

# Fall Registration 2025

# Returning Students

Students please fill in the following information by logging into Empower and recording your ID number and advisor's name. Check to be sure your account is free of holds, and you have filled out your vehicle information before you begin visiting these offices in the following order.

**STUDENT NAME:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**License Plate Number** \_\_\_\_\_ **Vehicle Make** \_\_\_\_\_ **Vehicle Model** \_\_\_\_\_

1. Not Applicable
2. Not Applicable
3. Sign in for Advising \_\_\_\_\_ Advising - Norman Front Desk  
STEWART PITTS ECKLES RICHEY ROWLAND OTHER: \_\_\_\_\_  
**International or On-Campus student 9 seat hours** \_\_\_\_\_ (to be signed by advisor)  
**Registered in MLC 0000** \_\_\_\_\_ (to be signed by advisor)

4. Sign in for Financial Aid - Norman Front Desk \_\_\_\_\_ Financial Aid (\_\_\_\_\_)
5. \_\_\_\_\_ Sign in for Parking - Norman Front Desk  
\_\_\_\_ Parking Permit Paid: Yes / No  
\_\_\_\_ Parking Permit Issued: Yes / No      Permit #: \_\_\_\_\_

**\*THIS STEP FOR RESIDENT STUDENTS ONLY, IF ONLINE OR COMMUTER, PLEASE PROCEED TO #7\***

6. \_\_\_\_\_ Sign in for Residential Services - Norman Front Lobby  
(Wait in Watson and you will be called to Stevens)  
\_\_\_\_ Residential Services Options if applicable  
\_\_\_\_ Resident Student: Yes / No Residence Posted: Yes / No
7. \_\_\_\_\_ Sign in for Student Accounts at Norman Front Lobby  
(Wait in Watson and you will be called back to Student Accounts office)
8. \_\_\_\_\_ Student Accounts - Norman  
**You may bring only 1 financially responsible person with you (if applicable).**
9. \_\_\_\_\_ ID Badge - Newburn Library  
\_\_\_\_ Student ID/Update Residential Status and Contact Information  
\_\_\_\_ May Graduation Regalia Measurement Yes / No  
\_\_\_\_ Student Code of Conduct: Yes/No  
\_\_\_\_ Campus Map: Yes / No
10. \_\_\_\_\_ Residential Services at Stevens Room - Norman Front Lobby  
\_\_\_\_ Room Condition Report Complete  
\_\_\_\_ Key Issued after ID confirmed

**If you need to change your schedule after you have registered, you may do so prior to August 13, 2025 at no charge. There will be a \$25 fee for schedule changes during the add/drop period from August 13-19, 2025. The add/drop deadline is August 19, 2025 by 4:00 PM CST.**

**\*\*\*Turn in this form when you reach the final checkpoint.**

*Jacksonville College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable accommodations for students with a disability. If you believe that you have a disability or need requiring access or accommodations, please contact the Office of Access and Accommodation at [access@jacksonvillecollege.edu](mailto:access@jacksonvillecollege.edu) or by visiting [www.jacksonvillecollege.edu/access](http://www.jacksonvillecollege.edu/access).*

Updated 7.30.2025