

## THE COLLEGE — ENROLLMENT CHECKLIST

This sheet was created as a guide for students to use when enrolling at Ottawa University. We suggest that as you complete each item, place a check mark in the box to the left of the item, and a completion/submission date be entered on the line provided. Please keep a copy for your reference, as well as a copy of the materials submitted when applicable.

**Student Name:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

**Enrollment Advisor Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

### STEP # 1

- \_\_\_\_\_ Application for admission completed
- \_\_\_\_\_ \$25.00 application fee submitted
- \_\_\_\_\_ Transcripts (unofficial) sent
- \_\_\_\_\_ ACT Scores requested be sent directly to OU
- \_\_\_\_\_ Admission essay sent
- \_\_\_\_\_ Campus visit completed

### STEP # 2

- \_\_\_\_\_ Confirmed deposit sent
- \_\_\_\_\_ Housing form completed and sent
- \_\_\_\_\_ Health history form completed and sent
- \_\_\_\_\_ Immunization records sent
- \_\_\_\_\_ Copy of insurance card sent *(NOTE: If you don't have insurance, you must purchase insurance from OU.)*

### STEP # 3

- \_\_\_\_\_ Applied for your FAFSA pin number *(NOTE: You can apply for your pin number at anytime)*
- \_\_\_\_\_ FAFSA completed *(NOTE: Submitted after January 1, as you will need you and/or your parents' last year's taxes.)*
- \_\_\_\_\_ Financial aid award letter received
- \_\_\_\_\_ Financial aid required forms
  - \_\_\_\_\_ Loan confirmation pages completed *(NOTE: This is for student/parent loan.)*
  - \_\_\_\_\_ Online entrance interview completed
  - \_\_\_\_\_ Master promissory note(s) completed
  - \_\_\_\_\_ Verification completed *(NOTE: This is required by government if selected.)*
- \_\_\_\_\_ Tuition Management Systems (TMS) payment plan arranged
- \_\_\_\_\_ Business office tuition shortfall payment plan arranged
- \_\_\_\_\_ Physical exam deadline — August 1 (Sunday) *(NOTE: This is required for student-athletes only)*  
 Fax: 785-229-1015  
 Mail: Ottawa University; Attn: Jennifer Raybern; 1001 South Cedar Street, # 7; Ottawa, KS 66067

### STEP # 4

- \_\_\_\_\_ Sign-up for OU emergency alert system completed
- \_\_\_\_\_ OU e-mail account set-up
- \_\_\_\_\_ Transcripts (Official) requested to be sent directly to OU
- \_\_\_\_\_ Sign up for Pre-registration Event
  - \_\_\_\_\_ Academic advising completed *(NOTE: This is when you'll build your course schedule.)*
  - \_\_\_\_\_ Met with an Adawe LifePlan Center advisor
  - \_\_\_\_\_ Math placement assessment completed
  - \_\_\_\_\_ All financial aid forms completed
  - \_\_\_\_\_ Student ID received *(NOTE: This includes having your photo taken.)*