



VIRTUAL REGISTRATION AND ORIENTATION INFORMATION
NEW STUDENTS – PAGES 1-3
RETURNING STUDENTS – PAGES 3-7
LAST DAY FOR LATE REGISTRATION – AUG 7
FALL 2020

DATE(S)	WHAT YOU NEED TO DO?	INSTRUCTIONS	WHO TO CONTACT	LOCATION(S)	TIMES
July 24- August 1	<p>Full Virtual Registration--- - Full Virtual Registration is when the full registration process (Admissions, Advising, Financial Aid, Business Office, Housing, and ITS) is completed online/remotely. This process can be completed from anywhere that there is a computer. There is NO Face to face contact.</p>	<p><u>New Students:</u></p> <ol style="list-style-type: none"> Go to www.paine2020.com Once you are on the website, scroll down and click the "Click Here to Start" button Next, click the "New Student" button if you are NEW to Paine College Complete the ADMISSIONS information in its entirety on the page and then click the "Send" button. You will see a message that says "Thank you for choosing Paine College: Then scroll down and click the "Next Page" button. You will be directed to the ADVISING page. Once you receive an email with the subject line: FALL 2020 Course Schedule, a code will be in that email. Enter your First and Last Name in the "Name" field and enter the code received in the email in the "Code" field. <ol style="list-style-type: none"> Please note: Once you reach this page and receive an email with the subject line: FALL 2020 Course Schedule" You should have received a "temporary" login for our student information system, PaineNet. If you have not received 	<p><u>Admissions</u> Mrs. Fenner or Mr. Jackson Admissions2@paine.edu (706) 821-8320</p> <p><u>Advising</u> <i>New Students-First Time Freshman:</i> Mrs. Wilson jwilson@paine.edu (706) 821-8234</p> <p><i>New Students-Transfers:</i> Mrs. Wiggins swiggins@paine.edu (706) 396-8103</p> <p><u>Current/Returning Students:</u> Contact your Departmental Advisor for your academic major. If you do not know who your advisor is, please contact Mrs. Wiggins, Registrar at swiggins@paine.edu or (706) 396-8103 and she can assist</p> <p><u>Financial Aid</u> Ms. Quinn Director of Financial Aid</p>	Remote location due to COVID-19	<p>Monday- Friday 9:00am-4:00pm via registration website: www.paine2020.com</p> <p><i>**Please note that you can start the registration process anytime but for immediate response it is best to start between normal business hours which is 9:00am-4:00pm. If you start after normal business hours, you will receive a response during normal business hours on the following day.**</i></p>

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		<p style="color: red;">this information, please contact the Admissions Office (admissions2@paine.edu) and they will share it with you. <u><i>This login will be important if you need to make a payment in order to be cleared for classes.</i></u></p> <ol style="list-style-type: none"> 7. Click the "Submit Code" button then click the "Next Page" button 8. You will be directed to the FINANCIAL AID page. Once you receive an email with the subject line: FALL 2020 Financial Aid Award Letter, a code will be in that email. Enter your First and Last Name in the "Name" field and enter the code received in the email in the "Code" field. 9. Click the "Submit Code" button then click the "Next Page" button 10. You will be directed to the BUSINESS OFFICE page. Once you receive an email with the subject line: YOU ARE CLEARED FOR FALL 2020, a code will be in that email. Enter your First and Last Name in the "Name" field and enter the code received in the email in the "Code" field. <ol style="list-style-type: none"> 1. Please note: To make a payment, if necessary, please use the "temporary" login you received previously and do the following: <ol style="list-style-type: none"> i. Go to https://painenet.paine.edu/ICS ii. Login to PaineNet using the "temporary" login information you received iii. Once logged in, click the "Student" tab iv. Click the "Account Information" tab v. On this page, you will see an option to pay. 	<p>Cquinn@paine.edu (706) 821-8262</p> <p>Ms. Smith <i>(Students with Last names A-H)</i> Bsmith2@paine.edu (706) 821-8226</p> <p>Mrs. Bussey <i>(Students with Last names I-P)</i> jbussey@paine.edu (706) 821-8381</p> <p>Mr. Duggins <i>(Students with Last names Q-Z)</i> jduggins@paine.edu (706) 821-8321</p> <p>Alanna Moss Default Manager amos@paine.edu (706) 396-8105</p> <p><u>Business Office</u> Ms. Caban arservices@paine.edu (706) 821-8318 <i>(for billing questions/payments, etc.)</i></p> <p><u>Housing</u> Ms. Paige spaige@paine.edu (706) 821-8634</p> <p><u>Information Technology Services (ITS)</u> ITSSTAFF@paine.edu or (706) 396-7600 if you are having any</p>		

