



**AUGUSTA**  
UNIVERSITY



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AUDCI Degree Completion Initiative  
**Applicant Information**

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## MINIMUM REQUIREMENTS AND CONSIDERATIONS

The following minimum requirements must be met by all students admitted to Augusta University (AU):

- 2.2 Cumulative Collegiate Grade Point Average (GPA)<sup>1</sup>
- 30 Credit Hours from accredited institutions to be transferred<sup>2 3</sup>
- Must be a Department of Defense employee
- Submit official transcripts from all enrolled and/or attended academic institutions (such as accredited colleges or universities or military service affiliated college office paperwork including military transcripts) prior to applying following the “Request Official Transcript for College and Universities” process<sup>4</sup>

**NOTE:** Students do not need to be accepted to the University before they send the above information. As transcripts and test score transmissions can take weeks before they are received by the university, it saves a lot of time in the acceptance process for students to get the transcript requests in as soon as possible. Transcripts and the like received by the university will be placed in a hold until the student’s application is received and then, all information will be put together in order to process the application. Likewise, downloading and completing the immunization form<sup>5</sup> and TB questionnaire in advance will also save a lot of time down the road.

- Submit all standard examinations for college credit scores completed (such as College Level Examination Program (CLEP) and other competency exams)<sup>6</sup>
- All accepted students must adhere to all Board of Regents (BOR) policies and procedures<sup>7</sup> and AU graduation requirements as defined by the AU Catalog<sup>8</sup>

Likewise, there are certain considerations that will be granted to these students including:

- Waiver of the admission application fee
- Waiver of Mandatory Student fees, but not program specific fees (*Only for active duty military personnel receiving TA benefits*).
- Dedicated advisor (Program liaison in the Office of Military and Veteran Services) who will be responsible for completion initial meetings with the students in order to guide them through the

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<sup>1</sup> This GPA must be cumulative from all institutions to which the candidate has attended and/or been enrolled.

<sup>2</sup> No more than 90 hours will be accepted and applied towards any baccalaureate degree for these students

<sup>3</sup> Students transferring less than 30 hours must also submit high school transcripts as well as GED or test scores (SAT or ACT). These scores will not be required for those students who transfer 30 or more college credits.

<sup>4</sup> <http://www.augusta.edu/admissions/apply.php>

<sup>5</sup> The immunization form must be signed by a medical professional before it is turned in. For further information regarding immunizations, please continue to the immunization part of the [Acceptance](#) section of this manual.

<sup>6</sup> A full list of how credit received at AU for these exams can be found by visiting

<http://www.augusta.edu/admissions/credit-by-exam.php>

<sup>7</sup> <http://www.usg.edu/policymanual/>

<sup>8</sup> <http://catalog.augusta.edu>

application and registration process, confirm the chosen degree path, and to handle navigating the student to their appropriate programmatic advisor

- In-State tuition waiver for those students who reside in Aiken or Edgefield Counties in South Carolina
- In-State tuition waiver for Active Duty Personnel
- Online orientation process through the Desire to Learn System (D2L) at no charge or attend a scheduled group orientation in person with required fee

## APPLICANT PROCESS

### PROCESS OVERVIEW

Once the candidate has notified Command of interest to participate in the program he/she will need to obtain an application fee waiver code from NCS program manager so that his/her application fee can be waived at time of submittal. The candidate can apply online via the following link:

<http://www.augusta.edu/admissions/apply.php>

### ONLINE APPLICATION PROCESS

1. Once students visit the admissions link above, they should scroll down to the “Undergraduate Programs” section.
2. Under the “Degree Seeking” drop down box, select “Transfer Students.”<sup>9</sup>
3. Click the blue “APPLY” button directly under “Transfer Students.”
4. Once the application loads, read and follow the instructions very carefully, paying attention to any applicable deadlines.
5. In accordance with [Board of Regents Policy 4.3.4](#), Each University System institution shall verify the lawful presence in the United States of every successfully admitted person applying for resident tuition status, as defined in Section 7.3 of

**AUGUSTA UNIVERSITY**

**2016-2017 APPLICATION FOR ADMISSION**

**Application Information**

*A message from the campus:*

Thank you for considering Augusta University! At Augusta University, there are countless opportunities to engage in a dynamic learning environment, experience student life, and delve into research. Located in Georgia's second largest and oldest city, Augusta, our institution offers over 132 programs at the undergraduate, graduate, and professional levels throughout nine academic colleges, including Georgia's only public medical school, the Medical College of Georgia, and the only dental school, the Dental College of Georgia.

Discover what's next! Please review the instructions below, and click the link at the bottom of the screen to begin the application.

**Important Dates**

The Fall 2017 early action deadline for Freshmen is November 15, 2016.

The Fall 2017 application for general applicants will close July 1, 2017.

For further information concerning the Fall 2017 application, please call 706-797-1692 or visit [www.augusta.edu/admissions](http://www.augusta.edu/admissions).

