



## Checklist for New Students

1. \_\_\_\_ Complete your SCU School of Adult and Online Education application and essay.
2. \_\_\_\_ Complete the School of Adult and Online Education Registration Agreement.
3. \_\_\_\_ Have official transcripts from ALL previous colleges you attended sent to:

**School of Adult and Online Education**  
**Attention: ADMISSIONS**  
**Southwestern Christian University**  
**7210 NW 39<sup>th</sup> Expressway**  
**Bethany OK 73008**

4. \_\_\_\_ Complete your Free Application for Federal Student Aid (FAFSA) at: <https://fafsa.ed.gov/>
5. \_\_\_\_ Begin your first course, PSYC2003 Effective Learning Strategies.
6. \_\_\_\_ Login and setup your SCU email at [mail.google.com](mailto:mail.google.com) Instructions for setting up your email are located in your PSYC2003 Effective Learning Strategies course.
7. \_\_\_\_ Setup your SCU Student Portal at <http://student.swcu.edu> Instructions for setting up your Student Portal are located in your PSYC2003 Effective Learning Strategies course.
8. \_\_\_\_ If notified by the financial aid office that you have been selected for financial aid verification, send any additional documents requested to:

**Financial Aid Office**  
**Attention: VERIFICATION**  
**Southwestern Christian University**  
**7210 NW 39<sup>th</sup> Expressway**  
**Bethany OK 73008**

9. \_\_\_\_ Once notified by financial aid that your award package is complete, accept or decline your financial aid. To do this, go in your Student Portal under the “**My Financial Aid**” tab.
10. \_\_\_\_ Check your “**My Ledger**” tab in your Student Portal and make any additional payments that are required after your financial aid has been applied.
11. \_\_\_\_ After completing your PSYC 2003 Effective Learning Strategies course you will be enrolled in the remaining courses you need for the current semester and each semester afterwards until you have completed your degree.