NEW STUDENT CHECKLIST

FINANCIAL AID (Grants/Scholarships/Loans/Work Study)

- **Apply for financial aid:** www.fafsa.ed.gov (complete the FAFSA application)
- **Apply for scholarships:** www.studentaid.ed.gov OR www.adams.edu/finaid (click on “Scholarships”)
  - Deadline for most ASU scholarship applications is March 1st prior to the academic year
- *Check outstanding financial aid requirements:
  - www.adams.edu/onestop (click on “Student Account,” log in, then click “Student Services,” “Financial Aid,” and “My Eligibility”)
- Complete entrance counseling and a master promissory note (required for all new loan borrowers at Adams State University)
  - Stafford loan promissory note, if awarded: www.studentloans.gov
- **Accept your financial aid award:
  - www.adams.edu/onestop (click on “Accept Award Offer by Aid Year”)
- **Parent loans (PLUS loan) must be completed by the parent
  - View the instructions at www.adams.edu/finaid (click on “Loans” then “PLUS loan”)
- Work Study
  - Visit the main work study page http://www.adams.edu/finaid/ses_main.php
    - (end of July – early August) for available jobs on-campus

UPON ADMISSION

- Apply for housing and pay the required housing deposit
  - http://housing.adams.edu
- Obtain your ASU username, password, and email address:
  - www.adams.edu/getit (requires your student ID number and token)
  - Contact One Stop Student Services if you do not have a token number
  - *Check your ASU email account often for important messages from ASU!
- 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 (click on “Add/Drop Classes”)
- IN-STATE (undergraduate students) ONLY
  - Apply for the College Opportunity Fund (COF) stipend: http://cof.adams.edu
  - Authorize the College Opportunity Fund (COF) stipend: www.adams.edu/onestop

* Complete every semester
** Complete every academic year
BEFORE CLASSES BEGIN

€ DO NOT THROW AWAY YOUR PERSONAL CODE when you receive it in the mail!
  ○ Select your refund preference www.refundselection.com
    ▪ Deposit to an existing checking/savings account
    ▪ Open a BankMobile VIBE debit MasterCard

€ Submit proof of immunization to Student Services
  ○ Fax to: (719) 587-7543
  ○ Email to: studentaffairs@adams.edu
  ○ Mail to: Student Services, Suite #2080; 208 Edgemont Boulevard; Alamosa, CO 81101

€ Bookstore
  ○ Visit the Adams State Bookstore to buy or rent your textbooks for the semester.
    bookstore.adams.edu
    ▪ Fall textbooks are available online end of July - early August

NEW STUDENT ORIENTATION August 17-20 (mandatory)
  (Classes begin August 21)

€ View the Orientation Schedule at www.adams.edu/student_life/activities/new-student-orientation/schedule.php

€ Check in to housing during check-in periods upon arrival to campus

€ Obtain your student ID card in the Student Union Building – 3rd Floor (first office on your left)

€ **Obtain 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
  ○ Visit ebill.adams.edu or contact a cashier at the One Stop
  ○ See tuition cost information and payment arrangement worksheets at http://businessoffice.adams.edu (click on “Tuition Information”)

€ *Keep your address current: www.adams.edu/onestop

Attend class, study, and participate in student life!

* Complete every semester
** Complete every academic year

ONE STOP STUDENT SERVICES CENTER
208 Edgemont Blvd. • Alamosa, CO 81101 • Phone: (719) 587-7306 • Fax: (719) 587-7366
Toll-free: (866) 344-1687 • Email: onestop@adams.edu • Web site: www.adams.edu/onestop

S:\OneStop\A.RESOURCES & TRAINING MATERIALS\Checklists
Updated 8/8/2017