



New Student Information Checklist

1.800.2.ASBURY • WWW.ASBURYSEMINARY.EDU

204 N. Lexington Avenue • Wilmore, KY 40390 • 859.858.3581

8401 Valencia College Lane • Orlando, FL 32825 • 407.482.7500

1. Confirm your admission and enrollment details.

- Review your degree, primary campus and term of enrollment as listed on your admission letter.** To request any changes, contact your Admissions Counselor at 1-800-2-ASBURY or Admissions_Office@asburyseminary.edu as soon as possible in order to keep the enrollment process moving forward smoothly.
- Pay your matriculation deposit (\$100) to confirm your admission.**
You can pay your deposit one of three ways:
 - ◆ Credit card over the phone to the Business Office (859-858-2286)
 - ◆ Check to the Admissions Office (Asbury Seminary Attn: Admissions, 204 N. Lexington Ave., Wilmore, KY 40390)
 - ◆ Through the secure student website student.asburyseminary.edu. You will need your First Class username and password to gain access to the secure site.

2. Download the First Class software. (This is essential!)

- You should have received an e-mail to your personal email account with your First Class username and password information.** If not, please contact Info Commons for assistance at 866-454-2733 or 859-858-2233 or Info_Commons@asburyseminary.edu. If not, please complete the following steps:
 - ◆ Go to the *Forgot Password?* link at <https://student.asburyseminary.edu/cgi-bin/public/forgotpwd.cgi> and enter your Social Security Number and your email address.
 - ◆ Login to your email account to obtain a temporary login for the Student Information System.
 - ◆ The Student Information System will lead you through the process of changing your temporary password.
 - ◆ Once you login again to the Student Information System, click on the *FirstClass Password Reset* link on the left.
 - ◆ After you reset your FirstClass password, try logging into FirstClass with the same username and the password you set.
 - ◆ If you have difficulty, please contact Info Commons for assistance at 866-454-2733 or 859-858-2233 or Info_Commons@asburyseminary.edu.
- It is essential that you install, setup and login to First Class.** First Class is the primary means of communication for the Asbury community. Visit http://www.asburyseminary.edu/information/install_firstclass.php for instructions.
- Complete the First Class Tutorial.** This tutorial will teach you how to use your First Class course icon. Visit http://www.asburyseminary.edu/information/tutorial_firstclass.php for instructions.
- Complete the Virtual Campus Tutorial.** This tutorial will teach you how to use Asbury's virtual campus course management software. Visit http://www.asburyseminary.edu/information/tutorial_firstclass.php for instructions.

3. Complete your Asbury Theological Seminary (ATS) Financial Information.U.S. Citizens

Please complete the FAFSA now, regardless of whether you anticipate needing financial assistance. If your financial circumstances change during the school year, your information will already be on file.

- Fill out your ATS Financial Aid Application.** This form is located on the secure student site, student.asburyseminary.edu. You will need your First Class username and password to gain access to the secure site.
- Complete your FAFSA (Free Application for Federal Student Aid).** The online form is located at www.fafsa.ed.gov. Please list Asbury Theological Seminary (code # E00026) as an authorized recipient of your information.

Important notes regarding FAFSA and ATS Financial Aid Application:

** Both the FAFSA and ATS Financial Aid Application are required prior to consideration for institutional scholarships, federal loans and federal work-study.

** The scholarship deadline for incoming fall students is March 1; for incoming spring students, the deadline is September 1.

Please read the e-mail attachment sent to you by the academic advisor for registration instructions, recommended first term courses, degree planning information and more.

- Watch for an e-mail to your First Class e-mail address from FastAward@glhec.org to accept your Financial Aid award.** Continue to check First Class regularly for information related to your award.
- Stay in contact with Financial Aid if your financial situation changes.** Contact the financial aid office at financial_aid@asburyseminary.edu or 1-800-2ASBURY.

