



STEPS FOR A SMART START

➤ Indicates who needs to take this step

(1) ADMISSIONS -

106 Dossett Hall, (423) 439-4213

First-time freshmen: Complete the undergraduate application for admission. Request an official high school transcript including ACT or SAT scores. Pay \$15.00 application fee. GED scores should be provided if completed. **First-time Transfer Students:** Complete the undergraduate application for admission. Request official transcripts from high school and all colleges attended. Pay \$15.00 application fee. Consult catalog for deadlines. **Readmit Students:** Complete readmissions update form and provide transcripts from any colleges attended since last ETSU enrollment. **Undergraduate Special Students:** Examples: 1) High school student seeking college coursework; 2) Visiting student from another college; 3) Degree holder seeking additional undergraduate courses. Complete application forms and consult the Office of Admissions for additional requirements. Pay \$15.00 application fee. **Second Bachelor's Degree Applicants:** Complete application for second degree. Provide official transcripts if not ETSU graduate. Pay \$15.00 fee if not former ETSU student. **Graduate Students:** Complete graduate application packet and pay \$25 application fee.

(2) FINANCIAL AID -

Office of Financial Aid

105 Dossett Hall, (423) 439-4300

- 1) Complete the FAFSA at www.fafsa.ed.gov as soon as possible after January 1 using accurate tax information.
- 2) Check your SAR (Student Aid Report) for accuracy. **Read** all comments. If corrections are required, ask the ETSU Office of Financial Aid for assistance.
- 3) If you were selected for **verification**, contact the ETSU Office of Financial Aid for further instructions or assistance.
- 4) Receive, review, sign, and if necessary, return the financial aid award letter by the due date to the ETSU Office of Financial Aid.
- 5) Review the Federal Aid & Prior Balances Authorization Form, select **one** of the available options, and return the form to the Office of Financial Aid.
- 6) If you accepted the Perkins Loan for the first time, complete, sign, and return the Master Promissory Note (MPN) and the Borrower's Information sheet to the ETSU Office of Bursar/Financial Services. Complete Perkins entrance loan counseling online at www.mapping-your-future.org.
- 7) If you accepted the Stafford Loan, complete the Stafford Lender selection form and return it to the ETSU Office of Financial Aid. If you are a first time borrower with Stafford, complete Stafford loan counseling online <http://www.mapping-your-future.org> / and complete the MPN with your lender. If you have been awarded a PLUS Loan, your parents must complete the PLUS pre-approval process online or via phone and sign the PLUS MPN with their lender.
- 8) If you qualified for Federal Work Study or Academic Performance Scholarship, check the job listings at www.etsu.edu/finaid/jobsads

- 9) Notify the ETSU Office of Financial Aid of other scholarships, loans, or assistance that are not on your award letter.
- 10) You must attend classes regularly and meet the requirements of the Financial Aid Satisfactory Academic Progress Policy to receive financial aid.
- 11) Review GA/TS availability at www.etsu.edu/gradstud/gasch. International GA/TS recipients must take the OPI.
- 12) Contact the ETSU Office of Financial Aid if you have questions.

SCHOLARSHIPS -

Welcome Center, Culp Center, (423) 439-7094

The Scholarship Office provides information to students concerning ETSU scholarships and external scholarships. Most scholarship deadlines are early in the spring semester. You can review ETSU scholarships at www.etsu.edu/Scholarships

HOUSING — Dept. of Housing & Residence Life

108 Dossett Hall, (423) 439-4446, email:

Housing@etsu.edu or Web:

www.etsu.edu/students/housing/housing.htm.

The university offers a variety of on-campus housing options for single undergraduate, married, single parents, and graduate students.

MEAL PLANS DINING LOCATIONS -

Aramark Dining Services, Culp Center, (423) 439-4389

Web: www.etsudining.com

Students may apply for the Resident Advantage Plan through the Housing Office or other food plans through ETSU Dining and Catering Group.

(3) COMPASS TEST

University Advisement Center, ARC, 2nd Level of Culp, (423) 439-5244

The COMPASS test is required of students who are admitted to ETSU who have not taken the ACT/SAT or students submitting ACT/SAT scores that are over three years old. Transfer students without college-level English or Math will also be required to test in the corresponding area. Students with high school deficiencies are also required to test COMPASS in the area of deficiency. The three portions of COMPASS are Writing, Reading, and Math. Students may have to take all or part of the test depending on their particular circumstance. To arrange to take the COMPASS test, call the University Testing Center at (423) 439-7842.

(4) ORIENTATION -

Student Affairs, Culp Center, (423) 439-4210

Students will see an advisor and register for classes at orientation. Required for all new students who live within a 250-mile radius of campus. Special programs for traditional age students, adults, transfers and parents.

