

## New Student/Transfer/Re-Entry Student Checklist for Admissions, Financial Aid, & Enrollment in Classes at LSUA

- Apply for admissions to LSUA by submitting an application for admissions available at [http://admissions.lsua.edu/\\_d/application.pdf](http://admissions.lsua.edu/_d/application.pdf)
- Create a Federal Department of Education FSA ID and password. Students may go to [www.fsaed.gov](http://www.fsaed.gov) to request an ID. You will use your ID to electronically sign your FAFSA. Do you answer **no** to all of the following questions?
  - Will you be 24 years old or older by December 31 of the award year?
  - Are you are married as of the date the FAFSA is submitted to the Federal Department of Education?
  - Will you be in a master's or doctoral program (beyond a bachelor's degree) during the award year?
  - Do you have at least one child who receives more than half their financial support from you?
  - Do you have dependents (other than your children or spouse) who live with you and who receive more than half their support from you and will continue to receive more than half their support from you through June 30 of the upcoming year?
  - Are you an orphan or ward of the court (or were a ward of the court until age 18)?
  - Are you are a veteran of the U.S. Armed Forces? ("Veteran" includes students who attended a U.S. service academy and were released under a condition other than dishonorable.)

*If you answer **no** to all of the above questions you are classified as a dependent student and your parents' information must be reported on your FAFSA. Additionally, to be processed your parent's signature will need to be included. So, have your parent request an FSA ID and password following the same steps you did.*
- Submit the Free Application for Federal Student Aid (FAFSA) listing LSUA's school code of 002011. You may complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The best time to apply for Federal Student Aid is between October 1<sup>st</sup> and March 1<sup>st</sup>. The **priority deadlines** at LSUA to have completed a FAFSA is March 1<sup>st</sup>.
- Retrieve your MyLSUA username and password. You will use this username and password log in to your MyLSUA account. This is how you will access your email and Net Partner accounts. This username will also serve as your email address while a student at LSUA. All Correspondence sent to your from university faculty, staff, and administration will be sent through this email address. Net Partner is your online access to your financial aid record at LSUA.
- 5-7 days after submitting your FAFSA you should receive your Student Aid Report (SAR). If you do not receive your SAR within 5-7 days then log in to the FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) using your username and password to check the status. Carefully review your SAR for any corrections that need to be made and submit any corrections as directed within 48 hours of receiving your SAR.
- Approximately 2 weeks after you receive your SAR you will receive notification through your LSUA email and Net Partner account of any additional paperwork that may be required to complete the processing of your financial aid application. If you do not receive notification within 2 weeks of receiving your SAR then check your Netpartner or contact LSUA's Financial Aid Office via by email at [financialaid@lsua.edu](mailto:financialaid@lsua.edu).
- Submit all requested paperwork listed on Net Partner Missing Documents tab by May 1<sup>st</sup>.
- Monitor your LSUA email and Net Partner accounts for updates
- Meet with your academic advisor.
  - All transfer students and re-entry students, who have received letters regarding admission status, will need to call their academic departments and arrange to meet with their advisors.
  - All new freshmen students, who have received letters regarding admission status, will need to contact the Advising Center, (318) 767 – 2604, to make an appointment to meet with their advisors.
- Attend Orientation. This is optional for re-entry students but required of all transfer and new freshmen students. Contact the Advising Center, (318) 767-2604, to sign up for an orientation session that meets your needs.
- Register for classes online in self service through your mylsua account. This is usually addressed during orientation but students who have addressed all of the above steps and are experiencing technical difficulties may contact IET, (318) 473-6475, for additional assistance.
- Continue to monitor your LSUA email and Net Partner Account for updates
- Accept any aid you wish via your Netpartner "Accept awards" tab
- Check that your aid has posted as "anticipated" on your fee bill in self service
- Continue to monitor your LSUA email and Net Partner Account for updates