**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 UoM.

- [ ] I scheduled to tour the UoM 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 UoM 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).