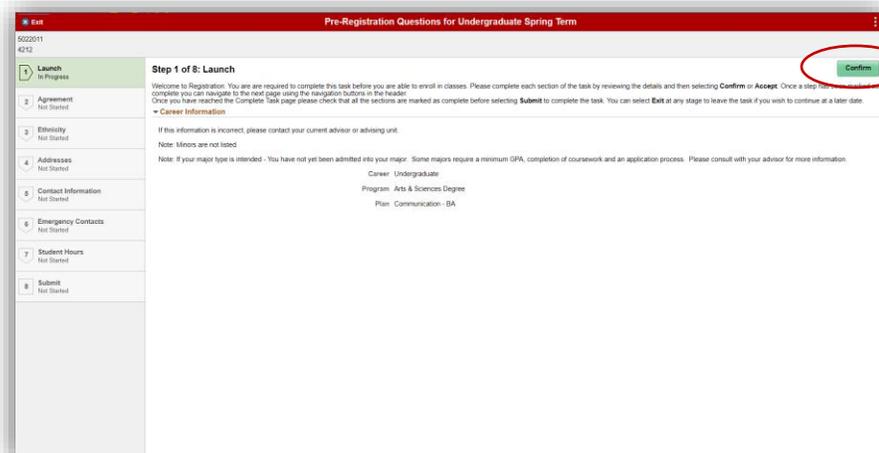
Click on 'To Do List' from the LEFT menu, then 'Pre-Registration Questions' to complete the task:  
This pulls up the questions that must be completed prior to registration



## For Undergraduates Only

The first step is to verify major

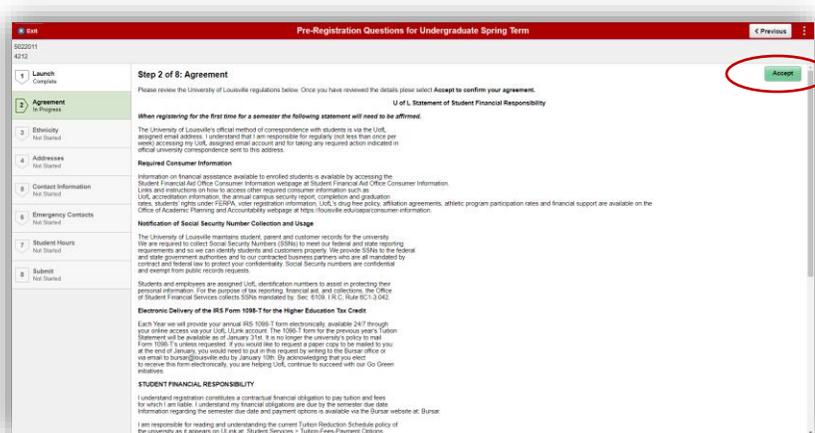
Click 'Confirm', then the 'Next' button will appear at the top to move to the next question



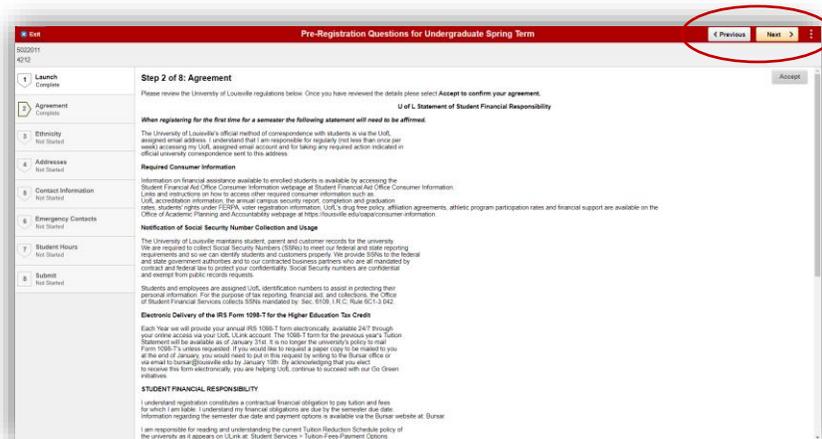
*\*If Career, Program, and Plan are not correct, you should contact your advisor to set up an advising appointment, but should proceed with the questions.\**

