

___ 1. **Apply for financial aid.**

Complete the online FAFSA for financial aid at www.fafsa.ed.gov.

- Use previous year's income tax return data for current school year's application. (i.e., use 2011 tax returns for 2012-2013 school year)
- Indicate full-time student classification.
- Enter Judson University's school code: 001700.

___ 2. **Complete and submit application materials to your Enrollment Advisor.**

- Application with personal statement
- ALL official transcripts in original sealed envelopes (see back for full instructions)
- Copy of confirmation page of FAFSA completion

Quick Reference*To Apply, Submit*

- Application with Personal Statement
- Transcripts
- Copy of FAFSA Confirmation

Your application will be sent through for processing for enrollment and official evaluation at this point. If there is a chance that the cohort will be over-filled, a waiting list will be started. First priority is given to students who have all of their application materials in.

___ 3. **Set up an appointment with your Enrollment Advisor** to review your degree audit and develop an Academic Plan. NOTE: Your degree audit will be available within 4-5 business days of your application file being complete.

___ 4. **Arrange First Term Payment.**

Either tuition for the term must be paid in full or financial aid or payment options must be in place by start date. However, the earlier you can take care of this the better. Contact Student Accounts to arrange payment options, including tuition reimbursement and/or a monthly payment plan.

Requesting Transcripts

Official Transcripts must be submitted in their original sealed envelopes. Requesting transcripts (and course descriptions when necessary) is solely the responsibility of the student. Some institutions charge a fee to send out transcripts. If using the provided transcript request form, send it to the school you attended and include the payment with your request. Your Enrollment Specialist must receive the following transcripts prior to processing your application.

All regionally-accredited colleges attended: Must submit from the college that awarded the credit, even if only one course was taken, all credits were continuing education credits, or coursework was transferred and transcribed on another college's transcript

High school or GED transcripts: Must submit if transferring in less than 28 college level credits

Military: Must submit copy of DD214 and official transcripts for particular branch in which you served

Colleges that are not regionally accredited or specialized training: Must submit work transcribed by the American Council on Education in order to transfer (see "Vocational Training" below)

High School

Generally, public school transcripts can be requested through the County Board of Education in the county from which you graduated. Private schools house their own transcripts.

G.E.D. and other High School Equivalency Programs

Start with the organization you did your work through. If they do not have transcripts, they should be able to direct you to where they are housed. You may also try the County Board of Education.

College Transcripts

Transcripts can be requested from the Office of the Registrar or the Records Office, depending upon the institution. Call to see if they have a specific form they would like you to use and if they require a fee to send out official transcripts.

Test/Proficiency Transcripts

If you did testing (such as a CLEP test) and it is listed on one of your college transcripts, you still need to request an official transcript from the institution that provided the test (such as CLEP). Proficiency credit awarded by another college will not transfer to Judson.

If Your College No Longer Exists

Other colleges often house transcripts for colleges that no longer exist. Contact the State Board of Education where you went to school to learn where transcripts are housed.

Military DD214 and Transcripts (need to submit both)

DD214: Copies of your original may be submitted

Air Force: Community College of the Air Force
www.au.af.mil/au/ccaf/transcripts.asp

Army, Army National Guard, Army Reserve:
AARTS transcript, 866-297-4427

Coast Guard:
http://uscg.mil/hq/cg1/cgi/ve/official_transcript.asp

Navy or Marine Corps: SMARTS transcript, 877-253-7122
<https://smart.navy.mil/request.pdf>

If for some reason you are unable to obtain a copy of your DD214 or a transcript, please contact your Enrollment Specialist.

Vocational Training

Judson University will award college credit for a vocational training program if this program has been reviewed and approved by the American Council on Education (ACE). To see if your program is approved, you may visit the ACE web site at <http://www.acenet.edu/AM/Template.cfm?Section=Learners>. If you've attended such an institution, you will need to request official transcripts through ACE. Any credits awarded for this type of program will be awarded in place of PLA credit and will not be higher than 30 credits.

Police Training

Submit transcripts from training organization(s) in original sealed envelopes at time of application. Any credits awarded will be considered PLA credit and will not be higher than 30 credits. If additional training is received during your time in the program, transcripts must be submitted immediately after completion of training.

Important Contact Information

Admissions Questions & Initial Advising Appointments

Elgin: Gerry Mravik, 847-628-1526
Rockford: Pam Timmons, 815-399-3500, ext. 2585

Financial Aid Questions

Christina Watson, 847-628-2534

Payment Arrangement Questions

Laurie Cobern, 847-628-2051

GI Bill Arrangements

Please call first: 1-888-442-4551
Maria Aguirre, 847-628-1160

JUDSON UNIVERSITY

Rockford Campus Cohort Start Dates: Fall 2012

Cohort Start Dates

Program Intro	Day	Cohort Name and Major
Sept 10, 2012	Mon	RL25: Liberal Arts
Sept 11, 2012	Tues	RH27: Human Service
Sept 18, 2012	Tues	RM32: Management and Leadership
Sept 18, 2012	Tues	RR20: Human Resource Management
TBA	Tues	RCM05: Communications Management
Sept 18, 2012	Tues	RC15: Criminal Justice Management
Sept 18, 2012	Online	OM20: Online M & L

**Students must be registered at least one week prior to the start of online course offerings.*

***Cohort nights are subject to change with advance notice.*