

# Undergraduate Admissions Checklist

**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.
- 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** - Login from the AMU/APU homepage, confirm that your personal information is correct.
- Begin Transfer Credit Application** – 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 receive credit after a Transfer Credit Application is submitted.
- Determine Payment Options**
  - **Military Tuition Assistance**- *Coast Guard, Navy and Marine students must submit completed TA forms via fax (304-724-3781) or email ([ta@apus.edu](mailto:ta@apus.edu)). TA approved on GoArmyEd/AF Portal is automatically sent to our TA office*
    - **Air Force**- If you are active duty Air Force, the TA registration takes place within the Air ForcePortal (<http://www.my.af.mil>). Air Force Reserve personnel must complete the AFRC Form27.
    - **Army**- Active Duty and Reserve Army service members will complete the TA process through [www.GoArmyEd.com](http://www.GoArmyEd.com).
      - Army National Guard members must consult the National Guard portals for required forms; Federal TA [www.GoArmyEd.com](http://www.GoArmyEd.com) or State TA <http://www.nationalguard.com/>
    - **Coast Guard** - Coast Guard personnel must complete and submit form CGI 1560 <http://www.uscg.mil/hq/cg1/cgi/>
    - **Navy** - Navy personnel must complete and submit form NAVEDTRA 1560/5 <https://www.navycollege.navy.mil/>
    - **Marines**- Marine personnel must complete and submit the NAVMC 10883 Request for Tuition Assistance: <http://www.marforres.marines.mil/General-Special-Staff/Marine-Corps-Community-Services/Marine-Family-Services/Lifelong-Learning-Center/Tuition-Assistance/>
  - **Veterans Benefits**
    - Visit <http://www.benefits.va.gov/gibill/> for your certificate of eligibility and application.
    - Questions on VA processing? Contact VA Specialists at [vaquestions@apus.edu](mailto:vaquestions@apus.edu).
  - **Federal Student Aid** - Please note: The financial aid process takes at least 21 days to complete, and we recommend starting it 6 weeks in advance.
    - Establish an Academic Year through the FINANCE CENTER tab in the ecampus
    - Start your FAFSA by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). AMU/APU FAFSA school code is 038193.
    - Complete the My Financial Aid Office also located in the FINANCE CENTER tab in the ecampus
  - **Vocational Rehabilitation** - For more information, contact [ta@apus.edu](mailto:ta@apus.edu).
  - **Employee Voucher Program** - For students whose employers pay for tuition up front. Upon registration, have your employer's address and EIN number. For questions, email [ta@apus.edu](mailto:ta@apus.edu).
  - **Automatic Debit Payment (ADP) Plan** - Students may opt for pre-set incremental payments via credit card.
  - **Self-Pay** - Payment in full by debit/credit card or e-check upon registration.
- Register for Classes** – COLL100 is the first required course for any undergraduate degree. 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. Students may request a waiver of COLL100 if they have completed online courses, and the form/instructions are located within the All Forms section inside of the ACADEMIC PLAN & FORMS tab.
- 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, Eastern Time. You are required to log-in to each course at least once the first week and complete the week one discussion board assignment. This discussion board assignment must contain at least 250 words and be posted by 11:59pm ET on Sunday. If you do not complete the assignment during week one and with the noted specifications, you will automatically be dropped from the course(s).