

AP Chemistry Registration Checklist

Fall CHEM 121L

The enrollment procedure for the laboratory portion of AP Chemistry program consists of four steps: 1) students must apply for admission to UNR; 2) receive notification of acceptance as a student at UNR and obtain an NSHE #; 3) log in to MyNEVADA (<https://my.nevada.unr.edu>) and accept admission; and 4) register for the class*.

*Once students have an NSHE # they will need to contact Jennifer Heck or Viktoriya Weirauch in the Chemistry Department Office at 784-6041. Students will need to provide their NSHE #, the name of their teacher, and the class section for which they wish to enroll.

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 nondegree student.
- 2) Write "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 any time 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 or email stating that you have been accepted to UNR.
- Log in to MyNEVADA and accept (<https://my.nevada.unr.edu>) admission. If you have any issues logging in to MyNEVADA, contact the IT HelpDesk at 682-5000.
- Contact Jennifer Heck or Viktoriya Weirauch in the Chemistry Department Office at 784-6041. Provide your name, NSHE #, the name of your teacher, and the class number in order to obtain the proper permissions to enroll in the class.
- Enroll in the class. Log in to MyNEVADA, use the class 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 as indicated in your MyNEVADA account.
- 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 9 weeks after the start of classes).

Important contact information

For problems/questions with:

MyNEVADA (user ID, password, login, etc.) contact the Help Desk at 682-5000

Admissions contact Admissions and Records at 784-4700

Billing, paying your fees, etc. contact the Cashiers Office at 784-6915
Other issues contact your teacher and/or Chemistry Dept at 784-6041