

# NEXT STEPS

## For Admitted Students

ID Number \_\_\_\_\_

ACS Date \_\_\_\_\_



### HOW TO USE THIS CHECKLIST

This document is a guide to help you keep track of and complete steps necessary to start as a USM student. Please read each item on both sides carefully and promptly direct any questions to the offices listed.

#### STAGE 1: SECURING YOUR SPOT

- Activate Your University Account & Check Your @Maine.edu Email Regularly** *(required)*  
Use the activation code and directions found in your acceptance packet to get started. Your University of Maine System student account gives you access to your University email, MaineStreet, and many other programs. University Email is used to communicate official University business (to both accepted and enrolled students) and should be activated and monitored as soon as possible. MaineStreet is the online system where you access your University records. If you need a new activation code, contact: [usm.maine.edu/computing/helpdesk](https://usm.maine.edu/computing/helpdesk) | [help@maine.edu](mailto:help@maine.edu) | (207) 780-4029
- Pay Enrollment Deposit** *(required)*  
This deposit is required to matriculate at USM and reserve your place in the entering class. It will be credited to your student account. Checks should be made payable to USM and sent to Admissions with the Accepted Student Confirmation Card. Online payment is also accepted on MaineStreet. Refunds are available for fall semester until May 1, for spring semester until January 2, and for summer term until April 1.  
Pay your deposit: [usm.maine.edu/admit/paying-your-deposit](https://usm.maine.edu/admit/paying-your-deposit) | [admitusm@maine.edu](mailto:admitusm@maine.edu) | (207) 780-5670 or 1(800)-800-4USM
- Apply for Financial Aid** *(required to be considered for Federal Financial Aid)*  
To apply for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](https://fafsa.gov). Priority consideration for financial aid is given to applications received by USM by February 1. The Federal Processor must receive your completed FAFSA data by January 15 to reach USM by our priority deadline. USM may request additional documentation for your financial aid application after receiving your FAFSA. Be sure to check your USM email and your "To Do List" on MaineStreet Student Center regularly. USM Federal School Code — **009762**  
Financial Aid Office: [usm.maine.edu/sfs](https://usm.maine.edu/sfs) | [usm.finaid@maine.edu](mailto:usm.finaid@maine.edu) | (207) 780-5250
- Apply to Live On Campus & Pay Housing Deposit** *(if applicable)*  
If you plan to live in on campus housing, you are required to:
  - complete our online housing application ([usm.maine.edu/reslife/housing-application-process](https://usm.maine.edu/reslife/housing-application-process))
  - pay a housing deposit (via check, money order, or through MaineStreet)Housing assignments are made based on completed housing application date and course registration date, so you are encouraged to apply and enroll in courses as soon as possible. Residential Life: [usm.maine.edu/reslife](https://usm.maine.edu/reslife) | [usm.reslife@maine.edu](mailto:usm.reslife@maine.edu) | (207) 780-5240  
Information on how to request disability-related housing or meal plan accommodations: [usm.maine.edu/dsc/residential-students](https://usm.maine.edu/dsc/residential-students)

#### STAGE 2: ENROLLING IN COURSES

- Complete the Quiz in the New Student Course** *(required)*  
The New Student Course (NSC) will be available for fall admits in April, for spring admits in November, and or Summer Admits in February. As a new first-year, transfer, or readmitted student you will be required to review this online course and complete a required quiz before you are able to schedule an appointment to enroll in courses. This 15-20 minute course covers information about key University resources, dates, required testing, and documentation. More information will be sent to your University email. Typically this email is sent within two (2) business days of when your Enrollment Deposit is processed. Orientation & Transitional Programs: [usm.maine.edu/orientation](https://usm.maine.edu/orientation) | [usm.orientation@maine.edu](mailto:usm.orientation@maine.edu) | (207) 780-4604
- Schedule Advising and Course Selection (ACS) Appointment** *(required)*  
You may schedule your ACS once you have passed the quiz in the New Student Course. Actual ACS appointments occur starting in May for fall admits, in December for spring admits, and March for summer admits. The ACS appointment is a required meeting for all new first-year, transfer, and readmitted USM students. During your ACS appointment, you will meet 1-on-1 with an Academic Advisor to review degree requirements, discuss any transfer credits, and sign up for your first semester of USM courses. You may schedule this appointment to occur while you are still enrolled in high school or another university. Once scheduled, you can note your ACS appointment time at the top of this sheet.  
Orientation & Transitional Programs: [usm.maine.edu/orientation](https://usm.maine.edu/orientation) | [usm.orientation@maine.edu](mailto:usm.orientation@maine.edu) | (207) 780-4604
- Take Placement Exam for Math** *(if applicable)*  
Please consult the Academic Assessment website to determine if you are required to take the exam. If you are required to take a math placement exam, you should do so before attending your Advising & Course Selection (ACS) appointment as the results will be used to determine which math course you will need to take. Academic Assessment: [usm.maine.edu/assessment/testing](https://usm.maine.edu/assessment/testing) | (207) 228-8086

