

Other/Out-of-State Enrollment Checklist

Student Portal & Email

Activate student accounts.

As a first-year college student, students must activate their email and student portal accounts. Students can expect to receive important information and updates from their college via email communication.

The student portal system is where students register for classes, check grades, make tuition payments and more. Once admitted, students should check their email for instructions on how to access the student portal system. Instructions may also be available on the institution's website.



Student Orientation

Register and attend student orientation.

Colleges and universities hold orientation events for incoming students to help with matriculation. Freshman orientation is a way for students to meet other students, become familiar with campus services, and register for fall classes. Every student attending college in the fall should add orientation to their to-do list this summer.

Be sure to register for your institution's freshman orientation as soon as possible. If you wait, you might lose out on your preferred orientation date(s). If you attend orientation late summer, you may have fewer course options when you meet with an academic advisor to schedule classes.

Financial Aid

Review financial aid and complete verification process, if necessary.

Financial Aid – Students will receive a financial aid award letter after having been accepted to a higher education institution. It is very important to review this letter and understand the different types of aid being offered.

Many colleges and universities will post this award letter on a student's portal account or they will mail a letter. If you cannot find your award letter, be sure to contact your institution's financial aid office.

Review your financial aid awards and deduct the estimated cost of attendance to calculate any out-of-pocket expenses.

After reviewing this letter, make sure to accept or decline the awards by using the student portal system.

If you need help reviewing your financial aid options, schedule a meeting with a Fulfillment Fund College Counselor or Success Advisor to discuss your financial aid award package.

Financial Aid Verification – The financial aid verification process is required by the U.S. Department of Education. Institutions are required to collect and maintain specific documentation on selected FAFSA records before disbursing federal funds.

Approximately 30% of students who submit a FAFSA will be federally selected for verification. Students who are selected for verification must submit the requested documents in order to receive their financial aid.

Be sure to check your email and other communication channels from your institution to learn if you have been selected for verification.

Housing and Work-Study

Apply for housing and work study.

Housing – If you plan to live on campus, you will need to apply for housing. Check your institution’s website for information on housing and meal plans and instructions on how to apply. Some campuses have limited options, so don’t wait until the deadline! The sooner you complete a housing application, the more likely it is that you will get the housing option of your choice. Contact the Admissions Office for more information.



Federal Work Study – As a college student, you may be able to work on campus. The Federal Work Study program provides eligible students with part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study.

Student eligibility for work study is determined via the FAFSA.

□ Documentation

Follow up with important documentation including official high school transcript, ACT/SAT test scores, and immunization records.

Official High School Transcript – Students must submit their official high school transcript.

Visit the Clark County School District website to [request an official high school transcript](#).

ACT/SAT Test Scores – Students must submit their ACT/SAT test scores to be placed into the correct level of Math and English courses. Otherwise, students may need to take placement testing.

Visit the [ACT](#) or [SAT](#) websites to request test scores.

Community colleges use placement testing in subjects like math and English to check the academic skill level of entering students if ACT/SAT test scores are not available.



Some colleges have students complete placement testing before orientation while others administer placement testing at orientation. Check with your institution's Admissions Office for more information on placement testing.

Immunization Records – Students may need to submit a copy of their immunization records (shot vaccination records).

If you do not have a copy and need to request a copy of your records, visit [Nevada's Statewide Immunization Information System](#).

□ Student Health Insurance

Know your options for health insurance.

Students are encouraged to have their own health insurance coverage. Some colleges and universities will automatically enroll students into a plan and charge them for health insurance unless the student opts out of the policy. For more information on how to opt-out or obtain health insurance coverage, contact your institution's Admissions Office.

Visit [HealthCare.gov](#) for other student health insurance options.

□ Transportation & Parking

Plan your transportation (i.e., how you will get to campus). If you will be driving a car and parking on campus, you may need to purchase a parking pass. If you plan to use public transportation, there may be student discounts for transit passes.

□ Important Dates & Tuition Payment Deadline

Identify important dates including the tuition payment deadline.

Access your institution's academic calendar to view important dates such as registration dates, add/drop deadlines, holidays, etc.

If your financial aid is still pending and you have an outstanding balance on the day of the tuition payment deadline, it is suggested that you sign up for a payment plan to avoid being dropped from your classes.



□ First Day of Class

- Buy Textbooks – Search and buy textbooks ahead of time.
- Class Schedule – Have your class schedule ready.
- Map Out Classes – Check out institutional maps to identify the location of your classes.
- Be On Time – Consider traffic and the time it will take to find parking and walk to class.

You can access this checklist on our website at: <https://fulfillmentfundlasvegas.org/enrollment-lists/>

All information has been compiled through college/university resources, but lists are not made by the institutions. Information is accurate as of November 2021.

Be aware: information might change – check with your college if you have questions.

