



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 having you in class soon.

The Regis Admissions Team

REGIS' TOP STEPS TO ENROLLMENT SUCCESS

01. LET'S CELEBRATE YOUR ADMISSION.

Your Admissions Counselor is here with all kinds of important information to help get you started and guide you through the steps in starting school. In the coming months, expect additional emails that will help guide you along in your preparation. If you have questions, call or email 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 activate your RegisNet account:

- 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. 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 a US citizen 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.

You can also watch these helpful videos to get started:

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

If you are a non-US citizen receiving financial support from the MDP program, please be aware that, depending on your support package, that you may still need to submit payments towards your education. Billing notifications will be sent to your RegisNet email address-be sure to check it regularly to ensure you receive the notifications in a timely manner, which will prompt you to pay your bill on time and avoid late fees.

04. 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

If you are an international student and received your undergraduate education outside the U.S., please ensure you submit your transcripts to be evaluated for U.S. equivalency through an approved NACES credentialing agency. This process can take between 2-6 weeks, depending on the agency selected. Please contact admissions via email at **ruadmission@regis.edu** if you have questions or concerns about the evaluation process.

If you have already completed this step, great! No need to take any further action regarding your transcript.

05. BOOKS AND REGISTRATION.

We will take care of getting you registered! Be sure to check your RegisNet email account or WebAdvisor to view your course schedule.

06. SHARE THE NEWS 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.

07. 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.