Lifelong Learning Undergraduate Checklist

My Admissions Representative is ___________________________ Email ___________________________ Phone ___________________________

☐ Apply through www.walmartone.com or www.apus.edu/walmart
  o Upon applying, you will receive a student ID number and set-up a password. You will also be assigned an admissions representative who will contact you within 1-2 business days.

☐ Complete the Acknowledgement of Student Rights and Responsibilities – Read over university policies and procedures.

☐ Student Enrollment Agreement – Accept university 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 25th, 2016 will be required to also complete a mathematics assessment within ADMN100. It is required for these undergraduate students seeking Associate or Bachelor’s degrees or Undergraduate Certificates.
  o 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
  o 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 APU homepage at www.apu.apus.edu. Confirm personal information and that you are enrolled in the correct program.

☐ Access ClearPath - Click on ClearPath in the top banner of your ecampus to view your first Learning App.

☐ Begin Transfer Credit Application – Required for all military personnel and 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!

☐ Request Career Portfolio – Login to www.walmartone.com using your ID and password.
  o Select Education and Careers tab
  o Select “College Completion” (under green hat)
  o Enter your email address and Student ID
  o Read and acknowledge the privacy policy.
  o Select “Request Career Portfolio”

☐ 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 http://www.amu.apus.edu/tuition-and-financing/paying-for-school/
  ***Note: Students using TA or Veteran’s Benefits are not eligible for the LifeLongLearning Grant

☐ Register for Classes – Click Register Now within the top bar of the ecampus. COLL100 is the first required course for associate and bachelor’s degrees, select it if applicable 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.
  o Upon accessing the Walmart employment verification screen during the registration process, LifeLongLearning Grant eligible students are required to input their Walmart user ID and Password to receive the 15% grant.

☐ Enter Classroom – The classroom will open at 6 A.M. Eastern Time. You must login to each classroom at least one time during the first week and complete the first week’s introductory discussion board post. The post must be at least 250 words and be submitted by Sunday 11:59 P.M. ET. If the assignment is not completed by the deadline you will be dropped from the course(s).