

JOIN THE **BLUE BEAR RACE!**



ON YOUR MARK: **MEET** WITH YOUR ACADEMIC ADVISOR IN PERSON OR VIRTUAL

GET READY: **REGISTER** EARLY November 7, 2022 – December 9, 2022



GET SET: **FILE** YOUR 2023-2024 FAFSA EARLY

GO: **WIN** WITH PREPARATION

Currently enrolled students

**DON'T PROCRASTINATE!!!
GET AN EARLY START!**

1. Receive academic advisement.
2. Register for spring 2023 classes.
3. File your 2023-2024 FAFSA.
4. Check your LC email periodically for official communication, notices, and announcements.

*The function of education is to teach one to think intensively and to think critically.
Intelligence plus character, that is the goal of true education.*

–Dr. Martin Luther King, Jr.



ADVISEMENT & EARLY REGISTRATION STEPS/PROCEDURES for SPRING 2023

STEP 1 Make an appointment with your advisor, and according to your appointment, meet with your advisor to prepare your schedule for the **SPRING 2023** semester. **NEW FRESHMEN** MUST SEE YOUR LEARNING COMMUNITY ADVISOR. Take your laptop to your advisement session. *(NOTE: Previously failed classes should be repeated as soon as they are offered again. Be advised, you may only repeat six (6) credits per semester.*

STEP 1A – *Inform your academic advisor by LC email you will be returning for the SPRING 2023 and need a schedule.*

STEP 1B – *Advisors may take the initiative and enter schedules and notify advisee through LC email their fall 2022 schedule has been prepared and approved. Check your schedule on your JICS account.*

STEP 1C *If you know you are NOT returning for the SPRING 2023 SEMESTER, click the link below and complete the Non-Returning Survey:*

https://livingstone.qualtrics.com/jfe/form/SV_1yVhwVvpLEHM8f4

STEP 2 Enter your schedule through JICS while you are with your advisor so that any problems may be resolved during this time. *(You will need your ID# and Personal PIN# to enter your schedule. If you don't have this information, make request with the Office of the Registrar, Price Building, Room #209. It will be sent to your LC email.*

TO REGISTER FOR CLASSES:

- A. Go to the Livingstone College website (www.livingstone.edu) and Click "STUDENTS" then "JICS"
- B. At the login screen, key in ID# and Pin# (Password)
- C. Click "Student"; then Click "My Courses" (on left of screen).
- D. Click "Add/Drop Courses" (on right of screen). Be sure to change term to: "SPRING 2022-2023"
- E. In the "Add by Course Code Section", enter the information from your Advisement Form by typing in the box the departmental code (EX: ENG). When the list appears in the drop down, select the section in which you wish to enroll. Enter all of your courses, then click the "Add Courses" button. **NOTE: You may also use the Course Search option to add your classes.** Review your schedule for accuracy.

STEP 3 Click the email notification box to send a message to your advisor to approve your courses. **(The courses will remain in the RESERVE status until advisor approval.)** *A student enrolled for 12 or more credit hours will have fulltime status. NC students should have at least 15 credit hours.*

STEP 4 Click "Log out" when you have finished. **NOTE: It is your responsibility to review your schedule for approval status and/or changes to meeting days, time, and location.**

Check your **SPRING 2023** schedule carefully:

- dept/course numbers;
- section numbers;
- instructor(s);
- number of credit hours;
- meeting days/times/bldg./rm #
- courses in reserve

It is your responsibility to ensure that you are registered for the correct courses and credit hours. It is your responsibility to drop courses you do not plan to attend or stop attending. **ALL schedule changes must have the approval of your faculty advisor.**

If you encounter problems during registration, please contact:

Office of the Registrar: 704/216-6157 or 704/216-6158
registrar@livingstone.edu



ON LINE LEARNER

A student who desires to receive instruction online during the spring 2023 semester, must make a formal request to the Vice President for Academic Affairs, Dr. Kelli V. Randall. Deadline to submit your request: ***Friday, December 9, 2022.***

The request must be sent to: krandall@livingstone.edu and vgray@livingstone.edu and should include the following:

- ***ID#; Full name; Classification; Major***
- ***Faculty advisor***
- ***LC email address***
- ***Date 2023-2024 FAFSA completed/submitted (date verified with financial aid)***
- ***Reason to have instruction online.***

NOTE: You must be validated by January 20, 2023.



