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
- **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 Adams State scholarship applications: March 1 prior to the academic year.
- *Check outstanding financial aid requirements: www.adams.edu/onestop (click on “Financial Aid Award”)
- **Accept your financial aid award:** 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).
- **Parent loans (PLUS loan) must be completed by the parent.** View the instructions at 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 (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 (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. If you do not have a card, please contact One Stop Student Services.
- **Authorize the COF stipend** (Colorado undergraduate residents): 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 (click on “My Records”).
- Sign up for Emergency Alerts at www.adams.edu/onestop.
- Submit proof of immunization to Student Affairs (new students under 24 years old).
- Check into 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 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
- **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 • Web site: www.adams.edu/onestop