What you get: Class schedule, resource information, new student handbook. Reserve your books, obtain ID, campus email information. **Graduate students:** Orientation is held every fall, the Monday prior to the beginning of classes, call (423) 439-4221 for additional information.

(5) ADVISEMENT -

Office of Undergraduate Student Advisement
ARC, Culp Center, (423) 439-8557

All students who entered with less than 60 credits are required to meet with an advisor prior to registration. First-time transfer students are required to meet with an advisor prior to registration for the first and second term of enrollment. Some colleges and departments may have additional advisement requirements. Consult with your academic advisor to determine your requirement. All students should confer with the advisor regularly. **Graduate students:** Confer with graduate coordinator prior to enrolling every semester.

ADULT, COMMUTER AND TRANSFER SERVICES -

(ACTS) located in ARC, Culp Center, (423) 439-5641

For help in putting all the pieces together, ACTS is the place to get your questions answered. We provide academic and student support services designed especially for adult students, commuter students and transfer students.

(6) REGISTRATION -

102 Dossett Hall, (423) 439-4230

New freshmen and new transfer students must register at or after attending a new student orientation. The schedule of classes offered is available online about a month before registration and the printed schedule book is available about 10 days before registration begins. An assigned registration appointment day and time will be emailed about a week prior to registration. Registration is available using *GoldLink* at <https://goldlink.etsu.edu>. If problems arise, register in person at the Office of the Registrar, 102 Burgin Dossett Hall. GA/TS recipients must register for a minimum of 9 graduate hours. Undergraduates must enroll in at least 12 hours to be considered full time students.

All registered students have a Goldmail email account. Please activate your account and check weekly. Email is our primary communication resource with students

<http://www.etsu.edu/oit/student/goldmail>

(7) ID CARD - ID Services

Culp Center, (423) 439-8316 <http://www.etsu.edu/id>

Have your ID card made at the ID Office **any time after you have registered for classes**. The ID Card will allow students to access many activities on campus. Students may also use their ID as a campus debit card (ID BUC\$). A brochure explaining all the features is provided in the orientation packet or you may request a copy at the ID Services Office located on the middle level of the Culp Center.

(8) CONFIRM REGISTRATION

OR PAY FEES - Financial Service - Bursar, 202

Dossett Hall, (423) 439-4212

Confirm registration and pay fees. Fees may be paid by cash, check, or credit card (VISA, MasterCard, ECheck).

- 1) To pay online click *GoldLink* from the ETSU web page at www.etsu.edu. You may use VISA, MasterCard, Debit or an ECheck payment and have the student PIN.
- 2) **All students MUST confirm registration by the fee payment deadline.** You may do this through *GoldLink* (<https://goldlink.etsu.edu>) or by calling the Comptroller at (423) 439-4212. Paying your full balance before the fee payment deadline will automatically confirm your registration.
- 3) To pay by mail, enclose check and mail to Financial Services – Bursar, Box 70719, Johnson City, TN 37614. Please mail in time to be received in the Comptroller's Office before the payment deadline.
- 4) To pay in person, assistance will be given by a cashier in the Bursar's Office.
- 5) **Bills for tuition and fees will not be mailed to students** who register for classes. You may visit *GoldLink* at <https://goldlink.etsu.edu> and log in to *Student Services* to view account.
- 6) Confirm GA/TS contract by calling (423) 439-6146. GA/TS recipients must pay miscellaneous fees.

(9) PARKING - Parking Office,

908 W. Maple Street, (423) 439-5650

Parking Permits: All students (including part-time) who intend to park a motor vehicle (including mopeds, motor scooters, or motorcycles) on the main campus, ETSU at Kingsport, or Nave Center, MUST PROPERLY DISPLAY THE APPROPRIATE PARKING PERMIT. A parking permit must be secured through Financial Services office. Parking permit fees are included in the campus access fee for students. All visitors are requested to stop at the Department of Public Safety to obtain a visitor's parking permit at no charge. Additional details are available at 439-5650.

BUY BOOKS - ETSU Bookstore in the Culp

Center, (423)439-4436 or The College Store at 824

West Walnut St., (423)926-0838

- 1) Texts may be purchased beginning as early as a couple of weeks prior to the beginning of each semester. Shopping prior to the first day of classes can be beneficial in that you may avoid long lines and have access to the greatest selection of books.
- 2) The simplest, quickest, and most efficient way to buy your books is to come to either location with a printed copy of your schedule showing Department, Course Number, and Section Number. Our friendly, knowledgeable, and helpful staff can assist you in finding the correct materials in just minutes.

STILL HAVE QUESTIONS? CALL OR VISIT THE ARC, Located on the 2nd Level of the D.P. Culp Center, (423) 439-8650.

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