



# VETERANS & MILITARY-CONNECTED STUDENTS

## ENROLLMENT CHECKLIST

### STEP 1: APPLY FOR ADMISSION

Review admissions requirements and apply if enrolling with fewer than 15 credits at: [memphis.edu/admissions/freshmen](http://memphis.edu/admissions/freshmen)

Review admissions requirements and apply if enrolling with 15 or more credits at: [memphis.edu/admissions/transfer](http://memphis.edu/admissions/transfer)

Schedule residency information at: [memphis.edu/admissions/freshmen/residency.php](http://memphis.edu/admissions/freshmen/residency.php).

Review the admissions application deadlines for each term.

TERM APPLICATION	DEADLINE FILE	COMPLETION DEADLINE
Fall	July 1	August 1
Spring	December 1	January 1
Summer	May 1	May 15

Read and ensure that you understand the Eligibility Verification for Entitlements Act at: [memphis.edu/admissions/evea.php](http://memphis.edu/admissions/evea.php)

In order to receive state benefits, provide proof of legal presence to UofM Admissions.

If you are a resident of DeSoto, Marshall, Tunica or Tate County in Mississippi or Crittenden County in Arkansas, review information on the Border County Tuition Waiver at: [memphis.edu/admissions/freshmen/border.php](http://memphis.edu/admissions/freshmen/border.php)

Check email for notification confirming that Admissions has received your application and allow 5-7 business days for processing.

You will receive notification (either email or letter) informing you what is required before an admission decision can be made.

### STEP 2: PAYING FOR COLLEGE

Once you receive your UofM acceptance letter, contact the Veterans Educational Benefits & Certification Department (VEBC) to establish a file at: [memphis.edu/registrar/vetedben/certification.php](http://memphis.edu/registrar/vetedben/certification.php)

Complete the Free Application for Federal Student Aid (FAFSA) by visiting: [studentaid.ed.gov/sa/afsa](http://studentaid.ed.gov/sa/afsa)

If eligible, contact the University & Student Business Services Department (USBS) for information on Federal Tuition/TN STRONG Act requirements at: [usbs@memphis.edu](mailto:usbs@memphis.edu)

Check for military-based scholarships on the Veterans & Military Student Services (VMSS) website at: [memphis.edu/veterans/paying](http://memphis.edu/veterans/paying)

### STEP 3: EARLY LEARNING CREDIT AND PLACEMENT

Submit official military transcripts to UofM Admissions. For Joint Services Transcript (JST) go to: [jst.doded.mil/jst/](http://jst.doded.mil/jst/)

For Community College of the Air Force (CCAF) go to: [airuniversity.af.edu/Barnes/CCAF/](http://airuniversity.af.edu/Barnes/CCAF/)

The University of Memphis requires all first-year students to take the ALEKS Assessment Exam to determine math readiness. View the ALEKS website at: [memphis.edu/aleks](http://memphis.edu/aleks)

If you receive notification from Admissions, take the ACCUPLACER exam. Find more information at: [memphis.edu/testing](http://memphis.edu/testing)

Check the Testing Center website for information on how to earn additional prior learning credits through CLEP and DSST standardized exams at: [memphis.edu/testing](http://memphis.edu/testing)

### STEP 4: AFTER ACCEPTANCE

Initialize your UofM account using the activation code provided in your acceptance letter at: [myuofm.memphis.edu](http://myuofm.memphis.edu)

Speak with an advisor prior to registration for information on recommended courses and course prerequisites. Locate your advisor at: [memphis.edu/advising/findmyadvisor.php](http://memphis.edu/advising/findmyadvisor.php)

Once your UofM account is activated, and your advisor has cleared your PIN, you can register at: [my.memphis.edu](http://my.memphis.edu)

Complete the VA Certification and Deferment request from your myMemphis portal at: [myuofm.memphis.edu](http://myuofm.memphis.edu)

If eligible, and you have been authorized to use Federal Tuition Assistance and/or TN STRONG Act funds, complete the process by contacting the USBS Office at: [usbs@memphis.edu](mailto:usbs@memphis.edu)

Activate your UofM Campus Card. Review the Campus Card website for information at: [memphis.edu/campuscard](http://memphis.edu/campuscard)

Register for the Adult New Student Orientation if you have fewer than 15 credits at: [memphis.edu/nso/information/nso\\_adult.php](http://memphis.edu/nso/information/nso_adult.php)

Register for the Transfer New Student Orientation if you have 15 or more credits at: [memphis.edu/nso/information/nso\\_adult.php](http://memphis.edu/nso/information/nso_adult.php)

Attend the veterans and military-affiliated students breakout session during New Student Orientation. Review information about VMSS at: [memphis.edu/veterans](http://memphis.edu/veterans)

General parking is included in tuition and fees. Review information about parking and transportation services at: [memphis.edu/parking](http://memphis.edu/parking)



## ADMISSIONS

101 Wilder Tower | 901.678.2111

[admissions.memphis.edu](http://admissions.memphis.edu)

- Submit your application for admission early. The deadlines for submitting an application are July 1 for fall, Dec. 1 for spring, and May 1 for summer.
- You will receive an acknowledgement that we have received your application and fee.
- You will then be notified of required documents needed to process your application.
- After all documents are received and the application has been processed, you will be notified of the admission decision.

## SCHOLARSHIPS

201 Wilder Tower | 901.678.3213

[scholarships.memphis.edu](http://scholarships.memphis.edu)

Scholarships are awarded based on information provided on the admission application. A separate scholarship application is not required.

## FINANCIAL AID

103 Wilder Tower | 901.678.4825

[financialaid.memphis.edu](http://financialaid.memphis.edu)

Complete the Free Application for Federal Student Aid (FAFSA). Check the Financial Aid website for additional information.

## VETERANS AND MILITARY STUDENT SERVICES

222 University Center | 901.678.4269

[memphis.edu/veterans](http://memphis.edu/veterans)

- Transition assistance
- Veteran-specific resources
- Computers equipped with CAC readers
- Veterans lounge with quiet study rooms and a refreshment station
- Connections with the Student Veteran Organization

## PLACEMENT TESTING

112 Brister Hall | 901.678.2062

[memphis.edu/testing](http://memphis.edu/testing)

After admission, some students will need to take a placement examination before choosing classes. All students will be required to take the ALEKS math placement test. The appropriate office will contact you if the test is required.

## ORIENTATION, ADVISING & REGISTRATION

101 Wilder Tower | 901.678.5513

[orientation.memphis.edu](http://orientation.memphis.edu)

Registration for new students occurs during New Student Orientation in the summer. Depending on your student classification, you will receive information on University programs, meet with an academic advisor and register for your classes by using myMemphis, the UofM online registration system. You will be notified of your options for registration as soon as you have been admitted. Students who register early get the best schedules, so you should complete all admission requirements as early as possible.

*NOTE: Transfer credit will be evaluated as you schedule your orientation date. All official transcripts must be on file before transfer courses can be evaluated.*

## FEE PAYMENT

University & Student Business Services

115 Wilder Tower | 901.678.5579

[memphis.edu/usbs](http://memphis.edu/usbs)

You will be notified via your UofM email account when your electronic invoice is available online. Check the USBS website for additional information.

