

This letter applies to first-time freshmen students only:

Begin the registration process by filling out your Advance Schedule form! As soon as you have confirmed that you will be attending North Georgia by submitting your confirmation deposit, you are eligible to begin the registration process. The deadline for Advance Scheduling is May 16, 2008.

To fill out your Advance Schedule Form:

- Visit the North Georgia Web site at www.ngcsu.edu.
- Choose Advance Schedule from the "Quick Links" drop down menu.
- Read the instructions and click Login to access your preference guide.
- Enter your User ID number and birth date (as your pin), then Login.
- Your User ID number is your student ID number and your birth date should be entered in the following format: DDMMYY. For example: if birth date = April 25, 1983; then PIN = 250483
- Once you Login, choose the "Student Services & Financial Aid" tab at the top.
- Then click on "Advance Scheduling For Entering Freshmen" at the bottom of the page.
- Complete the Advance Schedule form and submit it by the deadline of May 16th.

Tips for completing the form:

- You may only submit the form once.
- If you miss the May 16th deadline, you can still obtain a schedule at INTRO (orientation).
- Advance scheduling is provided for the Fall semester only.
- Your schedule will be created based on your major and your answers on the form.
- At INTRO, you will meet with your advisor where you can make changes to your schedule or add additional courses.
- Register for INTRO by visiting www.intro.ngcsu.edu
- Students who do not submit the Advance Schedule form and do not attend INTRO will need to meet with their advisor on August 19, the day before classes begin, and register for courses.
- Classes begin on August 20th.

We look forward to seeing you at INTRO and will have your Advance Schedule waiting for you. Remember, if you need to make changes to your schedule, you may do this at INTRO.

Do you have friends who are accepted to North Georgia for the Fall 2008 semester and have not received this letter? Remind them to pay the confirmation deposit. Once this deposit is received by the admissions office, they will receive this letter and become eligible to submit the form, sign residence hall contracts (if living on campus), register for INTRO, and make additional preparations for enrollment.

If you need assistance, contact Ms. Jan Burt in the Academic Advisement Center at 706-864-1460. We are excited that you will be attending North Georgia. See you this summer at INTRO!!