

# New Student Checklist

*This checklist will help guide you through the process of becoming a student at Matanuska Susitna College (MSC).*

*Use this flyer to record important appointments and reminders.*

*Please keep in mind that no two students are alike, so the order in which these actions are completed may vary.*

## **CONSIDER POSSIBLE AREAS OF STUDY**

What field(s) of study do you find interesting? Do you intend to pursue a degree, certificate, or professional development? MSC programs of study can be found at <http://matsu.alaska.edu/office/student-services/degree-programs/>.

Possible interests: \_\_\_\_\_

## **BEGIN THE FINANCIAL AID APPLICATION PROCESS**

The key to securing financial aid is to **apply early** and get as much information as possible on sources available to you. Your first step is to complete the Free Application for Federal Student Aid at <http://www.fafsa.ed.gov>. The UAA/MSC **Federal School Code is 011462**. Scholarship resources are located at <http://www.uaa.alaska.edu/scholarships>.

**FAFSA Filed:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Notes: \_\_\_\_\_

## **APPLY FOR ADMISSION**

Complete the Application for Admission online as a degree-seeking or non-degree-seeking student. Go to <https://uaonline.alaska.edu/> to get started. Printed admissions applications are available online or on campus in Student Services. When your application file is complete (including official high school transcript or GED scores and any college transcripts) you will be mailed an acceptance letter.

Program of study (degree and major): \_\_\_\_\_ Term: \_\_\_\_\_

Need official high school transcripts/GED and/or College transcripts? Yes or No If yes, order date: \_\_\_\_\_

## **TAKE YOUR PLACEMENT TEST**

Before taking classes, you must have recent placement scores or prerequisite courses on file. To schedule your Placement test go to <http://matsu.alaska.edu/offices/learning-resource-center/testing/> or call 745-9713. **You must have a Student Identification (SID) number before testing.** You can retrieve your SID also known as UA ID at <https://elmo.alaska.edu/>

On the day of the test bring your government issued photo ID (driver's license, state ID, passport, etc.) to the Learning Resource Center in the Alvin S. Okeson (OLB) building, room 121.

**Test Scheduled** Date: \_\_\_\_\_ Time: \_\_\_\_\_

## **MEET WITH AN ADVISOR**

Set up an appointment to speak with our academic advisors and our career coordinator by calling 745-9762 or stopping by Student Services in the Fred & Sarah Machetanz (FSM) building, room 101A. Our advisors can assist you with academic and career planning; answer questions about degree programs and class selection; and provide you with information about campus resources, special programs, transfer credits, and more. They are eager to help you plan your semester course schedule as you work to accomplish your educational goals.

**Appointment Scheduled** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Advisor: \_\_\_\_\_

Advising Notes:

**REGISTER FOR CLASSES**

Register for classes on the web or in person. Register early, as classes fill quickly.

**VERIFY FINANCIAL AID**

Verify and accept Financial Aid through UAOnline. If you need assistance navigating Financial Aid or have questions, please call 745-9762 to set up an appointment with our Financial Aid Officer or stop by FSM 101A.

**Appointment Scheduled**      Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes: \_\_\_\_\_

**BUY YOUR BOOKS**

Books for Mat-Su College courses are available through MBS Direct, an online book provider. The MBS online bookstore is open during registration and is found at <http://direct.mbsbooks.com/matsu.htm> or (800) 325-3252. With a copy of your class schedule handy, log in or call to view your booklist, check prices, and place your order. The Campus Cache also stocks a limited supply of textbooks, with sales starting a week prior to the beginning of the semester. Please note that once the plastic wrap from sealed books is removed they are no longer returnable, even if you purchased the wrong book. You may want to attend the first class **before** unwrapping your book(s). For assistance, call 745-9739.

**ATTEND NEW STUDENT ORIENTATION**

Get the most out of your college experience at this free pre-semester event packed full of important information. Meet faculty, learn key skills you'll need to succeed, review important college policies and much more. Call 745-9762 or e-mail [nso@matsu.alaska.edu](mailto:nso@matsu.alaska.edu) for more details.

**PAY TUITION & FEES**

All tuition and fees must be paid before the published payment deadline. Address questions about payment options or the payment deadline to the Campus Cache at 745-9739. Financial aid is applied to your account and any remaining funds are mailed to you or delivered via direct deposit (see UAOnline for direct deposit set-up). Remember to keep a current mailing address on file with the college.

**GET STUDENT ID (WOLFCARD) & E-MAIL ADDRESS**

Student ID cards are issued to *registered* students in FSM 101. In order to receive a WOLFcard you must present your government issued photo ID (driver's license, state ID, passport, etc.) at the time of application and complete a card application form. Your first WOLFcard is free.

Your university e-mail address is automatically generated and provided free of charge to all current students. To learn your username and e-mail address, visit: <https://elmo.alaska.edu/> and then <http://www.alaska.edu/google/>

**ADD, DROP, AND WITHDRAW COURSES**

**Deadlines are real and enforced!** You are responsible for all deadlines printed in the course schedule each semester. If you change your mind about your schedule, be sure to complete the proper paperwork to add, drop or withdraw courses. You cannot drop or withdraw from a course by ceasing to attend or telling the instructor. Through the first week of the semester you can drop or add courses through UAOnline. Afterward, if you choose to withdraw, drop, or add a course, you must submit a completed Registration Changes form to Student Services before the deadline published in the current course schedule. This form can be found in Student Services or online at <http://matsu.alaska.edu/office/student-services/student-forms/>. Please check with an advisor before you drop or withdraw to make sure your financial aid will not be jeopardized.

**FREQUENTLY USED PHONE NUMBERS:**

Advising/Financial Aid	745-9762	Admissions/Registration	745-9746
Campus Cache	745-9739	Testing	745-9713

Please visit our website for more information: <https://matsu.alaska.edu/>.