

# Undergraduate Admissions Checklist

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**My Admissions Representative is \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_**

- Complete the Acknowledgement of Student Rights and Responsibilities** - Read over the university's policies and procedures.
- Student Enrollment Agreement** - Accept the university's agreement to handle disputes through arbitration.
- Verify Your Identity** - For civilians, upload a valid government-issued photo ID in our [secure document portal](#). For military and veterans, we request a copy of your Joint Services Transcript or CCAF transcript in lieu of requiring a photo ID.
- Submit Proof of High School Completion (if applicable)**- New applicants to an undergraduate level program whose highest level of education is a high school diploma or equivalent, may be required to submit proof of high school completion or its equivalent. Documents should be uploaded in our [secure document portal](#).
- Complete College Readiness Assessment (if applicable)** – College Readiness Assessment (ADMN100) will assess your writing abilities before you will be able to enroll in courses. Students who applied on or prior to September 25<sup>th</sup>, 2016 will be required to also complete a mathematics assessment within ADMN100. It is required for these undergraduate programs (Associates, Bachelors, or Undergraduate Certificate).
  - Students who are actively serving in the U.S. Military, Guard or Reserve, are Veterans or have graduated from public safety academy are exempt from this assessment*
  - Students who have successfully completed 9 or more college level course credits with a grade of a C or higher may bypass the assessment by submitting unofficial copies of their college transcripts to their admissions representative*
- Tour the Ecampus** - Confirm that your personal information is correct. Select the down arrow beside your name in the top banner of the ecampus and click Edit Profile to review your personal information. While you're there, get familiar with the various areas of the ecampus.
- Access ClearPath** - Click on ClearPath in the top banner of your ecampus to view your first Learning App.
- Begin Transfer Credit Application** – This starts the process of evaluating your prior college credits. It is required for all undergraduate degree-seeking students who have attended other accredited institutions. Once all documentation is received, the process can take 2-3 weeks, so start it early! Military training may also receive credit after a Transfer Credit Application is submitted.
- Determine Payment Options** - Begin determining and setting up your intended payment type. We accept many different methods of payment such as Personal Payment, Veteran's Benefits, Military Tuition Assistance, Federal Student Aid, etc. More details can be found on our main website within the TUITION & FINANCING section as well as [here](#).
- Register for Classes** –Click Register Now within the top bar of the ecampus and follow the prompts until you receive a confirmation number or the course shows as registered in your Academic Plan.
- Order Books/Course Materials** – Ebooks and/or books are provided to all credit-seeking undergraduate students at no cost. These can be ordered from the APUS Bookstore after your tuition payment has been confirmed. Ebooks may also be in the classroom or online library. Some programs will have additional material cost not covered by this grant. More details can be located by visiting the APUS library at <http://apus.libguides.com/c.php?g=241438> or by contacting [ECM@apus.edu](mailto:ECM@apus.edu).
- Enter Classroom** – The classroom will open at 6:00am, ET. You must login to each classroom at least one time during the first week and complete the first week's introductory discussion board post. This post must be at least 250 words and be submitted 11:59pm, ET on Sunday. If you do not complete this requirement during week one by the noted specifications, you will be automatically dropped from the course.