

Admissions Checklist

APPLICATION MATERIALS

- Application for Admission
- Signed Transcript Request
- \$45 Application Fee
- High School transcripts needed if student has <12 transferable college credits
 - Transcript
 - GED
- Enrollment Agreement

FINANCIAL OPTIONS

- Student Financial Agreement: Complete and sign form.
- Policies and Procedures
 - Cash Plan: If choosing this option, you'll need to pay tuition 1 week prior to class start
 - Financial aid: Follow instructions below if choosing this finance option
 - Step 1 Complete On-Line PIN Request: www.pin.ed.gov (2-4 days to receive. If PIN has not been received in 2-4 days complete FAFSA without PIN)
 - Step 2 Sign FAFSA electronically with PIN at beginning of application at www.fafsa.ed.gov.
 - Step 3 Complete FAFSA Document: www.fafsa.ed.gov (This step takes care of Pell Grant, OK Tuition Grant & Student Loans)
School Code: 003183: Indicate you are a full-time student
 - Give confirmation page to your Enrollment Counselor
 - Step 4 Complete Entrance Counseling Interview
 - Master Promissory Note
 - Plan (Deferred Payment Plan)
*Instructions for completing these documents will be given at orientation
- Tuition Reimbursement: If choosing this finance option you will need the following items
 - Student Authorization to Charge
 - Tuition Reimbursement Certification
 - Company Reimbursement Policy
- Military Section
 - Military agreement form
 - Submit appropriate benefit application for approval
 - DD214 or DD295
 - Military Transcripts: Official transcript required
- Other Items Needed:
 - Pay \$50 registration fee – upon acceptance
 - Order books online: www.sgubookstore.com or call 405-878-5404 Course number _____
 - Do Homework: Complete Week 1 assignment before 1st night of class
 - Projected class start date: _____
- Military Discount
 - Military ID
 - DD-214
- Third Party Billing Plan
 - Company voucher approved by the University or Military Tuition Assistance Form DD1556
 - Tuition Assistance Authorization, or other authorized military or governmental assistance voucher
 - Yellow Ribbon
 - Chapter 33

Application for Admission

I am applying for the following program:

- ASB BSB BSSS HRM SSM MSM
 Healthcare
 Management

Date _____

Legal Last Name _____ First _____ Maiden (Surname) _____ Middle _____

Mailing Address _____ Street _____ City _____

State _____ Zip _____ County _____

Home Phone _____ Cell Phone _____ Work Phone _____ Date of Birth _____ Birth Place _____

E-mail Address _____

Emergency Contact _____ Phone Number _____ Cell Phone _____

Social Security Number _____

High School Attended _____ City _____ State _____

High School Graduation Date _____ Diploma _____ GED _____

Have you previously enrolled at St. Gregory's? Yes No Date(s) _____ Location _____

If so, under what name were you enrolled? _____

Have you ever been convicted of a felony? Yes No

Have you ever received financial aid? Yes No Year _____

Are you interested in applying for: Government Loans Grants Tribal Funding Military Discount
 VA benefits Military Branch _____

Will you be receiving or applying for funds from additional resources? Yes No

List sources and approximate amounts. _____

When do you plan to begin class? (Month) _____ Which location? _____

Are there any days of the week you cannot attend? _____

ACADEMIC INFORMATION

List below all colleges or universities you have attended and any institution after high school at which you received financial aid and/or attended. Give date(s). Failure to provide a complete list of previous schools can lead to denial of financial aid.

College/University	City/State	Semester Hours	Degree Received	Dates
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Last Degree Earned _____ Date Earned _____ Grade Point Average _____

Please go to the reverse side to complete the application

MILITARY EDUCATION

Branch _____ Dates Served _____ Current Rank _____

Discharge: Type _____

Active Duty Retired Active Reserve Other Discharged

Do you have a DD214? Yes No or DD295 Yes No If yes, please forward with your application

Have you completed USAFI, DANTES, or GED Exams? Yes No If yes, please forward with your application

Are you eligible for U.S. Military or VA Educational Benefits? Yes No

EMPLOYMENT HISTORY

Current Employer _____ Title _____

Address _____ City _____ State _____

E-mail Address _____

Full or Part Time _____ Date of Hire _____

Previous Employer(if current less than 2 yrs) _____ Position _____ Employment Dates _____

Will your employer reimburse you for tuition and/or books? Yes No Approx. Amount _____

For Federal and University Reporting Purposes:

Marital Status: Single Married Other

Gender: Male Female

Race: Caucasian African-American Asian/Pacific Islander

Hispanic American Indian/Alaskan Native

Religious Affiliation: _____

Are you a U.S. citizen? Yes No If no, indicate country of citizenship _____

Is English your first language? Yes No Are you a first generation college student? Yes No

Notice of Non-Discriminatory Policy as to Students

St. Gregory's admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarships, loan programs, athletic or other school administered programs. The University is also committed to nondiscrimination on the basis of religion, handicap, or sex.

* Please NOTE: If you are not a U.S. citizen, send our office a copy of your VISA or permanent residency status.

An Application Fee of \$45 must accompany this application. This fee covers the evaluation and processing of your transcripts and other documents.

I understand that the \$95 registration and application fees are non-refundable. I understand that I must submit official college/university transcripts for every college I have attended. I also acknowledge that I have provided accurate and truthful information in completing this application for admission.

Signature _____ Date _____

St. Gregory's University

Request for Official Transcript

From _____ Date _____

Student Name Name on transcript if different (Maiden/Other Name)

Address _____

Student Address City State Zip

To _____

School from which transcript is requested

Address _____

School Address City State Zip

Date of Enrollment _____ / _____ No. of official copies requested _____

From To

Social Security Number _____ Date of Birth _____

Send first copy to: St. Gregory's University

Adult Degree Programs

5801 East 41st Street, Suite 900

Tulsa, Oklahoma 74135

Send second copy to: Student at above address

Student Signature _____



ST. GREGORY'S
UNIVERSITY

Office of Admissions
5801 East 41st Street
Suite 900
Tulsa, Oklahoma 74135

(918) 610-8888
Fax (918) 610-1111

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Employer Information Form

EMPLOYER INFORMATION FORM

In order to better serve you as a potential or current student, we are requesting that you take a moment to provide the following information. With this information, St. Gregory's- College for Working Adults can work in partnership with you and your organization to keep our curriculum and program development current.

Are you currently employed? Yes No

Name _____ Phone Number _____

E-Mail _____ Company _____

Company Address _____

Human Resources Director _____ Title _____

Or employer _____

Phone Number _____ E-mail _____

Number of Employees _____ Yes No Amount
TUITION ASSISTANCE?

Helping others you know who would benefit from pursuing their education is one way your thoughtfulness can make a difference in their life. If you have any colleagues, friends or family members who would benefit from completing their degree at St.Gregory's, please list them below.

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____