



Welcome Back Announcements

Office Of, Registrar <o-registrar@coe.edu>
Reply-To: o-registrar@coe.edu
Bcc: Allstudents@coe.edu

Wed, Aug 18, 2021 at 4:01 PM

Happy First Day of Classes KoHawk!

ANNOUNCEMENTS! ANNOUNCEMENTS!



ALL STUDENTS:

- **Petitions** will be due this 2021-2022 academic year by 3:00 pm on Mondays in order for your petition to be reviewed by the Committee on Petitions on Tuesdays. You can find the Petition Form on My.Coe/Student/Forms. Please send your completed petitions to O-Registrar@Coe.edu.
- Please check your registration on My.Coe and make sure you have registered for all your classes you are attending and have dropped from those classes you are not attending! If you need to drop from a class you have until **August 24th at 11:59pm** to drop from a full term course or 1st Half-Term Course without a W. You will need to email a Registration Form to O-Registrar@Coe.edu **or** drop off a Registration Form at our office. The Registration Forms are found on My.Coe/Student/MyForms.

INCOMING FRESHMAN:

- Have you previously taken **college courses** in high school? If so, have you requested that college to send your transcripts to Coe? If **not**, please request those transcripts to be sent to Coe. **If you have**, please note that we are working our hardest to get those transcribed and we expect to have those up in the next few weeks. If you do not see your credits on your My.Coe under "Unofficial Transcript" in **3 weeks**, please stop by or email the Office of the Registrar (o-registrar@coe.edu).
- If you have **AP scores** (those that have scored a 4 or 5 on your AP tests) that are not yet up on My.Coe and you have requested them to be sent to Coe, please call the AP College Board and ask when they sent them.
- If you have **IB (International Baccalaureate) scores** (those that have scored a 5 or more on your IB tests) that are not yet up on My.Coe and you have requested them to be sent to Coe, please email our office (O-Registrar@Coe.edu)

As always, let us know how we can help!