**Admissions Procedures**

Please fill out the online application as thoroughly as possible. When you have completed all highlighted sections, click the SUBMIT button on the Certification screen. If sections are greyed out, you will skip them as they are not required for your area of interest. Print the application agreement statement that appears after you submit the application. The **non-refundable** application fee is \$50 (e-check, MasterCard, or VISA).

**Contact Us**

Augusta University  
1120 16th Street, West House  
Augusta, GA 30912

Telephone: (706) 737-1600  
Fax number: (706) 737-1926  
Website: [www.augusta.edu](http://www.augusta.edu)  
E-mail: [admissions@augusta.edu](mailto:admissions@augusta.edu)

**Instructions**

To complete this online application, you are required to do the corresponding fields or select your answers from the popup list (where applicable).

After you complete a section, click the **NEXT** button at the bottom of each step of the online form to move to the following section. Before you are allowed to jump sections, you will be asked your class or the name of course for areas of interest. If areas of interest are listed, you will be returned to the screen to correct your answer. Otherwise, your data will be saved and you will be moved to the required screen. We also allow you to skip to another screen should your path ever change saved. Be aware that if you use the Skip & Jump function on the left column, data on the current screen will not be saved and will have to be reentered prior to submitting.

Once you have completed the application, click the **PRINT** button located on the left column to submit the application.

[Click here to view our handbook](#)

<sup>9</sup> Students with less than 30 hours should select “All Beginning Freshman.”

this Policy Manual.

6. Any student requesting to be classified as an in-state student for tuition purposes will be required to provide verification of their lawful presence in the United States in order to be classified as an in-state student.
  - Acceptable documentation for US Citizens includes:
    - A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory.<sup>10</sup>
    - A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
    - A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
    - A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
    - A current U.S. Passport.<sup>11</sup>
    - A current Driver's License issued by the State of Georgia after January 1, 2008.<sup>12</sup>
    - A current Driver's License issued by the State of Alabama after August 1, 2000.<sup>12</sup>
    - A current Driver's License issued by the State of South Carolina after November 1, 2008.<sup>12</sup>
    - A current ID issued by the State of Georgia after January 1, 2008.
    - A current military ID.<sup>13 14</sup>
  - Lawful Presence documents may be submitted via<sup>15</sup>:
    - **Physical Address**  
Summerville Campus - Benet House  
2500 Walton Way  
Augusta, Georgia 30904
    - **Mailing Address**  
Office of Academic Admissions  
1120 15th Street - Benet House  
Augusta, Georgia 30912
    - **Email Address**  
[admissions@augusta.edu](mailto:admissions@augusta.edu)
7. Before completing their applications, students must create a GAcollge411 account. They will be prompted to do this automatically once they begin the online application process.

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<sup>10</sup> A photocopy is not acceptable. Must bring original to physical address.

<sup>11</sup> Photocopy must include the photo page and the following page.

<sup>12</sup> At this time, only valid drivers' licenses from Alabama, Georgia, and South Carolina are accepted at AU. Students with licenses from other states or with licenses provided before January 1, 2008 should submit one of the other options listed in order to verify their lawful presence.

<sup>13</sup> This can be used for the service member only, not a dependent.

<sup>14</sup> This ID may be brought in person to Admissions. No copies need be made. A form can be filled out by an Admissions representative to verify lawful presence at this time.

<sup>15</sup> For more information on lawful presence, visit <http://www.augusta.edu/admissions/lawful-verification.php>

8. After students complete a screen, they will click the “Next” button at the bottom or on one of the sections listed on the left column to move to a different screen. Before they are allowed to jump screens, data on the current screen will be inspected for errors or inconsistencies. If errors or omissions are found, students will be returned to the screen to correct your answer(s). Otherwise, the data will be saved and they will proceed to the requested screen. Students are also allowed to skip to another screen without their new data being saved. Be aware that if they use the “Skip & Jump” function on the left column, data on the current screen will not be saved and will have to be reentered prior to submittal.
9. Once prompted to pay the application fee, students should utilize the waiver code supplied to them by the NCS.
10. Once they have completed the form, click the “submit” button located on the top left column to submit the application.

### **SUBMITTING DOCUMENTS**

1. In addition to the application process, students must submit any and all supporting documents. All supporting documents including official transcripts and official test scores, must be submitted directly to the Office of Academic Admissions to complete an applicant’s file. Official transcripts and test scores are those that are sent directly from the institution or testing center or are hand delivered in a sealed envelope.
2. Documentation may be submitted using the following methods:
  - a. Emailed to [Admissions@augusta.edu](mailto:Admissions@augusta.edu) (preferred)
  - b. Mailed to  
**Augusta University**  
**Office of Academic Admissions**  
**Benet House, Summerville Campus**  
**1120 15<sup>th</sup> Street**  
**Augusta, Georgia 30912**
  - c. Faxed to 706-667-4355

### **CHECKING STATUS**

Once the application is submitted, students can check their status by visiting <http://www.augusta.edu/admissions/> and selecting the “Check Status” link.

Students will enter their Last Name, First Name, Date of Birth, and Last Four Digits of either their Social Security Number or Student ID<sup>16</sup> (if they know it). Click the yellow “Show Admissions Status” button.