- Review Transfer Credit Evaluation** *(for transfer students)*  
Please be sure to submit all final college transcripts to USM. An official evaluation of your college credit will be processed soon after your acceptance to USM. Transfer affairs will email you detailed instructions on how to access it in your MaineStreet Student Center.  
For address to send final transcripts visit: [usm.maine.edu/apply](https://usm.maine.edu/apply) | [admitusm@maine.edu](mailto:admitusm@maine.edu) | (207) 780-5340
- Attend Your Advising and Course Selection (ACS) Appointment** *(required)*  
We encourage you to attend your ACS appointment as soon as you are able as classes fill on a first come, first served basis.  
Orientation & Transitional Programs: [usm.maine.edu/orientation](https://usm.maine.edu/orientation) | [usm.orientation@maine.edu](mailto:usm.orientation@maine.edu) | (207) 780-4604

### STAGE 3: GETTING READY FOR COURSES

- Provide Immunization Records** *(required)*  
Students born after 1956 must comply with the Maine Post-Secondary Immunization Law. Documentation of your immunization compliance should be submitted before or shortly after attending your Advising & Course Selection (ACS) appointment. Students taking all classes online are exempt from this requirement. To learn how to provide your records or to find more information, contact University Health & Counseling.  
University Health & Counseling: [usm.maine.edu/uhrs/immunization-information](https://usm.maine.edu/uhrs/immunization-information) | [usmhealthcounseling@maine.edu](mailto:usmhealthcounseling@maine.edu) | (207) 780-5411
- Work on Checklist for Registered Students** *(required)*  
At the end of your Advising and Course Selection (ACS) appointment, you will be given a checklist to help you prepare for the start of courses. Items on this checklist include things such as purchasing textbooks, paying your tuition bill, managing emergency notification preferences, obtaining your student ID card, registering for an Orientation session, completing required training, and more.  
Orientation & Transitional Programs: [usm.maine.edu/orientation](https://usm.maine.edu/orientation) | [usm.orientation@maine.edu](mailto:usm.orientation@maine.edu) | (207) 780-4604
- Connect with Veterans Services and Request Joint Services Transcript** *(if applicable)*  
Veterans, servicemembers, dependents, and survivors using the GI Bill® must submit a copy of your Certificate of Eligibility to our office. To request a copy of your Joint Services Transcript for evaluation: [usm.maine.edu/veterans/how-order-your-military-transcripts](https://usm.maine.edu/veterans/how-order-your-military-transcripts)  
Veteran Services: [usm.maine.edu/veterans](https://usm.maine.edu/veterans) | [usm.veterans@maine.edu](mailto:usm.veterans@maine.edu) | (207) 780-4471
- Connect with the Disabilities Services Center** *(if applicable)*  
Did you have a 504/IEP in high school or receive accommodations at your last college/university? Do you have a documented disability? Contact the Disability Services Center (DSC) as soon as possible to request a meeting to learn about our services and request accommodations. To set up an appointment: complete the form at [usm.maine.edu/dsc/dsc-initial-appointment-form](https://usm.maine.edu/dsc/dsc-initial-appointment-form) or call the number listed below.  
Disability Services Center: [usm.maine.edu/dsc](https://usm.maine.edu/dsc) | [dsc-usm@maine.edu](mailto:dsc-usm@maine.edu) | (207) 780-4706 | TTY: (207) 780-4395
- Connect with the Office for Prior Learning Assessment** *(if applicable)*  
Get credit for what you know! The Office for Prior Learning Assessment (PLA) offers ways for qualified students to earn credit by demonstrating college-level learning learned from work, volunteer, or life experience. We do this through exams, reviews of state, national, or industry certifications, and academic portfolio assessments. We also post credits for students who have successfully passed Advanced Placement or International Baccalaureate exams in high school, or have earned a Seal of Biliteracy from their state's Department of Education.  
Prior Learning Assessment: [usm.maine.edu/pla](https://usm.maine.edu/pla) | [priorlearningusm@maine.edu](mailto:priorlearningusm@maine.edu) | (207) 780-4663

### QUESTIONS?

Contact the Office of Admissions, and our Admissions Staff will assist you!

[usm.maine.edu/admit](https://usm.maine.edu/admit) | [admitusm@maine.edu](mailto:admitusm@maine.edu) | (207) 780-5670 or 1 (800) 800-4USM

#### Tobacco-Free Campus

The University of Southern Maine has adopted a 100% Tobacco-Free policy. This policy prohibits the use of all tobacco products on campus grounds, including personally owned vehicles in USM parking lots. Thank you for your cooperation with University Policy.  
View USM's Tobacco-Free Campus Policy: [usm.maine.edu/sustainability/tobacco-free-usm](https://usm.maine.edu/sustainability/tobacco-free-usm)

#### Higher Education Opportunity Act (HEOA) Disclosures

The HEOA of 2008 revises and reauthorizes the Higher Education Act (HEA) of 1965. In compliance with HEOA, USM provides specific disclosures to all students, faculty, staff, and others with information that can be made to make sound decisions about their education. To review HEOA disclosures: [usm.maine.edu/heoa](https://usm.maine.edu/heoa)

#### Campus Safety and Security

The Clery Act of 1998 requires universities to disclose three-year statistics of campus crime.  
View USM's report and learn more about Campus Safety and Security: [usm.maine.edu/deanofstudents/annual-safety-reports](https://usm.maine.edu/deanofstudents/annual-safety-reports)