AUGUST 2020 NEW STUDENT ENROLLMENT CHECKLIST

All services are available remotely and campus is open for appointments, but subject to change based on state and county mandates. Latest information at IvyTech.edu/covid19.

Full name: _______________________________________________________________

Ivy Tech email: ___________________________________________________________

Student ID (C#): ____________________ Major/program: ______________________

If you are on campus for in-person services, check in at the tents in the new student parking lot. See room guide on back of this sheet.

TASK LIST

☐ Apply to Ivy Tech at IvyTech.edu/apply.

☐ Set up MyIvy account at MyIvy.IvyTech.edu using your Student ID (C#) and username from your acceptance packet (let us know if you do not have one).

☐ Complete assessment at IvyTech.edu in any of the following ways: Submit recent SAT, ACT or PSAT scores; submit high school transcripts; submit official college transcripts; or take the Knowledge Assessment in room 533.

☐ Financial Aid Students must file the FAFSA at FAFSA.gov (Ivy Tech school code is 009917). If you are on campus, visit Financial Aid before leaving campus for next steps.

☐ Advising With an advisor, you will start your Academic Completion Plan. After your appointment, you will receive a 6-digit PIN to use to register for classes. Class worksheet on back available.

☐ Register for classes Sign up for the classes discussed with your advisor. Step-by-step guide available on link.ivytech.edu/reg0820.

☐ Make payment arrangements You must arrange payment by August 14, otherwise you will be dropped from your classes. You can pay using financial aid, payment plan, check, cash, ACH, credit card or debit card. Make arrangements in MyIvy.IvyTech.edu > Student Dashboard > Billing and Financial Aid.

☐ Get books At the Ivy Tech bookstore or online (IvyTech.edu/bookstore).

Don’t forget to stop by Financial Aid in NMC 428 or Express Enrollment Center first floor before leaving.
WORKSHEET

For any of the steps you need to complete today, use the worksheet below. Each Ivy Tech staff member that you work with will provide you with a room to go to for each step to ensure proper social distancing. Follow signage or ask for assistance as you navigate to each room.

Note: This is a generic worksheet for all steps, so there are some sections of this you will not need.

**Assessment** Room to take assessment: ________________________________

English score: ________________________________________________

Math assessment(s) taken: Score(s)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Advising** Room to see advisor: ________________________________

My advisor: ________________________________

Registration PIN: ________________________________

Classes to register for: ________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Class Registration** Room to register: ________________________________

**Payment** Room to checkout/visit financial aid: ________________________________

How I plan to pay: ________________________________

**NOTES/ADDITIONAL STEPS AFTER I LEAVE TODAY:**