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<sup>16</sup> Students are assigned a student number once their applications are submitted. Students will be told their student number once they have been accepted.

The Applicant Status Check provides:

- All data submitted on the application,
- Current status,
- In-State/Out-of-State residency,
- A comprehensive list of all documents which have been received, and
- A list of those documents outstanding. This list will include both those items which are required for the applicant to be processed for acceptance as well as those documents which will be required following acceptance.

**AUGUSTA UNIVERSITY**

### Applicant Status Check

To protect your privacy, please close all browser windows after you review your application information.

#### Applicant Login

Thank you for taking the time to apply to Augusta University. Please take time to check your admissions status anytime to ensure you meet required deadlines for your specific admissions classification or program. The status of your application will be available once you have processed your application form and application fee. Please allow adequate time for your information to be input into our system. Please note that applications and documents are processed in the order they are received and are input into the system based on the print or out or electronic delivery date.

The applicant status check system is applicable for all health care, health, and non-degree seeking students, as well as applicants to the College of Allied Health Sciences and Graduate Studies. In addition, applicants to the Student Training and Research (STR) Summer program and the Graduate Educational Credential Program (GCEP) can access information through this portal. Applicants to The Dental College of Georgia at Augusta University, the Medical College of Georgia, Nursing or the Physical Therapy program should refer to their specific admissions website for more information regarding how to verify their status.

For more information regarding the admissions requirements or process, please visit the appropriate link:

- Academic Admissions (Undergraduate and Graduate Admissions)
- The Dental College of Georgia at Augusta University Admissions
- Medical College of Georgia Admissions
- STR (Student Training and Research) Program
- GCEP (Graduate Training and Research) Program

For any additional information or specific questions, please contact the Enrollment Services Center at 706-724-1524.

Last Name:

First Name:

Date of Birth: Month:  Day:  Year:

Last 4 digits of:  SSN  Student ID

The applicant must request all official transcripts, including DLI, be sent to Augusta University, as all transcripts from every institution attended must be reviewed prior to any admission decision being made for any applicant. As some transcripts may take time to receive it is imperative that applicants request all transcripts as soon as possible. Failure to receive official transcripts prior to the start date may not allow an applicant to participate in the program for that term of enrollment.

After submitting an application each active duty personnel or other TA eligible DOD employees must get authorization from their respective branch to start the Tuition Assistance process to cover tuition charges for the term of enrollment. Note: This process may vary based on the specific military branch affiliation. Please review the specific instructions in the next section.

## **TUITION ASSISTANCE INFORMATION: NCS**

### **MANDATORY TRAINING FOR ACTIVE DUTY**

### **USING MILITARY TUITION ASSISTANCE (MILTA)**

#### **AFI 36-2649 Voluntary Education Program**

*Updated to incorporate changes of AFI 36-2649\_AFGM1, dated 1 Sep 2015 and AFI 36-36-2649\_AFGM2, dated 16 Aug 2016.*

## Student Responsibilities

**BLUF: Students are ultimately responsible for accuracy of their Air Force Virtual Education Center (AFVEC) record and MilTA funding requests. Failure to meet prescribed timelines, suspense dates, or if errors are not corrected before class start, will result in financial debt and refunds are not authorized. Students need to understand when requesting reimbursements this is a final decision.**

- Read and ensure compliance with AFI 36-2649, *Voluntary Education Program*.
- Understand that MilTA is intended to support off-duty, part-time attendance. Taking a course load in excess of part-time study will result in a financial obligation if Airmen fail to complete any or all of the courses.
- Monitor AFVEC record for accurate contact, grades and reimbursement expense.
- MilTA policy requires both Airmen and supervisors to take a more active role in the program and processes. Supervisors are required to approve all MilTA requests.
- Request MilTA no earlier than 45 days and NLT seven (7) days PRIOR to course start date.
  - ***ALL UNAPPROVED MilTA documents will be automatically deleted on course start date, and student assumes all financial liabilities.***
  - ***Ensure supervisor email is accurate. (MilTA WILL NOT be created after the course start date when supervisors do not receive your MilTA request).***
  - ***Students are reminded to follow-up with their supervisors to insure MilTA approval.***
- Maintain an overall GPA of 2.0 (“C” average) or above for undergraduate courses and 3.0 (“B” average) for graduate courses calculated from all MilTA enrollments.
- Successfully complete courses defined as “C” or higher for undergraduate courses and “B” or higher for graduate courses (“Pass” for “Pass/Fail”).
- Ensure grades are posted in AFVEC Enrollments within 60 days from course end date or 2 weeks prior to separation, retirement/deactivation. Failure to do so will result in a recoupment action.
- Understand applying for MilTA has risks. Using MilTA when in an Air Expeditionary Force (AEF) cycle, in the zone for PME attendance, during scheduled medical procedures, planned leave, etc., will not be sufficient reason for requesting a waiver should Airmen fail to successfully complete the course(s) due to selection or complications arising from these occurrences.
- Provide Education Center official documentation of all courses and degree completions completed prior to joining the military and maintain current education levels.
- Submit electronic degree (E-Degree) plan for approval. MilTA cannot be requested without an approved E-Degree.
  - Unofficial E-Degree: Allows maximum 6 SH.
  - Student “MUST” provide Official/Evaluated E-Degree for MilTA after the initial 6 SH.
  - Official/Evaluated E-Degree “MUST” include all credits accepted in transfer.

