

Enrollment Services

Greetings from Enrollment Services!



Who is Enrollment Services?

The Department of Student Affairs has integrated the Registrar's Office and Student Financial Services into the office of Enrollment Services. Enrollment Services is here to offer students seamless service with their registrar and financial services related needs!

USMLE Registration

Step 1 of the USMLE can be mailed, or if on campus, students may bring the Certification of Identification and Authorization Form to Enrollment Services. The form will be signed and the University seal will be applied over the photo. The forms are mailed once a week to NBME. For Step 2 of the USMLE, once the student sends in their registration, Enrollment Services will get an online prompt from NBME to verify their enrollment, which is checked weekly. Once the enrollment is verified, NBME will send the student the scheduling permit. For more information please go to <http://www.nbme.org/> to access the NBME website.

DID YOU KNOW?

You can now complete your 2018/2019 FAFSA using your **2016** tax information at <https://fafsa.ed.gov/>. ATSU's school code is G02477 for both the Arizona and Missouri campuses.

***STAY
CONNECTED
WITH
ENROLLMENT
SERVICES ON
FACEBOOK!***

Join our group on Facebook to receive the latest information and notifications from Enrollment Services at <https://www.facebook.com/groups/1935657016685903/>

Enrollment Services makes regular posts to keep you current on University requirements and Enrollment Services news.

These notifications will help you succeed as a student and get to know the newly integrated and exciting Enrollment Services team!

SETTING UP YOUR PERSONAL IDENTIFIER

Protecting the privacy of our students is of the utmost importance to ATSU.

In an effort to protect your student information and comply with FERPA we have developed a process in which we are able to confirm a student's identity over the phone. Allowing us to provide students with non-directory information and improving our service to you.

In order for you to utilize this service, you will need to create a personal identifier on the student portal. This identifier will be stored in the Campus Nexus system. Faculty and staff will have access to it and can request it from you before providing confidential information. Please set up a personal identifier as soon as possible. If you do not set up your identifier, we will not be able to confirm anything over the phone. Please feel free to contact Enrollment Services with questions.

Instructions:

1. Go to the ATSU portal at my.atsu.edu
2. Click on My Profile and then My Information
3. Go to the Additional Information tab
4. Click on Personal Identifier and then Edit

Keep Your Address and Phone Number Up to Date

It is important that you keep your local address and phone number up to date so that you can be contacted in the event of an emergency. Please take a minute to verify or update your information at the start of each semester.

To update your address:

Login to the CampusNexus student portal, click on "My Profile" then "My Information." Under the "Addresses" tab you can make changes to your address and phone number. Keep in mind, most correspondence with you will be via your campus email address, so do not change your campus email address and check it often. You can contact ITS at <http://its.atsu.edu/> to obtain instructions on configuring your campus email to forward to your personal email account.

GRADUATION

Enrollment Services wanted to remind all 2018 graduates of a few items as you approach this momentous occasion.

Diploma Name-The name on your diploma will appear as listed officially with the University in the CampusNexus System (First, Middle, Last). You may review your full name on your unofficial transcript on the CampusNexus Portal. If you have had a name change, you will need to submit a name change form along with legal documentation to Enrollment Services prior to your graduation date. https://www.atsu.edu/pdf/change_name_form.pdf

Address-Your diploma will be mailed to the local address listed within the CampusNexus system as of your graduation date. Please be sure to update your current address prior to graduation.

Diploma Information-Diplomas take 6-8 weeks to receive after your graduation date, and they will be shipped directly to you from the diploma vendor. Doctorate-level diplomas are 18x14 and masters-level diplomas are 11x8.5.

HOW DO I CONTACT ENROLLMENT SERVICES?

Details about our services may be found on our webpages at: <https://www.atsu.edu/departments-of-student-affairs/registrar-office/> and <https://www.atsu.edu/financial-aid/>. Feel free to call, fax, or email us with any questions. We look forward to assisting you in any way that we can!

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