

# NEXT STEPS

## For Admitted Students

### HOW TO USE THIS CHECKLIST

This document is a guide to help you keep track of and complete the 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 Email and MaineStreet Account (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 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](http://usm.maine.edu/computing/helpdesk) | [usm-helpdesk@maine.edu](mailto:usm-helpdesk@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](http://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](http://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 Federal School Code—009762  
Financial Aid Office: [usm.maine.edu/sfs](http://usm.maine.edu/sfs) | [usm.finaid@maine.edu](mailto:usm.finaid@maine.edu) | (207) 780-5250
- Apply to Live On Campus & Pay \$75 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](http://usm.maine.edu/reslife/housing-application-process))
  - pay a \$75 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](http://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](http://usm.maine.edu/dsc/residential-students)

#### STAGE 2: ENROLLING IN COURSES

- Complete the New Student Course (required)**

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 course covers information about key University resources, dates, required test-ing, and documentation. More information will be sent to your University email within two (2) business days after your Enrollment Deposit is processed.  
**New Student Course Available:** for fall admits in April, for spring admits in November, and or Summer Admits in February.  
Orientation & Transitional Programs: [usm.maine.edu/orientation](http://usm.maine.edu/orientation) | [usm.orientation@maine.edu](mailto:usm.orientation@maine.edu) | (207) 780-4604
- Schedule & Attend Advising and Course Selection (ACS) Appointment (required)**

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 will be allowed to schedule your ACS after successful completion of the quiz in the New Student Course.  
**ACS Appointments Start:** for fall admits in May, for spring admits in December, and for summer admits in March  
Orientation & Transitional Programs: [usm.maine.edu/orientation](http://usm.maine.edu/orientation) | [usm.orientation@maine.edu](mailto:usm.orientation@maine.edu) | (207) 780-4604
- Take Placement Exams for Math: New Accuplacer & Advanced Algebra (if applicable)**

Please consult the Academic Assessment website to determine if you are required to take either 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. On-Campus drop-in testing dates are offered throughout the year.  
Academic Assessment: [usm.maine.edu/assessment/testing](http://usm.maine.edu/assessment/testing) | (207) 780-4578
- 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](http://usm.maine.edu/apply) | (207) 780-5340

## 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. To learn how to provide your records or to find more information, contact University Health & Counseling.  
University Health & Counseling: [usm.maine.edu/uhcs/immunization-information](https://usm.maine.edu/uhcs/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 trainings, 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 of Prior Learning Assessment (if applicable)**  
The Office for Prior Learning Assessment (PLA) provides pathways by which students can earn credit for documented college-level learning acquired outside of a traditional academic environment. We evaluate Advanced Placement (AP) credit and International baccalaureate credit, as well as assess students through testing, credential review, and portfolios.  
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)