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## Supervisor Responsibilities

- Reviewing all MilTA requests and approving or disapproving based on criteria outlined in
  - AFI 36-2649, para 6.2.9. Supervisors may approve MilTA requests for Airmen in any of the situations outlined in para 6.2.10 if, in their best judgment, the Airman has shown successful progress in their UGT or that the TDY, PCS, or PME attendance (current PME

guidance advises in-resident students to not enroll in off-duty education because of the heavy academic schedule) will not adversely affect successful course completion.

- Discussing with Airmen their responsibility to successfully complete courses when using MilTA.
- Ensure that Airmen have no military responsibilities that will adversely affect their successful course completion (para 6.2.9).
- Explain to Airmen their financial liability should they fail to successfully complete the course(s) or fail to comply with other components of this instruction.
- Respond to AFAEMS reimbursement notification by contacting Education Office or Central Office (CO) when Airmen are not capable of responding.

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## MilTA Program Management/Eligibility

- MilTA will not be approved for more than 124 SH (186 QH) for an undergraduate degree and 42 SH (70 QH) for a graduate degree.
- May not be used for lower or lateral degree program regardless of the funding source or completion for previously earned degree (Exception: Community College of the Air Force (CCAF) degree).
- MilTA is denied for Airmen with UIFs, failed PT, referral EPR/OPRs or Control Roster.
- Supervisors must approve or disapprove all MilTA requests prior to the course start date. If supervisor is not available, approval can be within the chain of command (i.e. flight/section chief, superintendent, first sergeant or squadron commander or higher officer).
- Supervisors can deny MilTA requests for an Airman in any level of upgrade training, if Airman is TDY or PCSing during the academic term, or if Airman is enrolled in PME or for other factors Supervisor deems an impediment to successful course completion such as excessive course load (i.e. 2 or more courses in an accelerated term).
- Education Centers review MilTA documents for quality control and may disapprove if, in their professional judgment, the course load is detrimental to Airman or the AF.
- Any course or schedule change must be reported immediately to the Education Center/MilTA Central Office and supervisor. Failure to notify these entities of changes will result in the Airman being financially responsible for the full cost of the course.
  - **Airmen should not make any changes to existing TA documents without first contacting their Education Center.**
- Airmen will be allowed only one degree program change per degree level. This includes but is not limited to changing majors or changing degree types (e.g. Bachelor of Arts to Bachelor of Science). The maximum allowable hours outlined in para 6.4.2 will not be exceeded under any circumstance.

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## Applying for TA

- MilTA request must be submitted in AFVEC by selecting “Start a Funding Request”.
  - **EXTREMELY IMPORTANT:** Ensure MilTA document has CORRECT college name, course code, course title, credit hours, tuition cost, etc. (NOTE: Errors submitted by the



student that results in the school not being paid by the Air Force, MilTA WILL NOT be corrected; thereby, making the Airman financially responsible to the Academic Institution).

- Use school resources to populate MilTA form (i.e. school registration, catalog, etc.).
  - Read and comply with "CONDITIONS" statements on MilTA request (AF Form 1227, Authority for Tuition Assistance).
  - Students will be notified via AFVEC email of approval or disapproval.
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## Grades/Reimbursements

- Verify accurate AFVEC grade posting in Enrollments within 60 days of course end.
  - Unsuccessful grade postings result in 30-day reimbursement suspense date.
  - Do not voluntarily elect reimbursement if there are options for grade appeals/refunds.
  - MilTA must be reimbursed for grades of "D" and "F" at undergraduate level or "C", "D" & "F" grades at graduate level; and "I" grades not converted within 120 days after end of course date.
  - Prior to withdrawing, Airmen must consult/work with Education Centers and school counselor to determine all avenues for successful completion.
  - Review your school's policy regarding extensions, incomplete grades, special circumstances, grade/refund appeals, etc.
  - Respond to initial AFAEMS reimbursement notification by contacting Education Office or CO when filing appeals for refunds or grade changes.
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## Waivers for Course Withdrawals

- All waiver actions are approved/disapproved by MilTA Central Office Waiver Review Panel.
- If you are experiencing issues that were beyond your control and plan on withdrawing from the course and take a grade of "W", the MilTA Central Office Waiver Review Panel WILL NOT consider your waiver until you have first asked for an exception to policy from the Academic Institution.
  - If the Academic Institution approves the exception to policy request, the Academic Institution must refund the MilTA to the AF.
  - Once an exception to policy has been requested and denied by the Academic Institution, the Airman can request a waiver for reimbursement from the MilTA Central Office Waiver Review Panel.
- Waivers are only for **Withdrawals** and may be approved **only if the circumstances clearly show the events were beyond the control of the student** and that the Airman made every effort to work with the institution and education center to resolve prior to requesting a waiver.
  - Circumstances that may be considered for waiver are short-notice PCS/TDY where the Airman had no prior knowledge, unexpected hospitalization, or emergency leave.
- All waiver requests must be accompanied by a letter signed by the Commander/Director/First Sergeant (PDF Format).
- All supporting documentation must be submitted with the waiver request via AFVEC (PDF Format).
- All waiver/reimbursement decisions will be based on the documentation provided. All decisions are final. Airmen may appeal the CO Waiver Review Panel decision to AF/A1DL. Airmen follow the Board for Correction of Military Record (BCMR) process for further appeal.

