CHICAGO-KENT COLLEGE OF LAW
2017 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.

Other things to do:

_____ Complete and mail the “Immunization Record” to the Student Health and Wellness Center, Illinois Institute of Technology, 10 W. 35th Street, Suite 3D9-1, IIT Tower, Chicago, IL 60616. For questions and additional information about immunizations, please contact the IIT Student Health and Wellness Center at 312-567-7550. (This form is available on the Admitted Students Website at http://www.kentlaw.iit.edu/admitted-students.)

_____ Complete the insurance waiver form online if you will be a full-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, 2016. 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 by Friday, July 14, 2017. If your final undergraduate transcript will not be available until after July 14th please contact the Office of Admissions to let us know when the transcript will be available.