

## New Student Checklist

- Submit admission application to Central Enrollment Management online or by mail at least eight weeks prior to start of classes (preferred submission date).
- Submit FAFSA at least eight weeks prior to the start of classes (preferred submission date) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). First, apply for a US Department of Education PIN at [www.pin.ed.gov](http://www.pin.ed.gov).
- Review and apply for Outside Source Scholarships at [www.regent.edu/admin/finaid/privschol.html](http://www.regent.edu/admin/finaid/privschol.html).
- Receive acceptance into School of Communication and the Arts.
- Return Enrollment Agreement and deposit to Central Enrollment Management.
- After the FAFSA is submitted or the Enrollment Agreement and deposit have been received by the School of Communication and the Arts, a GENISYS\* ID and PIN will be issued by mail.
- Once the Central Financial Aid Office receives your FAFSA information from the U.S. Department of Education you will receive a letter, which will contain your GENISYS ID and PIN so that you may complete the next step in the federal Stafford Loan process online at <http://genisys.regent.edu>.
- If planning to apply for private education loans, contact Equifax at [www.equifax.com](http://www.equifax.com) or call 800-685-1111 to receive a copy of your consumer credit report so that you may resolve any discrepancies or improve a negative credit score prior to private loan application.
- Receive, complete, and submit School of Communication & the Arts Scholarship Application to Maryanne Williams, [www.regent.edu/acad/schcom/forms/scholarapp.html](http://www.regent.edu/acad/schcom/forms/scholarapp.html).
- Apply for University-Wide Endowed Scholarships online in GENISYS by April 1 for the following fall semester, which begins in August. (Applications are available online in Genisys mid-January-April 1 each year.)
- Register for classes at least two weeks prior to the start of the semester in order to receive your student loan/aid refund prior to the payment deadline.
- Receive e-mail confirmation of loan fund arrival several days prior to the start of the semester if all eligibility requirements have been met, funds have arrived, student is enrolled in classes, and there are no holds on the student's billing account in the Business Office.
- Receive a refund check from the Business Office on/after the first day of classes if there are excess loan funds after the student billing account has been paid in full.

\*GENISYS is Regent University's online student system. Students are able to register for classes, complete the financial aid process, and view important student information.