



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,

Your Regis Student Success Team

REGIS' TOP STEPS TO ENROLLMENT SUCCESS

01. REMEMBER YOU'RE NOT IN THIS ALONE.

You now have a **Success Team** comprised of your Admissions Counselor, your New Student Coach and your Academic Success Coach. We all work together to ensure you are set up for success at Regis! Your Admissions Counselor and New Student Coach are here to guide you through the initial steps in starting this journey with us.

02. TRANSCRIPTS, STAT!

If you have not already submitted your official transcripts, don't delay! Official transcripts are needed prior to meeting with your Academic Success Coach.

Send your transcripts to:

Regis University, Office of Admissions
3333 Regis Boulevard, Mail Code: A-12
Denver, CO 80221-1099

Electronic transcripts may be sent to:
sendtranscripttoRU@regis.edu

03. SET YOURSELF UP FOR REGIS.

To register for classes, access your schedule and course syllabi, make payments and more, you'll need to activate your **RegisNet** account and Regis email address. This will become your username and password for all things Regis, so it's important to get set up as soon as possible:

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

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**.

04. PLAN YOUR TUITION PAYMENTS.

Understand that time dedicated to school is not time spent working. To ensure your education is uninterrupted, come up with a financial plan that accommodates paying for your education and your life at the same time.

Visit **regis.edu/studentaccounts** to review information on the cost of attendance, tuition due dates, sponsored billing and all available payment options.

If you're seeking financial aid, complete the Financial Application for Federal Student Aid (FAFSA) at **fafsa.ed.gov**. List Regis University, Federal Code **001363**, in the school section of the FAFSA.

Questions? We encourage you to watch 7 Easy Steps to the FAFSA at **regis.edu/7steps** and explore **regis.edu/financialaid**.

05. REGISTER FOR CLASS(ES) WHILE THERE IS STILL TIME.

Don't delay, as classes can fill up quickly. We recommend you get this done as soon as you are eligible to register. Your Admissions Counselor will help you register for your first class(es).

For future terms, you'll register for classes yourself by logging in to **webadvisor.regis.edu** under *Search and Register For Sections*.

06. GRAB YOUR BOOKS.

It is recommended to purchase your books 2-3 weeks before your classes begin. Once you've registered for classes and your financial aid is confirmed, log in to **webadvisor.regis.edu** to get your course schedule. Visit **regis.edu/bookstore** to purchase—or rent—paperback and digital texts. Waiting on a financial aid refund? Email **stuacct@regis.edu** for help.

07. SET YOURSELF UP FOR SUCCESS.

You'll also need to sign up for and attend one of our upcoming Systems & Success Webinars at <https://events.regis.edu/systems-and-success>. During this webinar, a new student coach will walk you through the usage of the various systems you will use throughout your time at Regis.

To help you prepare for your journey with us, you will be enrolled in an online New Student Orientation module. This module provides tools and resources that are critical to your overall success as a student. Your New Student Coach will coordinate your enrollment into this required orientation module, which introduces the Learning Management System, student support resources, and important how-to's for registration, accessing your student account and financial aid. We recommend that you get started on orientation before you start your first Regis class.

08. GET WORLDCLASS.

Students use the WorldClass online learning management system for many things: submitting assignments, communicating with faculty, viewing syllabi, and accessing grades. Check out WorldClass resources and online participation requirements at **regis.edu/worldclassinfo**. On the Friday prior to the start of each term, online students may access course materials at **worldclass.regis.edu** under the *Student Portal Tab* tab. If you have any problems logging in, contact ITS at **800-388-2366 ext. 4050** or **its@regis.edu**.

Learn more by attending a Systems and Success webinar at **regis.edu/success**.

09. FRIEND AND FOLLOW. LIKE AND LEARN.

Get an inside look on life at Regis by following us on Twitter, Instagram, Facebook and YouTube.

10. TREAT YOURSELF.

Before school starts, take a moment to relax and reward yourself. It's a great way to start the term with clarity, purpose and confidence.