Online Application Tips

- Complete the application using **Firefox or Google Chrome browsers.**

- The **student seeking admission** should fill out the application.

- Choose a **Log in ID and Pin # you'll remember** to set up your **University Admissions** account.

- You can use your ID & Pin # to log back in to the application later and check your status.
  Please note: It is not possible for us to reset or give out log in information for security reasons. Do not share your log in information.

- You should apply with your **legal first and last name** as it is on your previous student record. Do not use a nickname for your first name.

- **Do not submit duplicate applications** for the same start semester. Doing so creates system errors and the duplicate applications will be removed.

- If you select the SAT/ACT Fee Waiver you must send a copy of your waiver to our office.

- If you select the Special Permission waiver you must enter the code that was given to you by the Admissions Representative.

- **Freshmen applicants** will need to request to have their high school send an official transcript to our office. The transcript should come from the high school either electronically in a download format (for example thru Parchment) or a hard copy in the mail, sealed in the envelope from the high school. Request to have your official test scores sent to us electronically from SAT or ACT.

- If you've taken college classes after high school graduation, you should complete the **transfer** application. If you have less than 30 completed college credits, we will also need an official high school transcript and SAT or ACT scores. If you are 25 years old or older, we do not require test scores.

- Enter **all previous and current colleges attended**. Do not enter colleges you plan to attend in the future. We will need an **official transcript from each college** you've attended and each college where you are currently registered for classes, unless you are a high school student with dual enrollment classes (see below). **Please Note:** Failure to enter all colleges you've attended will result in a delay of processing your application.

- All freshmen applicants should have an official college transcript sent once they have received the final grades for the dual enrollment/concurrent classes (end of the school year).