Spring 2014 Instructions for Off-campus Researcher Registration

Note: Tuesday, January 21, 2014 is the last day to add a full semester class and the deadline is 5PM. Monday, January 20, 2014 is a holiday and school will be closed. You MUST complete steps 1-6 below by Friday, January 17, 2014 NO LATER THAN 5PM and step 7 by Tuesday, January 21, 2014 NO LATER THAN 5PM to ensure registration for off-campus research:

1. Download the Research Documents for Off-campus Researchers on Dr. Reiken's homepage (**http://www.mc.edu/faculty/reiken**) under the Documents section.

2. Read the syllabus. Forms you will need are attached to the syllabus.

3. Sign the Syllabus. You will need a copy for yourself and a copy to sign and turn in.

4. Complete the Mississippi College Department of Biological Sciences Research Application (including required attachments) and the Research Plan (signed by your mentor). Detailed instructions are in the syllabus.

5. Return the completed Syllabus (all 4 pages with your signature and date), the Mississippi College Department of Biological Sciences Research Application (1 page plus required attachments) and the Research Plan (1 page signed by your mentor) to Dr. Reiken. You may return them in person to Dr. Reiken (Medical Sciences Building 216) or you may scan and email your application and attachments to Reiken@mc.edu. You may also turn them in to the Department of Biological Sciences office (Hederman 104) and request that the documents be placed in Dr. Reiken's mailbox, or fax to Attn: Dr. Reiken (601-925-3978). **All of these must be received by Friday, January 17, 2014, NO LATER THAN 5PM.**

6. Get the Course Registration Numbers (CRNs) from Dr. Reiken needed to register in Banner. Some students may require more than one CRN. You may get your CRNs in person during office hours or request them by email. If you do not get your CRNs in person, you **MUST** request them by email. **The CRNs must be requested by Friday, January 17, 2014, NO LATER THAN 5PM. All paperwork (listed above in step 5) must be received in order to receive your CRNs. Students returning all required paperwork and requesting CRNs by Friday, January 17, 2014, NO LATER THAN 5PM will receive the CRNs needed to register on Friday, January 17, 2014, between 5PM-9PM via their MC email address.**

7. Log into Banner then go to Registration and Add or Drop Classes for Fall 2013. Your Alternate Pin is required (get it from your advisor). Type the CRNs in the boxes at the bottom of the page (only 1 CRN per box). Add the class(es) and register. Check your detailed scheduled to verify you have registered and the classes have been added. You must register for your classes by **5PM on Tuesday, January 21, 2014.**

8. **Follow all instructions on forms and the syllabus throughout the semester. Pay attention to deadlines!** Failure to follow instructions will negatively affect your grade. All notices and correspondence will be through MC email. Check your MC email regularly for updates. It is ultimately the **responsibility of the student** to satisfactorily complete all requirements **by the deadlines**!