

# New Student Checklist

## ❑ **Activate E-mail ID**

Each University of Arkansas student is assigned a University e-mail account when he/she is admitted. You may activate your email account online by going to the following website and following the instructions given: [www.uark.edu/newuser](http://www.uark.edu/newuser). You may also forward your UA account to an e-mail provider of your choice with a few simple steps. For assistance, you may go to the Arkansas Union Computing Lab or call 479-575-2905.

## ❑ **Check Transfer Credit Status**

If you are a transfer student, check to see if your transfer work has been posted to ISIS. To do this, logon to ISIS at [isis.uark.edu](http://isis.uark.edu) and go to **Student Center**. Under Academics, click on the drop-down **Other Academic...** box and select **View UA Transfer Credit**. Transfer work must be posted before transfer students can be advised or enroll in classes.

## ❑ **Academic Advising**

Meet with an advisor within your academic college to plan your course load for the semester. Advising holds are determined by a student's college, standing, or classification and are lifted by an advisor.

College	Advising Contact Information
School of Architecture	217 Vol Walker Hall, 479-575-2399
College of Education and Health Professions	Boyer Center for Student Services GRAD 336, 479-575-4203
College of Engineering	340 Engineering Hall, 479-575-4540, <a href="mailto:gsecuban@uark.edu">gsecuban@uark.edu</a> , <a href="http://freshmanengineering.uark.edu">freshmanengineering.uark.edu</a>
Fulbright College of Arts and Sciences	518 Old Main, 479-575-3307, <a href="http://fcac.uark.edu">fcac.uark.edu</a>
Bumpers College of Agricultural, Food and Life Sciences	E-108 Agricultural, Food and Life Sciences Building, 479-575-2252
Walton College of Business	328 Business Building, 479-575-6308, <a href="http://waltoncollege.uark.edu/advisingcenter">waltoncollege.uark.edu/advisingcenter</a>

## ❑ **Scheduling and ISIS Online Registration**

See the other side of this sheet for instructions on how to search and enroll in classes. To view additional registration instructions, including an instructional video and semester calendar of important dates, go to <http://www.uark.edu/registrar/classes/Reginst.html>

## ❑ **University Student ID Card**

All students at the University of Arkansas are required to have a Student ID Card. This card is necessary for numerous purposes: to check-out library books; to gain access to some campus facilities, such as residence and dining halls, the HPER building, and some computer labs; to purchase tickets to athletic events; and to take some exams. In order to be photographed for your ID card, please go to the Campus Card Office on the 4<sup>th</sup> floor of the Arkansas Union. The fee for your card is included in your tuition and fee bill. Please call 479-575-7563 for information.

## ❑ **Additional Tasks**

**Parking Permit**—All students planning to park on campus must purchase and display a valid parking permit. The Transit and Parking Office is located in the Administrative Services Building on Razorback Road across from Bud Walton Arena. For more information, call 479-575-7275 or go to <http://parking.uark.edu/>.

**Books**—You may choose to purchase your books at the University Bookstore located on the 2<sup>nd</sup> floor of the Arkansas Union. Call 479-575-2155 for information.

**Tuition**—The Student Accounts Office is located on the 1<sup>st</sup> floor of Silas Hunt Hall at the corner of Maple and Garland. You can find the deadline for payment (or make arrangements for installment payments) by calling 479-575-5651. You can find information on paying tuition on the web at [http://avcf.uark.edu/TREASWeb/Payment\\_Information.asp](http://avcf.uark.edu/TREASWeb/Payment_Information.asp).

# ISIS: The U of A's Online Registration System

## How to Search for Classes

- ❑ Go to [www.isis.uark.edu](http://www.isis.uark.edu).
- ❑ Login using your uark e-mail ID and password under **My ISIS Login** box and click **Sign In**.
- ❑ Click on **Student Center** located near the top left part of the screen.
- ❑ Click **Yes** to the security question to proceed, then click **Student Center** afterwards.
- ❑ Click on the green button on the right: **Search for Classes** (it may be necessary to scroll right to view this button).
- ❑ Check the box for the appropriate term and click on the **Go** button.
  
- ❑ Limit your search by entering the course name into the **Course Subject** area and enter the course number into the **Course Number** area and click **Search** to proceed.
  - For instance, if you were to search for a MATH 1203 you would type MATH as your course subject and then enter 1203 as your course number.
- ❑ The **Class Search Results** displays OPEN classes that meet your criteria unless you remove the open class restriction (take off the check mark) to find closed classes.
  - Click on **View All Sections**, if available, located in the purple bar to view all classes available.
  - Click on the link next to the word **Section** to find important class information and about pre- or co-requisites.
  - The numbers in parenthesis next to the section number is the class number.
  
- ❑ Use the table below to record the *Class Number(s)* and plan your schedule.

<i>Class Number</i>	<i>Subject/ Course Number/ Section</i>	<i>Day/Time</i>	<i>Building/ Room</i>

## How to Enroll in Classes

- ❑ Click on **Add a Class** located under Academics.
- ❑ Select the appropriate term and click the **Continue** button to proceed.
- ❑ You may either enter the class number or search for a class to add.
  - Click **Search** if you are searching for a class and click **Select Class** when you find the class of your choice
    - Click on the **Next** button to proceed ignoring the permission number unless otherwise specified.
  - Click **Enter** if you are adding a class number.
    - Click the **Next** button to proceed ignoring the permission number unless otherwise specified.
- ❑ Classes you select will be added to a shopping cart. This does **not** mean you are enrolled in these classes. To enroll in these classes you **MUST** complete the following steps.
- ❑ Next click on **Proceed to Step 2 of 3**
- ❑ Click on **Finish Enrolling**
  - ISIS will give you green checkmarks next the classes you are now enrolled in. If you receive error messages contact a staff member for help.
- ❑ Click on **My Class Schedule** to view classes currently added to your schedule and print a copy for yourself.

**Adding Drills and Labs:** If a selected class has a required drill or lab a selection option appears called a **Related Class Section**. In some cases there may be more than one lab or drill offered. Click on the desired radio button for the lab/drill that you want to register for and then click "Next" to continue processing your enrollment. Lab and drills must be added during the same registration session as the lecture class or an error will be received.