- **Understand that using MilTA has risks.** Using MilTA when in an AEF cycle, while deployed, in the zone for PME attendance, during scheduled medical procedures, planned leave, or taking multiple courses, etc. will NOT be sufficient reason for requesting a waiver.
- There are no waiver considerations for “D” or “F” grades at undergraduate or “C” “D” or “F” grades at graduate-level.

## **TUITION ASSISTANCE: AUGUSTA UNIVERSITY**

### **Army (Active, Reservists and Guard)**

New active duty soldiers must see an Education Counselor at Ft. Gordon (or at their duty station) and complete the VIA Tool in the portal to begin the Tuition Assistance Approval process. At the same time, they should be finalizing their admissions acceptance. They must contact the Office of Military & Veterans Services to determine if their degree program has been loaded in the GoArmyEd Portal and take the necessary steps so they can download their degree program on the soldier’s side of the portal. Once they have registered for classes, they must provide a copy of their schedule to the TA Coordinator at AU so she can load the specific CRNs. They will be notified when this is accomplished so they can register for their courses in GoArmyEd. They must provide their registration schedule every semester because course sections are loaded manually each term.

New Reservists and National Guard soldiers must see their commanding officer and present a NOBI to begin their Tuition Assistance processes in the office of Military and Veteran Services at Augusta University. Other steps are the same as for active duty.

Once these processes are finalized, their authorization for TA is used to set up a 3<sup>rd</sup> party contract and waive out-of-state and mandatory fees at AU.

### **Navy**

Sailors must see the Navy ESO (Education Services Officer), at Ft. Gordon each semester. Sailors need to provide their ESO with a registration schedule and degree completion plan (JagTrax). The Navy ESO will submit his approval for their course registration to Navy Command. Once approved, Navy Command will send the sailor a Tuition Assistance Approval, which the TA Coordinator at Augusta University will use to waive Mandatory and Out-of-state Fees and set up their 3<sup>rd</sup> party contract.

### **Air Force**

Airmen will contact the ESO for the Air Force at Ft. Gordon or go through the AVEC Portal to request Tuition Assistance <https://afvec.langley.af.mil/afvec/Home.aspx>. If the degree the Airman wishes to pursue is not in the portal, she or he should contact the Office of Military & Veterans Services and ask for the TA Coordinator. The coordinator will also need to load any courses in the current registration that are not in the portal. The Air Force enforces a deadline each term to apply for Tuition Assistance.

Once the Air Force has sent the Airman an *Authority for Tuition Assistance—Education Services Program* form, forward that item to the TA Coordinator in Military & Veterans Services at Augusta University. This approval will allow the TA Coordinator to place the Airman in a 3<sup>rd</sup> party contract and waive out-of-state (if applicable) and Mandatory Fees.

### **Marines**

***TA Changes effective 23 FEB 2016 per MARADMIN 093/16:***

All first-time Tuition Assistance Applicants are required to complete the online Higher Education Preparation (HEP) course prior to approval for tuition assistance.

1. To access HEP, please visit: <https://jkodirect.jten.mil>
2. See the HEP Download located on the right-hand side of this webpage for more information.
3. MCINCR-MCB Quantico Marines will email a copy of the course completion certificate to the Voluntary Education Center office at [QuanticoEdCenter@usmc-mccs.org](mailto:QuanticoEdCenter@usmc-mccs.org).
4. WEB TA instructions can be found under the download tab on the right-hand side of this webpage.

Tuition Assistance Approval forms must be submitted to the Office of Military & Veterans Services each term so the Tuition Assistance Coordinator can create a 3<sup>rd</sup> party contract and waive out-of-state (if applicable and Mandatory fees).