# PRE-REGISTRATION QUESTIONS

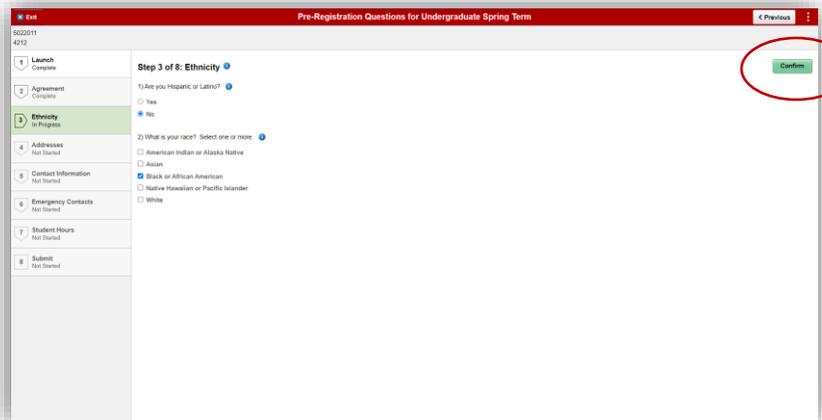
Read through the financial agreement, then click 'Accept'



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



Verify Ethnicity/Race, then click 'Confirm'



# PRE-REGISTRATION QUESTIONS

Click 'Next'

The screenshot shows the 'Pre-Registration Questions for Undergraduate Spring Term' form. The progress bar on the left indicates that 'Step 3 of 8: Ethnicity' is the current step. The main content area contains two questions: '1) Are you Hispanic or Latino?' with 'No' selected, and '2) What is your race? Select one or more.' with 'Black or African American' selected. The 'Next' button in the top right corner is circled in red.

**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.\**

The screenshot shows the 'Pre-Registration Questions for Undergraduate Spring Term' form at 'Step 4 of 8: Addresses'. The 'Local Address' section is highlighted with a green box and contains a table with one entry: 'Home Address' with a search icon, 'Address' '515 Logan St', 'City' 'Frankfort', 'State' 'KY', and 'Zip' '40301-3517'. The 'Mailing Address' section is empty. The 'Confirm' button in the top right corner is circled in red.

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

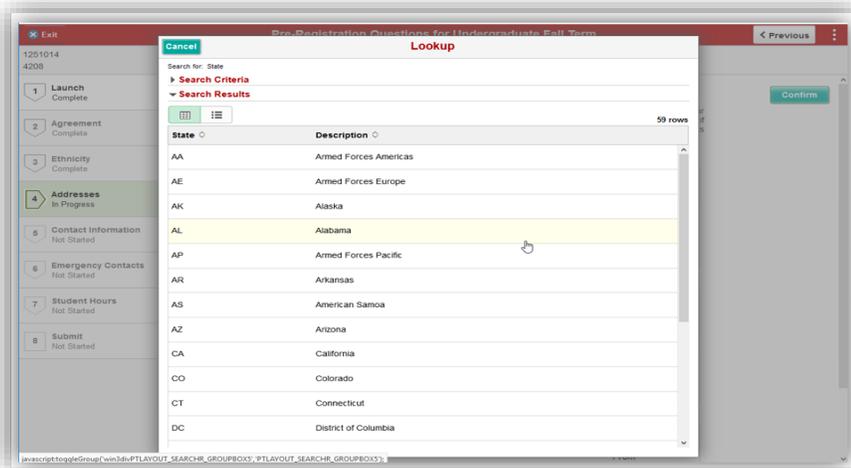
*\*Note: Your local and home/ mailing address can be the same\**

The screenshot shows the 'Pre-Registration Questions for Undergraduate Fall Term' form. An 'Edit Address' dialog box is open, displaying an error message: 'Invalid value -- press the prompt button or hyperlink for a list of valid values. The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.' The 'OK' button is highlighted with a green box.

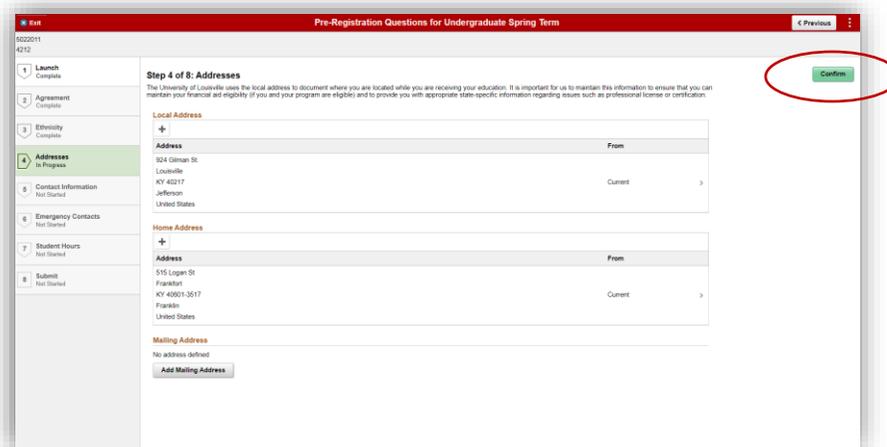
*\*If you are going to be staying on campus and are not sure what your local address will be, you can type in anything—such as “On Campus” or the dorm name—for your street address, Louisville for the city, KY for the state, and 40292 for the zip code\**

