



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. LET'S CELEBRATE YOUR ADMISSION.

Your admissions professional 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 your admissions professional 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
 - For example: 1984Student1234
 - This will allow you to create your password.

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 professional 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. Your admissions professional will provide you with contact information for your Financial Aid Counselor, who 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 professional about securely sending your SSN to Regis.

05. ATTEND A STUDENT SUCCESS WEBINAR

Keep an eye out for instructions from your admissions professional about how to sign up for your mandatory Student Success Webinar to ensure you are ready to begin your program.

06. COMPLIANCE.

Regis University's Compliance Office will be sending detailed information regarding your program's compliance requirements a few months prior to your start date. You should work to complete these requirements right away. Some items may take a few minutes, while others may require follow up appointments. All compliance documents MUST be submitted and approved by the deadline provided by the Compliance Office! FAQ's can be found at: rhchpcompliance.regis.edu.

07. PROVIDE US WITH ANY MISSING INFO.

Acceptance to Regis is conditional based on the completion of all program requirements. Official transcripts for all coursework 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**

08. BOOKS AND REGISTRATION.

We will take care of getting you registered! 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 at webadvisor.regis.edu. 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—regis.edu/bookstore or call 303.458.4150.

09. CHECK YOUR NEW STUDENT RESOURCES.

Your admissions professional will send you supplemental resources that will help you prepare for a successful start to your graduate education at Regis.

10. 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.