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## **AUGUSTA UNIVERSITY OFFICE OF MILITARY & VETERANS SERVICES**

Washington Hall, 2nd Floor (Summerville Campus)

Phone: 706-667-4087 or 706-729-2255

E-mail: Stefane Raulerson at [sraulerson@augusta.edu](mailto:sraulerson@augusta.edu)

## **ACCEPTANCE PROCESS**

### **ACCEPTANCE PROCESS FOR STUDENTS**

Upon acceptance, students will receive an email to their personal account informing them of their acceptance. They will also receive a welcome packet via their mailing address. This packet will include a new student checklist

(<http://www.augusta.edu/admissions/documents/austudentchecklist2016best3.pdf>) which details information regarding:

- Student number (also known as student ID)
- [Augusta.edu](http://www.augusta.edu) email address.
  - This address is unique to the student and is used to log the student into a lot of systems. An example would be: [JSmith123@augusta.edu](mailto:JSmith123@augusta.edu). The initial part of the email (JSmith123) is known as the JagID. Students should follow the information provided on the form in order to successfully access their accounts. All remaining official correspondence regarding their tenure at Augusta University will be completed through this account and their mailing address.
- POUNCE information.
  - POUNCE is AU's student information portal for information regarding a student's file, registration, financial aid, grades, and more.
- Immunization requirements
- Tuition classification (in-state or out-of-state)
- Disability Services
- Verification of lawful presence

- Health insurance
- Registration
- Parking Registration<sup>17</sup>
- JagCard (Student Identification Card)<sup>18</sup>
- Wellness Center Activation Form

## REQUIRED IMMUNIZATION DOCUMENTATION

In order to attend classes, per the Board of Regents, the University System of Georgia and the Augusta University immunization policies, all new Augusta University students on the health science campus must meet the established immunization requirements.

AUGUSTA UNIVERSITY CERTIFICATE OF IMMUNIZATION				
Name: _____				
Last		First		MI
Date of Birth: ____/____/____ Gender: <input type="radio"/> Male <input type="radio"/> Female Pounce ID#: _____				
Address: _____				
Street		City	State	ZIP
<i>You must have your health care provider complete and sign this form, and submit your records prior to the start of class. All information must be in English. Please follow the directions at <a href="http://www.augusta.edu/shs/immunizations.php">http://www.augusta.edu/shs/immunizations.php</a> to submit your record.</i>				
<i>I understand that FAILURE to meet GRU Immunization requirements may result in my DISENROLLMENT from Augusta University.</i>				
Student Signature: _____ Date: _____				
IMMUNIZATION INFORMATION				
Vaccine	Date MM/DD/YYYY	Date MM/DD/YYYY	Date MM/DD/YYYY	
MMR *	/ /	/ /	/ /	
Measles *	/ /	/ /	/ /	
Mumps *	/ /	/ /	/ /	
Rubella (Before age 13)	/ /	/ /	/ /	
Varicella *** (Before age 13)	/ /	/ /	Or History of Chickenpox: / /	
TDaP (must be administered after 6/10/2005)	/ /	If TDaP is > ten years old, date of last Tetanus booster	/ /	
Hepatitis B **	/ /	/ /	/ /	<input type="checkbox"/> 2 dose series <input type="checkbox"/> 3 dose series
TB Screening	Completion of TB Screening Questionnaire is required ANNUALLY. See attached document.			
Meningococcal	Required for students living on campus	/ /	/ /	Proof of immunization must be submitted to GRU campus housing.
* Not required if born before 1957 ** Only required of students who are 18 years of age or younger at the time of matriculation. *** Not required if born in the USA before 1980				
STRONGLY RECOMMENDED IMMUNIZATIONS				

required immunization form.

- Continuing students are also required to complete the “Tuberculosis (TB) Screening Questionnaire” form on an annual basis, from the term of enrollment (i.e. Fall to Fall).  
<http://www.augusta.edu/shs/documents/tbscreening.pdf>

**NOTE:** Military Shot records can be submitted to verify immunizations received. However, these records are considered supporting documentation and do not take the place of the form. As such, they should be submitted in addition to the form.

### To submit immunization records:

<sup>17</sup> All students must register for a parking decal in order to park a vehicle on any Augusta University Campus. This permit requires a paid fee for each academic session and is not part of the waived mandatory fees. Visit [augusta.edu/parking/studentguide.php](http://augusta.edu/parking/studentguide.php) for more information.

<sup>18</sup> Students must be registered for courses before receiving their JagCard.

<sup>19</sup> <http://www.augusta.edu/shs/immunizations.php>

1. Print the Immunization form and all pages that follow. Click on the link below to display and select your program of enrollment. This will display the required immunization record and documentation. The immunization form must be filled out, completed, and signed and dated by a Healthcare Provider or base physician. All documentation must be in English.
2. Once the immunization record has been signed by a healthcare provider and the student has obtained other required supporting documents, go to the [osh.augusta.edu](http://osh.augusta.edu) website to enter immunization dates.
3. Use your JAGID (user name and password) assigned to you when you were accepted for admission.<sup>20</sup>
4. Navigate to “Immunizations” on the left side of the menu. Choose “New” and enter the dates of each immunization that you have received. Then click “Submit”. Students should not enter dates for immunizations if they are not required by the chosen program.
5. Submit your immunization record/documentation per the following instructions.
  - a. Scan all documents (immunization form, TB screening/test results, and lab reports) to your computer and save them to a file. Please make sure your full name, date of birth, and student id number are indicated on all documents.
  - b. Within the [osh.augusta.edu](http://osh.augusta.edu) website, click on “Upload Documents” on the left side of the menu. Then click on “Choose Document” and select “Immunization Records”. Then click on “Browse” and select the documents from your computer to be uploaded. Then click on “Upload”. Once the documents are uploaded, open the document to confirm that all pages uploaded and are legible.
  - c. Records received will be reviewed and verified by the Immunizations Department within 3 business days. Watch your email for important notifications from the Immunizations Department. We will send you emails as your immunization status changes or if we need to communicate with you regarding your submitted documentation.

