

# ADMISSIONS CHECKLIST

## STEP 1 | LET'S GET STARTED

- ☐ I reviewed my admission counselor's online bio at: [memphis.edu/admissions/counselors.php](http://memphis.edu/admissions/counselors.php).  
My admission counselor's name is: \_\_\_\_\_  
My admission counselor's email is: \_\_\_\_\_
- ☐ As a participant in the Partnership Enrollment Program, I have reviewed all requirements at: [memphis.edu/admissions/pep](http://memphis.edu/admissions/pep) and met with my designated representative.
- ☐ I reviewed the Transfer Equivalency Table, to better understand how my credits may transfer at: [memphis.edu/admissions/transfer/et\\_disclaimer.php](http://memphis.edu/admissions/transfer/et_disclaimer.php).
- ☐ I realize that only an admissions analyst can accurately determine how credits will transfer by completing a transfer credit evaluation after receiving all transcripts from institutions attended since last attending the UofM.
- ☐ I scheduled to tour the UofM campus at: [memphis.edu/admissions/visitcampus.php](http://memphis.edu/admissions/visitcampus.php).  
My tour date is: \_\_\_\_\_
- ☐ I reviewed the list of Undergraduate Majors at: [memphis.edu/academics/ugmajors.php](http://memphis.edu/academics/ugmajors.php).  
I am most interested in:  
1st choice: \_\_\_\_\_  
2nd choice: \_\_\_\_\_
- ☐ I explored the Career Services website in order to help me make a more informed decision when choosing my major at: [memphis.edu/careerservices](http://memphis.edu/careerservices).
- ☐ I reviewed the Undergraduate Catalog at: [memphis.edu/ugcatalog](http://memphis.edu/ugcatalog).
- ☐ I learned about campus life at: [memphis.edu/future.htm](http://memphis.edu/future.htm).

## STEP 2 | APPLY FOR ADMISSION

- ☐ I reviewed Admission Requirements at: [memphis.edu/admissions/transfer/req\\_transfer.php](http://memphis.edu/admissions/transfer/req_transfer.php).
- ☐ I reviewed Residency Information at: [memphis.edu/admissions/transfer/residency.php](http://memphis.edu/admissions/transfer/residency.php).
- ☐ I understand that the Office of Admissions will determine my residency based on the complete Tennessee Board of Regents policy at: [policies.tbr.edu/policies/policy-classifying-students-state-out-state-paying-college-or-university-fees-tuition](http://policies.tbr.edu/policies/policy-classifying-students-state-out-state-paying-college-or-university-fees-tuition).
- ☐ I know the deadline for submitting an application for:  
Fall – July 1  
Spring – December 1  
Summer – May 1
- ☐ I understand that early submission of my application is encouraged due to the time required for additional documents to be requested and sent to the Office of Admissions.

## STEP 2 | APPLY FOR ADMISSION CONTINUED

- ☐ As a resident of DeSoto, Marshall, Tunica or Tate County in Mississippi or Crittenden County in Arkansas, I reviewed information on the Border County Tuition Waiver at: [memphis.edu/admissions/transfer/border.php](http://memphis.edu/admissions/transfer/border.php).
- ☐ I am ready to apply: [memphis.edu/admissions/transfer/apply\\_ugrd.php](http://memphis.edu/admissions/transfer/apply_ugrd.php).

## STEP 3 | WHAT TO EXPECT

- ☐ I received notification (either email or letter) that my application has been received.
- ☐ Upon receiving an application, I realize it may take 7-10 business days before it can be reviewed by the Office of Admissions.
- ☐ I realize that the Office of Admissions requires other documents before a decision can be made regarding my application.
- ☐ I understand that I will receive notification (either email or letter) informing me what is required before an admission decision can be made.
- ☐ I have received my admission decision letter from the Office of Admissions.

## STEP 4 | TRANSFER CREDIT AND PLACEMENT

- ☐ I realize that only an admissions analyst can accurately determine how credits will transfer by completing a transfer credit evaluation after receiving all transcripts from institutions attended.

## STEP 5 | AFTER ACCEPTANCE

- ☐ I reviewed the Advisor Locator form at: [memphis.edu/advising/findmyadvisor.php](http://memphis.edu/advising/findmyadvisor.php).
- ☐ My advisor is: \_\_\_\_\_  
I understand that I must speak with an advisor prior to registration for information on recommended courses and course prerequisites.
- ☐ In order to register for class, I understand that I will need to initialize my UofM account by going to: [iam.memphis.edu](http://iam.memphis.edu). My activation account code was provided in my acceptance letter.
- ☐ Once activated, I can register at: [my.memphis.edu](http://my.memphis.edu). I can get more information about registration through the Registrar's website at: [registrar.memphis.edu](http://registrar.memphis.edu).
- ☐ I will have my ID card made at 115 Wilder Tower. I have reviewed the Campus Card website for information at: [memphis.edu/campuscard](http://memphis.edu/campuscard).
- ☐ I understand parking is included in tuition and fees.
- ☐ I have reviewed the USBS website for information about fees and payment deadlines at: [bf.memphis.edu/finance/bursar](http://bf.memphis.edu/finance/bursar).