LIST FOR SPRING 2023

Appointment scheduled with advisor.
SPRING 2023 schedule COMPLETED in JICS.
Are you fulltime with 12 credit hours? If you are a NC student, you are encouraged to have at least 15 credit hours.
JICS Profile checked for accuracy.
FAFSA filed for 2023-2024

****ACADEMIC DIVISIONS****

DIVISION OF BUSINESS

Dr. Rajeshwar Sharma, Dean rsharma@livingstone.edu
Ballard Hall, Room 201A

Business Administration Dr. Mohammad Shariff
Computer Information Systems..... Dr. Mohammad Shariff
Hospitality Management/Culinary Arts..... Dr. Charles Crowley
Sport Management..... Dr. Charles Crowley

DIVISION OF EDUCATION, PSYCHOLOGY, & SOCIAL WORK

Dr. Tarsha Reid, Dean treid@livingstone.edu
Price Building, Room 301

Early Childhood Education & Elementary Education Dr. Tarsha Reid
Psychology..... Dr. Charles Pinckney
Social Work..... Dr. Walter Ellis

DIVISION OF LIBERAL ARTS

Dr. Homer Crockett, Dean hcrockett@livingstone.edu
Harriett Tubman Building, Room 202-B

Criminal Justice Dr. Latarcia Barnes
English..... Dr. Tiffany Adams
History & Political Science Dr. Homer Crockett
Liberal Studies Dr. Michael Ellis
Music Dr. Lawrence Quinnett
Religious Studies Dr. Michael Ellis
Sociology Dr. Latarcia Barnes

DIVISION OF MATHEMATICS AND SCIENCES

Dr. Dawn McNair, Dean dmcnair@livingstone.edu
Duncan Science Building, Room 111-A

Biology Dr. Emmanuel Williams
Mathematics Dr. Dawn McNair

FIRST YEAR

Ms. Holly Zacharias, Learning Community Advisors
Dodge Hall, Student Success Center

SPRING 2023

VALIDATION & OFFICIAL ENROLLMENT PROCESS

Failure to register early or complete validation may result in a \$100 late registration fee.

Any student who anticipates attending Livingstone College for any given semester to pursue coursework, must be **“VALIDATED”** by the Office of Business and Finance-**Office of Student Accounts.** Validation must be completed prior to official enrollment.

A **“validated”** student is one who has satisfied all financial aid requirements as well as financial obligations to the institution and have been verified by the Office of Student Accounts. After validation, the system updates the student’s official enrollment status.

NOTE: VALIDATION must be completed by the end of the LAST DAY OF LATE REGISTRATION or FRIDAY, JANUARY 20, 2023, to avoid loss of spring 2023 classes.

In an effort to allow for COVID regulations and to serve you better, please adhere to the dates and times stated below:

Thursday, January 5, 2023

VALIDATION for On-Campus Students

STUDENTS LAST NAMES BEGINNING WITH	TIME
A-F	8:30am
G-L	10:30am
M-R	1:30pm
S-Z	3:30 pm

- 1. ON-CAMPUS STUDENTS** - check in at the **WELCOME STATION** according to your stated time.
HEALTH/COVID protocols will apply during validation and enrollment.
- 2. Report to housing station.** *If validated, check into residence hall.*
***Students who are NOT validated will NOT be allowed to check into the residence hall.*
- 3. If not validated,** report to Business Office station.

Friday, January 6, 2023

VALIDATION for **Off-Campus** and **Evening & Weekend Students**

STUDENTS LAST NAMES BEGINNING WITH	TIME
A-H	8:30am
I-N	10:30am
O-Z	1:30pm
Evening & Weekend Students	2:30 pm

- 1. OFF-CAMPUS STUDENTS** - check in at the **WELCOME STATION** according to the stated time.
HEALTH/COVID protocols will apply during validation and enrollment.
- 2. Report to housing station.**
- 3. If not validated,** report to Business Office station.