For more information on obtaining immunizations and or lab work at the Student Health Center, email [immunizations@augusta.edu](mailto:immunizations@augusta.edu).

## **ORIENTATION PROCESS**

### **ONLINE ORIENTATION**

Students are required to complete orientation before starting courses. Orientation will be completed via the online medium D2L. Once the student is accepted to the university, they will receive an orientation link in their [augusta.edu](http://augusta.edu) email. All sections and slides must be reviewed and finished before the session is considered complete.

#### *Technical Requirements*

To view online orientation, students will need access to a computer with the following:

- Internet connectivity
- Browsers should be Java enabled and have Java scripting enabled.

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<sup>20</sup> Students without an Augusta University email account, will not be able to access this site and cannot submit immunization records.

### *Navigation*

The Back | Continue options located at the bottom of each page will take you to the previous or next page in the orientation program. (Use the scroll bar at the right to scroll down until you see the arrow).

### **ADDITIONAL NOTE**

New students are able to attend an on-campus registration. There is a fee that must be paid by the student in order to attend this all day event. However, students who are admitted to AU under the AU/NCS Degree Completion Initiative have the option to complete the online orientation with no required fee. As all students generally receive the same emails, it is possible students under this initiative might receive emails requiring them to sign up for the on-campus orientation. If there are questions or concerns regarding any email received for orientation, students should contact the Program liaison in the Office of Military and Veteran Services.

## **ADVISING AND INITIAL REGISTRATION PROCESS**

### **INITIAL LIAISON MEETING PROCESS FOR STUDENTS**

During the initial appointment, the Program liaison in the Office of Military and Veteran Services will:

- Meet with the candidate
- Review the application and admission process
- Review all waivers the applicant may be eligible to receive and instruct the applicant on how to apply for those waivers
- Review the process to obtain Tuition Assistance
- Confirm the student's chosen degree track
- Refer the student to their appropriate advisor based on interest and credit hours and assist in arranging an academic advising session.

The Program liaison in the Office of Military and Veteran Services, will be a point of contact for the student throughout the semester to assist them and direct the students to the person or department to best service their need.

Following this advising appointment, the Program liaison, in the Office of Military and Veteran Services, will direct the student to their appropriate program-level Advisor<sup>21</sup>, which will advise the student in their given major of study. Students are encouraged to meet with their program-level Advisor as soon as possible to work through additional information concerning their chosen program.

### **IMPORTANT NOTES REGARDING CREDIT HOURS AND ADVISEMENT**

All students will complete an appointment with the Program liaison in the Office of Military and Veteran

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<sup>21</sup> See "Important Notes Regarding Credit Hours and Advisement" for clarification regarding student credit hours and how they affect advisement.

Services during their initial semester. Students who come in with a minimum of 60 applied hours or more will complete advisement with their program-level advisor.

Students with less than 60 applied hours,<sup>22</sup> however, are not allowed to move on to program-level advisors until they have reached this hallmark. They will continue to be advised the Office of Academic Advisement (with assistance from the Program liaison in the Office of Military and Veteran Services as applicable) until such time as they meet the 60-hour requirement. Then, they will move under a Program Advisor.<sup>23</sup>

## REGISTRATION PROCESS

### STUDENT REGISTRATION PROCESS

Students will complete their initial registration process through their respective advisor. The Program liaison in the Office of Military and Veteran Services will assist the student as needed to help facilitate this process.

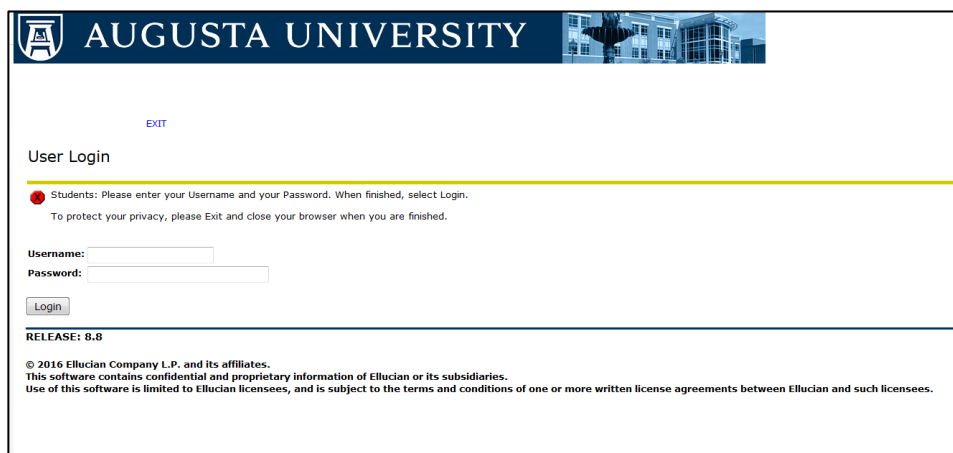
However, in subsequent semesters, they will meet with their program-level advisor and complete their registration via POUNCE on their own.

