CHICAGO-KENT COLLEGE OF LAW
2018 REGISTRATION CHECKLIST

If you have not already, make sure to register for classes in your section online:

_____ Access the myIIT portal at https://my.iit.edu/ to register for classes and follow the registration instructions that were emailed to you. Registration instructions can also be found on the admitted student page under Registration & Enrollment.

Other things to do:

_____ Complete and submit the “Immunization Record” electronically to the Student Health and Wellness Center. For questions and additional information about immunizations, please contact the Student Health and Wellness Center at 312-567-7550. (Immunization information is available on the following page: https://web.iit.edu/shwc/immunizations)

_____ Complete the insurance waiver form online if you will be a full-time or part-time student and do not want the university’s insurance coverage. This form can be found online at www.iit.edu/shwc. It must be submitted online no later than September 1, 2018. Please note, you may access the form once you’ve registered for classes. If the form is not submitted by Sept 1st, you will be charged for the school’s insurance plan.

_____ The American Bar Association requires Chicago-Kent to have official copies of all transcripts for undergraduate and graduate coursework taken prior to enrolling at Chicago-Kent. This includes transcripts from each academic institution that you attended, even if you did not receive a degree from that school. In addition, the transcript from your undergraduate degree-granting institution must indicate the degree that you received and the date the degree was conferred. You have two options to satisfy the ABA transcript requirement:

1) Forward a copy of your final undergraduate transcript to LSAC for inclusion with your CAS report, and ensure that your CAS report includes complete transcripts from all undergraduate and graduate institutions that you have attended.

- or -

2) Request that your undergraduate degree-granting school mail an official final transcript directly to Chicago-Kent. If your CAS report is missing copies of any other undergraduate or graduate transcripts, you should also submit official copies directly to Chicago-Kent if you do not wish to add them to your LSAC CAS report. Please note that we cannot accept transcripts that were issued to the student.
All transcripts are due in the admissions office by **Monday, October 15, 2018**. If your final undergraduate transcript will not be available until after October 15th please contact the Office of Admissions to let us know when the transcript will be available.

**Please note:** In accordance with guidance from the American Bar Association, the Law School's accrediting agency, students who do not have all required transcripts submitted by October 15, 2018, will be administratively withdrawn from their Fall courses. If you believe you will be unable to comply with the October 15 deadline due to circumstances beyond your control, please contact the Director of Admissions (Gabriela Amador admissions@kentlaw.iit.edu) no later than October 1, 2018, to discuss your situation.