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		<p>11. Click the "Submit Code" button then click the "Next Page" button</p> <p>12. You will be directed to the REGISTRATION COMPLETION PAGE which reads "CONGRATULATIONS! YOU ARE OFFICIALLY A PAINE COLLEGE LION!" at the top. You will receive an email with the subject line: WELCOME TO PAINE COLLEGE; which will include important information you need to know about the Fall 2020 semester.</p> <p>13. <i>YOU HAVE COMPLETED THE REGISTRATION PROCESS***</i></p> <p><u>Current/Returning Students:</u></p> <ol style="list-style-type: none"> 1. Go to www.paine2020.com 2. Once you are on the website, scroll down and click the "Click Here to Start" button 3. Next, click the "New Student" button if you are NEW to Paine College 4. Complete the ADMISSIONS information in its entirety on the page and then click the "Send" button. You will see a message that says "Thank you for choosing Paine College:" 5. Scroll down and click the "Next Page" button. 6. You will be directed to the ADVISING page. Once you receive an email with the subject line: FALL 2020 Course Schedule, a code will be in that email. Enter your First and Last Name in the "Name" field and enter the code received in the email in the "Code" field. 7. Click the "Submit Code" button then click the "Next Page" button 	<p>technical issues or if need you Paine account (login and password) set up once you have completed the registration process.</p> <p><u>Registrar's Office</u> Ms. McLaughlin <i>(for Transfer credit questions and VA Benefits)</i> recordsofficestaff@paine.edu (706) 821-8311</p> <p>Mrs. Wiggins recordsofficestaff@paine.edu (706) 821-8311</p> <p><u>Campus Security</u> dsmith@paine.edu (706) 821-8235</p>		

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		<p>8. You will be directed to the FINANCIAL AID page. Once you receive an email with the subject line: FALL 2020 Financial Aid Award Letter, a code will be in that email. Enter your First and Last Name in the "Name" field and enter the code received in the email in the "Code" field.</p> <p>9. Click the "Submit Code" button then click the "Next Page" button</p> <p>10. You will be directed to the BUSINESS OFFICE page. Once you receive an email with the subject line: YOU ARE CLEARED FOR FALL 2020, a code will be in that email. Enter your First and Last Name in the "Name" field and enter the code received in the email in the "Code" field.</p> <p>a) Please note: To make a payment, if necessary, please use the "temporary" login you received previously and do the following:</p> <ul style="list-style-type: none"> i. Go to https://painenet.paine.edu/ICS ii. Login to PaineNet using Paine login information iii. Once logged in, click the "Student" tab iv. Click the "Account Information" tab v. On this page, you will see an option to pay. <p>11. Click the "Submit Code" button then click the "Next Page" button</p> <p>12. You will be directed to the REGISTRATION COMPLETION PAGE which reads WELCOME BACK- PAINE COLLEGE LION! at the top. You will receive an email with the subject line: WELCOME BACK TO PAINE COLLEGE; which will include important information</p>			

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July 31- August 2	Fall 2020 Virtual Orientation	Students will login Blackboard and access the Virtual Orientation per the Orientation schedule.	Ms. Horstead jhorstead@paine.edu (706) 814-0163	Remote delivery/location due to COVID-19 (Blackboard Collaborate)	Please refer to the Orientation schedule for times
August 3	First Day of Class for Fall I and Main Campus Fall	This is the day that classes start for Main Campus Fall and Fall I. You use your course schedule verify your classes. Students will login Blackboard to view and access their courses.	<u>If you have issues accessing your course schedule or Blackboard, please contact:</u> Information Technology Services (ITS) at ITSSTAFF@paine.edu or (706) 396-7600	Remote delivery/location due to COVID-19	
August 7	Last Day for Late Registration	This is the last day students can register/be admitted to Paine College for the Fall 2020 semester. Students must contact the respective offices or complete the Virtual Registration (www.paine2020.com) to complete the admission and registration process.	<p><u>Admissions</u> Mrs. Fenner or Mr. Jackson Admissions2@paine.edu (706) 821-8320</p> <p><u>Advising</u> <i>New Students-First Time Freshman:</i> Mrs. Wilson jwilson@paine.edu (706) 821-8234</p> <p><i>New Students-Transfers:</i> Mrs. Wiggins swiggins@paine.edu (706) 396-8103</p> <p><i>Current/Returning Students:</i> Contact your Departmental Advisor for your academic major. If you do not know who</p>	Remote delivery/location due to COVID-19	9:00 am- 4:00 pm

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August 12	Last day for Add/Drop	This is the last day to add or drop a course for the Fall 2020 semester. To do so, please do the following: <ol style="list-style-type: none"> 1) Login to PaineNet 2) Click the Student Tab 3) Click "Add/Drop courses" 4) To add, check the box by the course and click "submit" 5) To drop, scroll down until you see your Fall 2020 class schedule; then check the box by the course you want to drop and click "drop". 	<u>If you are having issues with PaineNet, please contact:</u> Information Technology Services (ITS) at ITSSTAFF@paine.edu or (706) 396-7600	PaineNet	<u>Deadline: 11:59 pm</u>