# PRE-REGISTRATION QUESTIONS

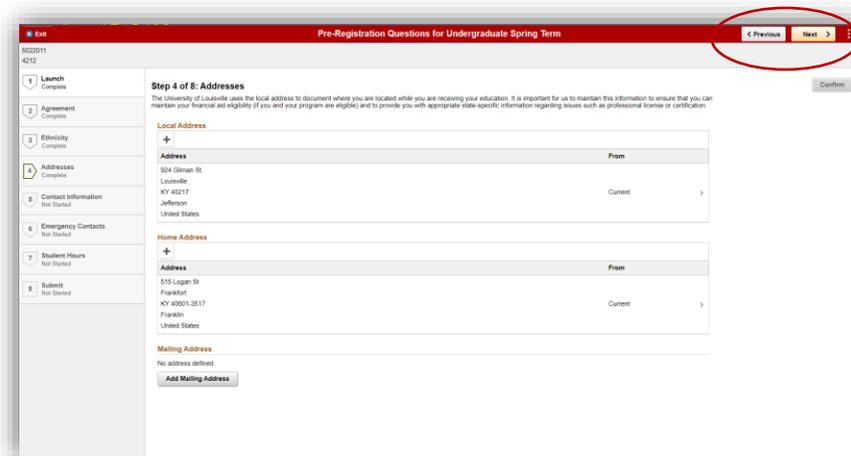
Once you click the search icon, you can select the state from the list



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



Then click 'Next'



# PRE-REGISTRATION QUESTIONS

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\**

Pre-Registration Questions for Undergraduate Spring Term

5022011  
4212

Step 5 of 8: Contact Information

Confirm

Email	Type	Preferred
whany02@uofl.us	Campus	<input checked="" type="checkbox"/>
whany05@gmail.com	Other	<input type="checkbox"/>

Phone

Please mark one phone number as preferred.

Phone	Type	Preferred
502-330-3944	Mobile	<input checked="" type="checkbox"/>

Click **'Next'**

Pre-Registration Questions for Undergraduate Spring Term

5022011  
4212

Step 5 of 8: Contact Information

Confirm

Email	Type	Preferred
whany02@uofl.us	Campus	<input checked="" type="checkbox"/>
whany05@gmail.com	Other	<input type="checkbox"/>

Phone

Please mark one phone number as preferred.

Phone	Type	Preferred
502-330-3944	Mobile	<input checked="" type="checkbox"/>

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

Pre-Registration Questions for Undergraduate Spring Term

5022011  
4212

Step 6 of 8: Emergency Contacts

Confirm

Contact	Phone	Preferred
Cedric Baker-Zavala	502-967-5309	<input checked="" type="checkbox"/>

# PRE-REGISTRATION QUESTIONS

Click 'Next'

5022011  
4212

Pre-Registration Questions for Undergraduate Spring Term

Step 6 of 8: Emergency Contacts

Contact	Phone	Preferred
Cedric Baker-Zavala	502-967-5309	<input checked="" type="checkbox"/>

Confirm

**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.**

5022011  
4212

Pre-Registration Questions for Undergraduate Spring Term

Step 7 of 8: Student Hours

The number of hours worked by our students is collected to help us understand your time commitments and how you balance work with academics. Only aggregated data will be reported. Please enter the average number of hours per week, rounded to the closest decimal (ex. 27.5).

On-Campus Employment

Off-Campus Employment

Confirm

Click 'Confirm'

5022011  
4212

Pre-Registration Questions for Undergraduate Spring Term

Step 7 of 8: Student Hours

The number of hours worked by our students is collected to help us understand your time commitments and how you balance work with academics. Only aggregated data will be reported. Please enter the average number of hours per week, rounded to the closest decimal (ex. 27.5).

On-Campus Employment

Off-Campus Employment

Confirm

# PRE-REGISTRATION QUESTIONS

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.

5622011  
4212

Pre-Registration Questions for Undergraduate Spring Term

← Previous Submit

1 Launch Complete

2 Agreement Complete

3 Eligibility Complete

4 Addresses Complete

5 Contact Information Complete

6 Emergency Contacts Complete

7 Student Hours Complete

8 Submit In Progress

**Step 8 of 8: Submit**

Thank 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.