



# CHECKLIST FOR ADMITTED APPLICANTS

*Congratulations on your acceptance to Florida A&M University*

Below are instructions for facilitating your enrollment at Florida A&M University. The Admissions Packet and/or Checklist include information concerning the following areas:

Housing  
Student Health Services  
Orientation  
Meal Plan  
CeDAR  
Estimated Fees

Once you have completed these steps, you will have an opportunity to truly "Discover What You Can Become," at Florida A&M University!

## STEP 01

### Admission

You must enroll for the term indicated on your acceptance letter. If you do not register for your original acceptance term, your classes will be dropped for subsequent terms and your admission revoked.

Check your acceptance letter for the accuracy of your name, entrance term, address, and major. Name, address, email, telephone number, and major **changes must be submitted** to the Office of Undergraduate Admissions prior to Orientation by downloading the Student Information Update or Major Change Request form at [www.famu.edu/admissions](http://www.famu.edu/admissions) > download forms. **Major changes will NOT be changed after the first day of classes.**

If, for any reason, you wish to change your term of entry, you must submit a Change of Term Application and fee at [www.famu.edu/admissions](http://www.famu.edu/admissions) > **download forms.**

## STEP 02

### Residency for Tuition Purposes

Confirm your residency status for tuition purpose by visiting your iRattler account. Once you register for classes, access your fee invoice and ensure that appropriate tuition fees are assessed. **NOTE:** Florida residents must provide documents for proof of residency to pay in-state fees. **Residency will NOT be changed after the first day of classes.**

## STEP 03

### Housing

University Housing provides students an opportunity to experience community living and social relationships that will enhance their productivity in the world beyond the campus. Through on campus living, the University strives to provide an atmosphere where students may learn and effectively pursue their academic and personal goals.

Housing information is available at [www.famu.edu/housing](http://www.famu.edu/housing) or by calling 850.599.3651.

All students with less than (12) semester credit hours residing in excess of thirty-five (35) miles off campus are required to live in University owned and operated residen-

## STEP 04

### Student Health Services

Prior to registration, you must submit a completed immunization form provided by FAMU Student Health Services.

The immunization form may be downloaded from [www.famu.edu/shs](http://www.famu.edu/shs) > **immunizations.**

Contact Student Health Services staff for more information by calling 850.599.3777.

**NOTE:** Transcripts with immunizations are not automatically forwarded to Student Health. We **DO NOT** load immunizations from electronic transcripts.

## STEP 05

### Orientation

Before attempting to complete Orientation registration, please have your Student ID #.

To registrar for Orientation please visit us online at [www.famu.edu/orientation](http://www.famu.edu/orientation).

Contact New Student Orientation staff for more information by calling 850.599.3869

## STEP 06

### Deposit

All admitted students are required to submit a \$150 confirmation fee to the Office of Undergraduate Admissions. This fee reserves your place in the term indicated on your acceptance letter and will be applied as a credit toward your tuition charges. The confirmation fee is non-refundable.

The Admissions Confirmation Fee Deposit Form may be downloaded from [www.famu.edu/admissions](http://www.famu.edu/admissions) > **download forms.**

## STEP 07

### First Time In College Students

A copy of your official **FINAL** high school transcript that indicates your graduation date must be submitted prior to registration (**no faxed copies**). The status of these transcripts is available on your iRattler account. Failure to provide final transcripts to FAMU will jeopardize your ability to adjust your schedule and registrar for future terms.

Your admission is contingent upon your successful completion of all course work at a level consistent with that at the time of admission. Your enrollment is not complete until all official final transcripts and test scores are on file in our office.

## STEP 08

### Transfer Students

A copy of your official **FINAL** transcript from each institution attended must be submitted prior to registration (**no faxed copies**). If you satisfied the foreign language requirement in high school, a copy of your official final high school transcript must be submitted to the Office of Undergraduate Admissions. The status of these transcripts is available on your iRattler account. Failure to provide final transcripts to FAMU will jeopardize your ability to adjust your schedule and registrar for future terms.

Your admission is contingent upon your successful completion of all course work at a level consistent with that at the time of admission. Your enrollment is not complete until all official final transcripts and are on file in our office.

**STEP 09****Financial Assistance**

Financial aid is available to students who have been offered admission, determined eligible, filed the Free Application for Federal Student Aid (FAFSA), classified as a degree seeking student, have enrolled in at least six semester hours at FAMU for the term they have been admitted, and met all other eligibility requirements. If your first term of enrollment at FAMU is the summer term, you must first complete the prior year's FAFSA in order to receive financial aid for that term.

If you have questions, contact the Office of Student Financial Aid at 850-599-3730.

**STEP 10****Transfer Credits**

College level credits from regionally accredited institutions will transfer. However, all of your credits may not meet your specific degree requirements. The department of your major will determine how these credits will be used. Grade forgiveness is honored only if it has been awarded as part of an A.A. or statewide articulation A.S. degree from a Florida public community college, state college, or university. An official general listing (Transfer Credit Report) of your transfer courses, based on the courses listed on official transcripts received at the time of admissions, will be available online on your iRattler account.

- The overall grade point average for each institution attended must be at least 2.00 on the transfer transcript for the awarding of credit.
- Dual-enrollment transcripts are to be sent directly from each college and/or university once your grades have posted, even if they appear on your high school transcript.
- The grades of individual courses to be transferred are "C" or better, or "S" or "P".
- College prep or remedial courses will not transfer.

If you have questions, contact the Registrar's Office at 850-599-3115.

**STEP 11****Score Reports**

If you have taken Advanced International Certificate of Education (AICE), Advanced Placement (AP), College-Level Examination Program (CLEP), or International Baccalaureate (IB) exams are to be sent directly from the testing agency to the Undergraduate Admissions Office. An official general listing (Transfer Credit Report) of your transfer courses, based on the courses listed on official transcripts received at the time of admission will be available online on your iRattler account.

Credit will be awarded only once for the same subject, whether the credit is earned by examination, dual enrollment, transfer credit or FAMU course credit. FAMU course credit takes precedence over all other forms of credit. Credit awarded for dual enrollment or transfer courses takes precedence over credit by examination. If duplicate credit exists among AICE, AP, IB or CLEP, the exam yielding the most credit will be awarded. The department of your major will determine how these credits will be used.

**ENROLLMENT CHECKLIST**
 Register for iRattler

 Confirm Residency Status

 Apply for Housing

 Sign Up For Orientation

 Submit Immunization Form

 Send Score Reports

 Submit Final Transcripts

 Review Transfer Credit Report

 Checks for Holds

 Submit Admissions Deposit
**STEP 12****Holds**

Failure to provide final transcripts or residency documentation will result in a hold being placed on your account. These holds will affect your ability to adjust your schedule or register for future terms. Residency holds will also delay the disbursement of financial aid.

**CeDAR**

The CeDAR provides comprehensive services and accommodations to FAMU students with disabilities. As an advocate for students with disabilities, the CeDAR collaborates with faculty, staff, and community partners to provide accommodations for the unique needs of students both in and out of the classroom.

We, the CeDAR Team, thank you for your interest and inquiry in our program and services. We welcome the opportunity to provide you with additional and more specific information in support of your academic endeavors.

Documentation for a disability must be current, complete, and provided by a qualified professional. Specific documentation forms may be downloaded from [www.famu.edu/cedar](http://www.famu.edu/cedar) > forms.

If you have questions, contact the Center for Disability Access and Resources (CeDAR) at 850-599-3180.

**DIVISION OF STUDENT AFFAIRS  
OFFICE OF UNDERGRADUATE ADMISSIONS**

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