Registration location TBA.

*Information contained in this notice is subject to change by official action of Livingstone College.
Thank you in advance for adhering to the stated policies and procedures of the institution.*



PREPARING FOR FALL 2023

OFFICE OF FINANCIAL AID

Mrs. Stephanie McNeil, Director x6953 smcneil@livingstone.edu

Meeting **DEADLINES** is always an important part of the financial aid process. Livingstone College strives to make your registration process as seamless as possible; therefore, we must impose priority deadlines. You may complete your **FAFSA** as early as *October 1* of each year. If you have questions, concerns or need help, contact the Office of Financial Aid at the numbers below (704/216-x or stop by the office (Price Hall Rm. 106).

By completing the **Free Application for Federal Student Aid (FAFSA)** early and meeting our priority deadline (*Saturday, April 1, 2023*), a student ensures that he/she is awarded timely and the required documentation is submitted to the Office of Financial Aid timely. You can always submit your **FAFSA** after these deadlines, but your award may be delayed. The **FAFSA** is required even if you believe you may not be eligible for federal or state aid. The priority deadline date may be included on the academic calendar and/or posted on the College's website.

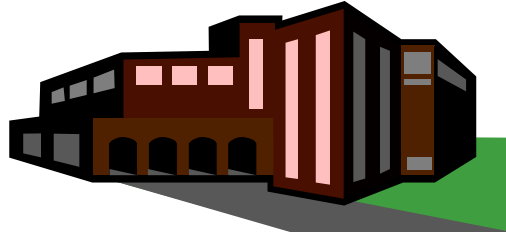
- Ms. Sandra Lacy, Assistant Director x6372 slacey@livingstone.edu
- Ms. Temekia Boler x6765 tboler@livingstone.edu
- Ms. Kara Freeman x6247 kfreeman@livingstone.edu
- Mr. Jamante Garner x6273 jgarner@livingstone.edu
- Mrs. Angelique Singleton x6252 asingleton@livingstone.edu

ALWAYS CHECK YOUR FINANCIAL AID AWARD AND MISSING DOCUMENTS ON YOUR JICS ACCOUNT.

****IMPORTANT NOTICE****

The release of federal aid for all students will be determined by class attendance. Federal regulations require that a student attend class to receive federal aid. In order to comply with this requirement, Financial Aid will not be applied until your attendance has been verified by your instructor/professor. Your instructor will verify class attendance through blackboard or sometimes through class rosters. Additionally, your aid will be adjusted accordingly based on class attendance, credit hours (*if below fulltime hours*), classification, and/or withdrawals. All Students are **REQUIRED to attend class throughout the semester to avoid any disruption of federal aid.**


DIVISION OF STUDENT AFFAIRS
OFFICE OF HOUSING AND RESIDENCE LIFE



FALL 2023 HOUSING

Housing Applications and Housing Fees will be accepted for fall 2023 beginning with the Housing Rush: [Monday, March 27, 2023](#), and will continue throughout the semester.

REQUIRED HOUSING FEE

\$100.....	Babcock
\$100.....	Dancy
\$100.....	Goler
\$100.....	Harris
\$100.....	Teachery
\$100.....	Tucker Hall
\$200.....	College Park
\$200.....	Honors Hall
\$200.....	LC Hotel

(Culinary Arts and Hospitality Management majors only.)

The Housing Application and fee are due before any housing assignment will be made for the **FALL 2023** semester. Report to the Office of Housing and Residence Life, Walls Center, 9am-4:30pm. The Housing Application may be downloaded from the Livingstone College website.

REMINDER:

Housing is assigned on a first come first serve basis as long as the criteria for living in the residence halls have been met. Additionally, you **MUST** be registered **FULL TIME** and **VALIDATED** before you will be allowed to move into the residence halls for **FALL 2023**.



Mrs. Miriam Rush, Executive Administrative Assistant.....704/216-6185
 Robert Bedford, Dean of Students and Dean of Housing and Residence Life.....704/216-6821
 Dr. Orlando Lewis, Vice President for Student Affairs704/216-6185

