

ASHLAND UNIVERSITY

NEW & TRANSFER STUDENT CHECKLIST

TASKS TO COMPLETE:

- Send Official Transcripts:** All incoming students, please request a final official transcript from your high school or previously attended university and have it sent to: Ashland University, Office of Registrar, 401 College Ave., Ashland, OH 44805
- Activate Your AU Email:** If you have not already done so, activate your AU Email by visiting pass.it.ashland.edu. Click "Activate" under "New User"; then enter your username and continue through the prompts. Please activate your AU email to access all other AU online tools with the same username and password. If you experience any issues, please contact Information Technologies at 419-289-5405.
- Complete a Housing or Commuter Application:** If you have not already done so, login to housing.ashland.edu using your university username and password to complete your housing or commuter application.
- Submit a Photo for your AU Eagle Card ID:** Your AU ID card is needed to gain access to your residence hall, campus buildings, events, and student dining. AU now offers the convenience of submitting your photo online for your Eagle Card. Click here: [AU Eagle Card ID](#) or navigate to <https://onlinephoto.transactcampus.net/#/login> and use your AU email address to login, then simply follow the prompts. You may pick up your AU Eagle Card from the Eagle Card office, located on the Lower Level of the John C. Myers Convocation Center.
- Register your Vehicle:** Once you have received your housing assignment, and if you plan to have a vehicle on campus, please complete the [Student Vehicle Registration Form](#). You may pick up your parking pass from Safety Services, 1st Floor Hawkins Conard Student Center. A \$95 fee will be added to your student account.
- Navigate to Self Service:** [Self Service](#) is your personal online portal where you can review your class schedule, billing, course catalog, unofficial transcript, and where you will register for subsequent semesters.
- Complete the Foreign Language WebCape:** If you studied French or Spanish in high school, you must complete a language proficiency assessment tool (WebCape). This information will allow you to make an informed decision about your language study to fulfill the Critical Cultural Inquiry core requirement. [To access WebCape, click here.](#)
- Review your Class Schedule:** Once your class schedule has been created by a Professional Academic Advisor, you will be able to review your schedule in Self Service.
- Reserve Course Textbooks:** To view and/or reserve required course textbooks please visit www.ashlandbookstore.com and click on 'Textbooks' and then click on 'Reserve Textbooks' to enter, review, and reserve your required course textbooks.

- **Financial Aid Award Letter:** Review your Financial Aid Award Letter on Self Service. To finalize student and/or parent loans, complete steps at www.ashland.edu/financial-aid.
- **Billing:** Determine if loan steps have been completed and if all payments will cover your balance or consider if the monthly payment plan is necessary. Student billing is available electronically on Self Service.

REQUIRED FORMS TO COMPLETE:

- **Medical History & Immunization Form:** Complete and submit your Medical History Form and Immunization Information online. Click on the link above or navigate to <https://secure.medproctor.com/Account/Signin>. Need assistance? Contact the Student Health Center at 419-289-5200 or healthcenter@ashland.edu.
- **FERPA Waiver:** Review information about the Family Educational Rights & Privacy Act (FERPA) and complete the FERPA Release Form. Click on the link above or navigate to <https://ashlandcentral.etrive.cloud/#/form/34>. Need assistance? Contact the Registrar's Office at 419-289-5666 or regis@ashland.edu.
- **Medical Insurance Waiver:** If you will be covered under your own or parent's health insurance, be sure to opt out of the university's insurance by completing the online waiver. **This online waiver will be available in July.** Click on the link above or navigate to <https://www.studentinsurance.com/Client/1469>. Please note: if you do not complete the insurance waiver, your student account will be billed for medical insurance. Need assistance? Contact the Business Office at 419-289-5022 or busoff@ashland.edu.
- **Consent & Respect, Hazing Prevention, and Alcohol Wise Modules:** Building a community of respect is a core foundation at Ashland University. All incoming students are **required** to complete the Consent & Respect, Hazing Prevention and Alcohol Wise modules through 3rd Millennium. **These modules will be available in mid-June. The deadline to complete these modules is August 11.** To access the courses please go to account.3rdmil.com and use the "Forgot Password" button to set a password on your account. After setting a password you can return to account.3rdmil.com at any time to log back in and pick up where you left off. If you have any questions or experience technical difficulties please contact help@3rdmil.com or 888-810-7990.