



# New Student Information Checklist

Asbury Theological Seminary

800.2ASBURY • 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 800.2ASBURY 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).

## 2. Connect to OneATS.

**Register for your OneATS account at one.asburyseminary.edu.** Click on “register for an account.”

- Enter your Social Security Number and your email address.
- Get your OneATS username and set your OneATS password.
- Bookmark/Add to Favorites (one.asburyseminary.edu) and remember your OneATS username and password.

**Click on the email tab in OneATS and login with the email username and password sent to you by the Admissions Office.**

**Check your mailbox.** (Red flags indicate new/unread messages.) Important messages will be sent to this email account. If you have difficulty, please contact the Info Commons for assistance at 866.454.2733 or 859.858.2233.

## 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 OneATS 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**.
- Watch for an email to your Asbury email address from FastAward@glhec.org to accept your Financial Aid award.** Continue to check your email 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 800.2ASBURY.
- If you plan to receive Federal Aid, please review the Financial Aid section of the website, www.asburyseminary.edu, for other required documents**

### 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 800.2ASBURY.

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## Resources:

- **International Student Information:** [www.asburyseminary.edu/community/wilmore/internationalstudents](http://www.asburyseminary.edu/community/wilmore/internationalstudents)
- **International Handbook:** [www.asburyseminary.edu/cms.files/media/document/community/international\\_handbookweb.pdf](http://www.asburyseminary.edu/cms.files/media/document/community/international_handbookweb.pdf)

## 4. Register for classes.

- Watch for an important email from an academic advisor to your Asbury email address, sent within a few business days after paying your matriculation deposit.** Please read this email sent to you by an academic advisor for registration dates and instructions, recommended first term courses, degree planning information and more.
- If you do not received an email with your registration information, email [academic.advisor@asburyseminary.edu](mailto: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](http://student.asburyseminary.edu)).
- Review your class syllabi** ([www.asburyseminary.edu/registrar/course-planning](http://www.asburyseminary.edu/registrar/course-planning)).
- Contact our Bookstore about course texts** ([www.asburyseminary.edu/current/bookstore](http://www.asburyseminary.edu/current/bookstore)).
- Billing for your tuition and other fees occur the day after the drop/add period ends for each term in which you are enrolled.** The date the term begins and the final day to drop or add classes is posted at the top of each online course schedule ([student.asburyseminary.edu/cgi-bin/public/schedule.cgi](http://student.asburyseminary.edu/cgi-bin/public/schedule.cgi)). A payment plan is available for the fall and spring semesters to assist you in spreading out the payments. Payment for January and summer sessions are due at the end of each mini-term.

## 5. Accept or waive student insurance.

- You must indicate whether you accept or waive student insurance through the secure student site** ([student.asburyseminary.edu](http://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 [www.asburyseminary.edu/current/insurance](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 Asbury Kentucky housing, complete your housing application.

**Housing information** and forms are available online ([www.asburyseminary.edu/current/student-housing](http://www.asburyseminary.edu/current/student-housing)). Housing assignments are based on the date the seminary receives the completed housing application and the \$100 deposit from admitted students.

For off-campus Kentucky housing, a Housing Notebook is available at the Student Center front desk and lists available rental property and houses for sale in Wilmore and the surrounding area.

**Asbury Kentucky Meal Plans:** [www.asburyseminary.edu/current/dining-services](http://www.asburyseminary.edu/current/dining-services)

**Asbury Kentucky Student Guidebook:** [www.asburyseminary.edu/cms.files/media/document/current/2007StudentGuidebook.pdf](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 June 1 to register for NSO. Follow the directions included in the invitation to sign up and reserve your spot for the Fall 2008 NSO on the appropriate campus. Visit [www.asburyseminary.edu/newstudents/orientation](http://www.asburyseminary.edu/newstudents/orientation) for the NSO schedule. We look forward to meeting you!

- **Asbury Florida:** August 23, 2008
- **Asbury Kentucky:** August 28-29, 2008 (*International Orientation begins August 27*)
- **Asbury Virtual:** Virtual students are welcome to attend either the Florida or Kentucky orientation

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### **8. Visit campus resources for additional information.**

**Academic Calendar:** [www.asburyseminary.edu/catalog/2007-2008/academic-calendar](http://www.asburyseminary.edu/catalog/2007-2008/academic-calendar)

**Academic Catalog:** [www.asburyseminary.edu/catalog](http://www.asburyseminary.edu/catalog)

**Academics:** [www.asburyseminary.edu/prospective/academic-degrees](http://www.asburyseminary.edu/prospective/academic-degrees)

**Bookstore:** [www.asburyseminary.edu/current/bookstore](http://www.asburyseminary.edu/current/bookstore)

**Christian Formation Plan:** [www.asburyseminary.edu/current/christian-formation](http://www.asburyseminary.edu/current/christian-formation)

**Community Life:** [www.asburyseminary.edu/community](http://www.asburyseminary.edu/community)

**Financial Aid:** [www.asburyseminary.edu/financial](http://www.asburyseminary.edu/financial)

**Housing Information (Kentucky):** [www.asburyseminary.edu/current/student-housing](http://www.asburyseminary.edu/current/student-housing)

**Human Resources/Employment:** [www.asburyseminary.edu/hr](http://www.asburyseminary.edu/hr)

**Information Commons:** [www.asburyseminary.edu/information](http://www.asburyseminary.edu/information)

**International Student Information:** [www.asburyseminary.edu/community/wilmore/internationalstudents](http://www.asburyseminary.edu/community/wilmore/internationalstudents)

**International Handbook:** [www.asburyseminary.edu/cms.files/media/document/community/international\\_handbookweb.pdf](http://www.asburyseminary.edu/cms.files/media/document/community/international_handbookweb.pdf)

**Asbury Kentucky Student Guidebook:** [www.asburyseminary.edu/cms.files/media/document/current/2007StudentGuidebook.pdf](http://www.asburyseminary.edu/cms.files/media/document/current/2007StudentGuidebook.pdf)

**Registrar/Academic Advisors:** [www.asburyseminary.edu/registrar](http://www.asburyseminary.edu/registrar)

**Student Insurance:** [www.asburyseminary.edu/current/insurance](http://www.asburyseminary.edu/current/insurance)

**Virtual Campus Tutorial:** [www.asburyseminary.edu/information/tutorials/virtual-campus](http://www.asburyseminary.edu/information/tutorials/virtual-campus)