



# ENROLLMENT MADE EASY CHECKLIST

Let's just, for a small moment, reflect on how awesome you are.

You did it. With everything going on in your life, you've been accepted to one of Colorado's best schools. *And* one of the top universities in the West.

Now that school is approaching, you're probably feeling something like, *"What have I gotten myself into!?"* Which is totally normal.

It's okay to freak out a little. Everybody does. This kind of transformation can be a bit nerve wracking. But with the right preparation, it can also be easy and even a little fun.

We created this handy checklist to help you stay organized. Some of it is administrative. Other parts are tidbits of advice. But rest assured, all of it is important.

We look forward to seeing you soon,

*The Regis Admissions Team*

# REGIS' TOP STEPS TO ENROLLMENT SUCCESS

## 01. CELEBRATE YOUR ADMISSION TO REGIS.

Your admissions counselor is here with all kinds of important information to help get you started and guide you through the steps to starting school. In the coming months, expect additional emails that will help guide you along in your preparation. If you have questions, call your admissions counselor to keep things moving.

## 02. SET YOURSELF UP FOR REGIS.

Activate your RegisNet account. This will become your username and password for all things Regis, so don't delay!

To do so:

- Go to **portal.office.com**
- Enter your RegisNet email address. Your RegisNet email address is {RegisNet Account ID(Regarding (Contact))}@regis.edu
- For the password, you will enter a formula: YYYYStudentNNNN
  - YYYY = your birth year
  - Type the word: Student
  - NNNN = the last 4 digits of your social security number

If you have any issues, please contact ITS for assistance at **303.458.4050**.

**Please note:** If you do not have a social security number, you should use your Regis ID in place of the last 4 digits (for example: 1984Student1234567). You can access your Regis email in two locations: **rumail.regis.edu** and **office.com**.

## 03. GET CONNECTED.

Your admissions counselor will provide you with a login for your cohort's private Facebook group. This group is also a great way to get to know your future classmates and connect with potential roommates!

## 04. PLAN YOUR TUITION PAYMENTS.

Investing time into your education is an important part of this new journey. To ensure your education is uninterrupted, come up with a financial plan that accommodates paying for your education and your life at the same time. Your admissions counselor will provide you with contact information for your Financial Aid Counselor. They are a great resource and can answer your questions about financial aid.

If you're seeking financial aid, complete the Free Application for Federal Student Aid (FAFSA) at **fafsa.ed.gov**. List Regis University, Federal Code **001363**, in the school section of the FAFSA. In addition, your Social Security number will be needed to connect your FAFSA and your Regis account. Contact your admissions counselor about securely sending your SSN to Regis if it was not included on your admissions application.

Here are some helpful resources to get you started:

- 7 Easy Steps to the FAFSA: Visit **regis.edu/7steps**
- To learn more about payment due dates and options: Visit **regis.edu/studentaccounts**

## 05. PROVIDE US WITH ANY MISSING INFO.

Acceptance to Regis is conditional based on the completion of all program requirements. Official transcripts for all course work completed after you submitted your application will need to be sent directly to Regis University. **If we didn't ask for it, you're good!**

Send all final, official transcripts directly to Regis electronically at **sendtranscripttoru@regis.edu** or by mail at:

**Regis University**  
**Office of Admissions**  
**3333 Regis Blvd, A-12**  
**Denver, CO 80221-1099**

## 06. GET REGISTERED.

We will take care of getting you registered, but first we need your permission! Log into WebAdvisor at **webadvisor.regis.edu** and select the *Students* link on the left side of the screen. Under the *Student Forms* group, select *Registration Affirmative Consent Form* to complete and submit that document. Next, you will need to complete the Enrollment Agreement. Under the *Registration* group, select *Register/Drop Sections* to submit. Reach out to your admissions counselor if you have questions.

## 07. BOOKS.

Textbooks are available one month before class begins. Through the Regis Bookstore you can purchase—or rent—paperback and digital texts! Your custom book lists can be found in WebAdvisor. After you log in, click on Students on the left side of the screen. You will then see the Buy My Books link listed under Registration. Waiting on financial aid? Contact the bookstore and ask for a voucher that'll let you get your books before your financial aid disbursement arrives. Visit **regis.edu/bookstore** or call 800.798.4153.

## 08. NEW STUDENT RESOURCES.

You will be notified by your admissions counselor when you have access to New Student Resources. You will access this "course" resource in WorldClass with your RegisNet log in at **worldclass.regis.edu**. In this course you will find important program information such as your student handbook and additional resources to help you start on the right foot.

## 09. SHARE WITH YOUR NETWORK.

Going to school can be hectic, but you have friends to help with life's logistics. Whether you share news via Facebook, Twitter or carrier pigeon, let everyone know you're going to Regis. They might offer to help.

## 10. TREAT YOURSELF.

Before school starts, take a moment to relax and reward yourself. It's a great way to start the term with clarity, purpose and confidence.