International Students

- Complete your International Student Questionnaire (ISQ).** There will be additional documentation required once the questionnaire is received. For more information contact the international student consultant at financial_aid@asburyseminary.edu or 1-800-2ASBURY.
- Visit <http://www.asburyseminary.edu/community/wilmore/international> to download the International Student Handbook and for additional information.**

International Student Information: http://www.asburyseminary.edu/prospective/admission_int.php

International Handbook: http://www.asburyseminary.edu/_pdfs/community/InternationalHandbook.pdf

4. Register for classes.

- Watch for an important email from an academic advisor to your First Class e-mail address.** Sent within a few business days after paying your matriculation deposit, this email will inform you of your assigned date to register for all terms open for class registration, registration instructions, recommended first term courses, degree planning information and more.

Please read the e-mail sent to you by the academic advisor for registration instructions, recommended first term courses, degree planning information and more.

If you have not received an e-mail with your registration information, e-mail academic_advisor@asburyseminary.edu.

For Doctor of Ministry registration information, contact the Doctor of Ministry office, 877-776-3646.

For postgraduate registration information, contact the postgraduate office, 859-858-2077.

I'm registered...what now?

- Confirm your registration on the “Student Schedule” page within the secure student site** (student.asburyseminary.edu).
- Review your class syllabi in First Class as they become posted** (ATS Info > Academic Programs > Course Syllabi).
- Contact our Bookstore about course texts** (<http://www.asburyseminary.edu/current/bookstore.php>).

5. Accept or waive student insurance.

- You must indicate whether you accept or waive student insurance through the secure student site** (student.asburyseminary.edu).

If you do not respond, student insurance will be automatically charged to your student account at the end of drop/add for the semester. For more information, visit <http://www.asburyseminary.edu/current/insurance>.

Please note that you will need to accept or waive student insurance each semester (twice a year).

6. If you plan to live in Kentucky campus housing, complete your housing application.

Housing information and forms are available online at <http://www.ats.wilmore.ky.us/current/housing.php>. Housing assignments are based on the date the seminary receives the completed housing application and the \$100 deposit from admitted students.

Visit <http://www.asburyseminary.edu/current/dining-services> to learn more about meal plans.

To download the Kentucky *Student Guidebook*, visit <http://www.asburyseminary.edu/cms.files/media/document/current/2007StudentGuidebook.pdf>.

7. Reserve your spot for New Student Orientation (NSO).

If you are taking any classes on the Kentucky or Florida campuses for the first time, you will receive an invitation on or after Nov. 12 to register for NSO. Follow the directions included in the invitation to sign up and reserve your spot for the Spring 2008 NSO on the appropriate campus. Visit <http://www.asburyseminary.edu/newstudents/orientation> for the NSO schedule. We look forward to meeting you!

Florida Campus
January 26, 2008

Kentucky Campus
February 7-8, 2008

Virtual Campus

Virtual students are welcome to attend either the Florida or Kentucky orientation

8. Visit campus resources for additional information.

Academic Calendar: http://www.asburyseminary.edu/current/acad_calendar.php

Academic Catalog: <http://www.asburyseminary.edu/catalog>

Academics: http://www.asburyseminary.edu/prospective/academic_degrees.php

Bookstore: <http://www.asburyseminary.edu/current/bookstore>

Christian Formation Plan: <http://www.asburyseminary.edu/current/christianformation.php>

Community Life: <http://www.asburyseminary.edu/community>

Financial Aid: <http://www.asburyseminary.edu/financial>

Human Resources/Employment: <http://www.asburyseminary.edu/hr>

Information Commons: <http://www.asburyseminary.edu/information>

International Student Information: http://www.asburyseminary.edu/prospective/admission_int.php

International Handbook: http://www.asburyseminary.edu/_pdfs/community/InternationalHandbook.pdf

Kentucky Student Guidebook: <http://www.asburyseminary.edu/cms.files/media/document/current/2007StudentGuidebook.pdf>

Registrar/Academic Advisors: <http://www.asburyseminary.edu/registrar>

Student Insurance: <http://www.asburyseminary.edu/current/insurance>