

AP Chemistry Registration Checklist

The enrollment procedure for the laboratory portion of AP Chemistry program at The University of Nevada, Reno consists of three steps: 1) applying for admission to UNR; 2) notification that you have been accepted as a student at UNR; and 3) registering for the class using the ePaws system on the internet. This document can be used to make sure that all the necessary steps are completed in order for you to successfully register for the class. Be sure to start the process early so you meet registration deadlines and avoid late fees.

- 1) Complete the application for admission. Mark that you are a new or returning non-degree student.
- 2) Write that you are an AP Chemistry student on the top of the application for admission so that the \$60 application fee will be waived.
- 3) Obtain a copy of your immunization record. You must show proof of a diphtheria tetanus (DT or DTP) booster within the last 10 years and two doses of measles, mumps, and rubella (MMR) at anytime during your life.
- 4) Complete the Application for Initial Nevada Resident Status (Short Form).
- 5) Obtain an official copy of your high school transcript from your school registrar.
- Submit items 1 - 5 to the Admissions and Records office at UNR (the second floor of the Student Services Building) in person or by FAX to 775-784-4283.
- Receive a letter stating that you have been accepted to UNR.
- Use the ePaws system found at www.unr.edu to register on the appropriate date and time – see page 8 of the class schedule for the specific time. The link to ePaws is found in the lower portion of the quick links box on the UNR home page.
- Use the call number provided by your high school teacher and double check to make sure that you are registered for a class taught by your teacher (you are not allowed to take the lab portion of the class from anyone other than your high school AP chemistry teacher).
- Pay the tuition and lab fees before the date indicated on your class schedule.
- Obtain a parking pass from Parking Services located in building 106, near the corner of 16th Street and North Virginia Avenue.
- If you decide you don't want to complete the class make sure you officially drop the class by the drop deadline listed in the class schedule (this date usually about 6-7 weeks after the start of classes).