POUNCE, as mentioned before, is

AU's student information portal for information regarding a student's file, registration, financial aid, grades, and more.

Students use their JagID (username) and password to get entrance. From there, they can follow the simple menus to get to the information they need. Students will complete a run-through of the POUNCE portal as well as how to register with the Program liaison in the Office of Military and Veteran Services.

For more information, please visit <http://www.augusta.edu/registrar/registration.php>.

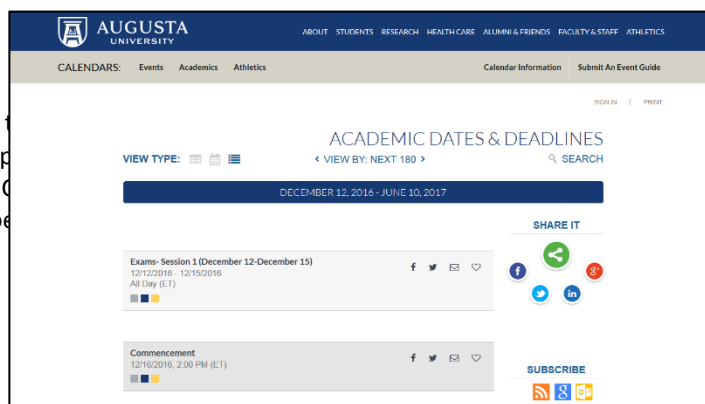


### THE ACADEMIC CALENDAR

<sup>22</sup> Not including students who have 54 hours and are

<sup>23</sup> If the student is seeking a degree with additional applied work (such as social work), they will be advised by the Advisement Office to complete those programs or change their major to one that does not require admission.

### AUDCI DEGREE COMPLETION STUDENT GUIDE



Students are encouraged to familiarize themselves with the Academic Calendar. This will alert them of important deadlines, holidays, and other information relevant to the upcoming semester. The calendar can be accessed at <http://calendar.augusta.edu/site/academic/>.

## **POST-REGISTRATION/STARTING CLASSES**

### **CERTIFY TUITION ASSISTANCE**

Once a student has met with their academic advisor, scheduled courses and obtained an academic degree plan, the student then must meet with staff in the Office of Veteran and Military Services to finalize TA benefits and upload the courses and degree plan to certify eligibility for TA funds.

### **APPLY FOR APPLICABLE WAIVERS**

The Office of Military and Veteran Services (MVS) will assist the student after they have registered for courses in applying for applicable mandatory fee waivers as well as in-state tuition waivers for active duty personnel. Other DOD employees may also qualify for in-state waivers based on their individual situation and MVS will assist them as well.

### **GETTING A JAGCARD**

The JagCard is a student's official university ID card. It must be carried at all times. Stop by the JagCard Office located on the 2nd floor of the Jaguar Student Activity Center, Room 236 (on the Summerville Campus). Students must bring with a photo ID with them in order to get a JagCard.

Approved forms of identification are:

- State driver's license,
- military identification card,
- passport, or
- State-issued identification card.

### **PURCHASING TEXTBOOKS**

Students can purchase textbooks at the JagStore, which is the official campus store for Augusta University. Owned and operated by Augusta University, the primary goal is to supply books and course materials to students in the most affordable way possible. New and used textbooks are available for purchase or rent. The JagStore also offers a huge selection of Augusta University and Jaguar clothing and gifts. There are two JagStore Locations: The JagStore Summerville Campus and the JagStore Health Sciences Campus. The Jagstore accepts cash, check, Visa, MasterCard, Discover, and JagCard. **The JagStore permits book and supply charges directly to Financial Aid/Loan accounts on special days.** For more information, visit <http://www.augusta.edu/jagstore/>



Students can also purchase books through other online vendors including Amazon.com.

## PROCESS SUMMARY CHECK LIST

- Review minimum entrance requirements to ensure you are eligible to participate in the program.
- Inform command of your interest in the program and obtain an application waiver code from NCS program manager.
- Request DLI and any other college transcripts be sent to Augusta University. (Transcripts from any Institution attended is required)
- Apply for admission to Augusta University utilizing the application fee waiver code.
- Get authorization from your respective branch's ESO to start TA process to cover tuition charges. (Marines follow process in manual for TA)
- Provide any required lawful presence documents to Augusta University's Office of Admission.
- Provide all required immunization documentation to Augusta University's Student Health Center.
- After acceptance to Augusta University meet with program liaison in Military and Veteran Services at Augusta University to be guided through the process of enrollment.
- Complete On-line orientation
- Meet with your academic advisor to schedule courses and obtain academic degree plan.
- Meet with Military and Veteran Services at Augusta University to finalize TA benefits and upload courses and degree plan.
- Get your student ID, JagCard, and purchase the books you need at the University bookstore.
- Begin your courses and be successful.