



## STUDENT CHECKLIST

### ADMISSIONS

- Complete an application for admission: <http://admissions.adams.edu>
- Request all transcripts from your previous educational institution(s) and have them mailed to:  
Adams State College Admissions Office, 208 Edgemont Blvd., Alamosa, CO 81102

### FINANCIAL AID (LOANS/GRANTS/SCHOLARSHIPS/WORK STUDY)

- Apply for US Department of Education PIN: [www.pin.ed.gov](http://www.pin.ed.gov)
- **\*\*Apply for financial aid:** [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (complete the FAFSA application)
- **\*\*Apply for scholarships:** [www.studentaid.ed.gov](http://www.studentaid.ed.gov) OR [www.adams.edu/finaid](http://www.adams.edu/finaid) (click on "Scholarships"). Deadline for most Adams State scholarship applications: March 1 prior to the academic year.
- **\*Check outstanding financial aid requirements:** [www.adams.edu/onestop](http://www.adams.edu/onestop) (click on "Financial Aid Award")
- **\*\*Accept your financial aid award:** [www.adams.edu/onestop](http://www.adams.edu/onestop) (click on "Loans-Accept Aid")
- **\*Register for sufficient credit hours for your financial aid enrollment status.**
- Complete loan counseling and a master promissory note (required for all new loan borrowers at Adams State College).  
Stafford loan promissory note, if awarded: [www.studentloanonline.com](http://www.studentloanonline.com). Perkins loan promissory note, if awarded: [www.ecsi.net](http://www.ecsi.net) (select the student tab).
- **\*\*Parent loans (PLUS loan) must be completed by the parent.** View the instructions at [www.adams.edu/finaid](http://www.adams.edu/finaid) (click on "Loans" then "PLUS loan").

### UPON ADMISSION:

- Apply for housing and pay the required housing deposit: <http://housing.adams.edu>.
- Apply for the College Opportunity Fund (COF) stipend (Colorado resident undergraduates): <https://cof.college-assist.org>
- Contact your academic advisor to review your degree plan and to obtain an advising PIN for registration and a one-time-use token number for student account creation.
- Obtain your ASC username, password, and email address: [www.adams.edu/getit](http://www.adams.edu/getit) (requires your student ID number and token). Contact One Stop Student Services if you do not have a token number.
- Take the Accuplacer test. Test during orientation week or call 719-587-8189 to schedule a test time.
- **\*Register for classes:** [www.adams.edu/onestop](http://www.adams.edu/onestop) (click on "Add / Drop Classes")
- **\*Check your ASC email account** often for important messages from ASC!
- **Activate your Easy Refund Card** and choose your refund preference: [www.easyrefundcard.com](http://www.easyrefundcard.com). If you do not have a card, please contact One Stop Student Services.
- **\*Authorize the COF stipend** (Colorado undergraduate residents): [www.adams.edu/onestop](http://www.adams.edu/onestop) (click on "COF Stipend - Authorize", then login and select the current semester).
- **\*Check any student account holds:** [www.adams.edu/onestop](http://www.adams.edu/onestop) (click on "My Records").
- Sign up for Emergency Alerts at [www.adams.edu/onestop](http://www.adams.edu/onestop).
- Submit proof of immunization to Student Affairs (new students under 24 years old).
- Check in to housing during check-in periods upon arrival to campus.
- Obtain your student ID card in the Student Union Building.
- **\*\*Purchase a parking permit/decal for on-campus parking:** bring your vehicle registration to the One Stop.
- **\*View and/or pay your account balance** or make payment arrangements the first week of class to avoid late fees:  
[www.adams.edu/onestop](http://www.adams.edu/onestop) or contact a cashier at the One Stop. See tuition cost information and payment arrangement worksheets at <http://businessoffice.adams.edu> (click on "Cost Information").
- **\*Keep your address current:** [www.adams.edu/onestop](http://www.adams.edu/onestop)
- Attend orientation: <http://orientation.adams.edu>.
- **\*Attend class, study, and participate in student life!**

\*Complete every semester

\*\*Complete every academic year

Updated 09/09/2009

## ONE STOP STUDENT SERVICES CENTER

208 Edgemont Blvd. • Alamosa, CO 81102 • Phone: (719) 587-7306 • Fax: (719) 587-7366  
Toll-free: (866) 344-1687 • Email: [asconestop@adams.edu](mailto:asconestop@adams.edu) • Web site: [www.adams.edu/onestop](http://www.adams.edu/onestop)