

PARK UNIVERSITY GILBERT

GET ON BOARD CHECKLIST



- ☐ Plan Your Academic Journey
- ☐ Submit Your Transcripts
- ☐ Follow Up On Your Application
- ☐ Enroll in Your Courses
- ☐ Secure University Housing *(if applicable)*
- ☐ Submit Your FAFSA
- ☐ Estimate Your Direct Costs
- ☐ Plan Your Payments

Notes

PARK UNIVERSITY GILBERT

PLAN YOUR ACADEMIC JOURNEY



Make the most of your academic journey as a Park Buccaneer. Our motto: Fides et Labor. Find **faith** in yourself — by discovering your potential and **working** to realize it. Prioritizing academics is the central goal of a liberal arts education.

I am most excited about learning

I plan to spend at least
classes each week.

studying for my

I am looking forward to

I am attending Park University to achieve

When I am challenged, I will turn to this person for support:

family member

coach

friend

PARK UNIVERSITY GILBERT

SUBMIT YOUR TRANSCRIPTS



Submitting Your Official Transcripts

Congratulations on your application to Park University! In order to be considered for enrollment, you will need to submit official transcripts from any previously attended college or university, or high school you graduated from.

How do I obtain my transcripts?

Your first step is to check with the registrar's office of the school(s) you attended. Your school may have a variety of ways to order a transcript. You may need to fill out a form, pay a fee and then have to wait a certain amount of time before it can be released. Each institution will have their own process, so you will want to contact the registrar of each school that you've attended as soon as possible.

How do I submit my transcripts to Park University?

The fastest way to submit your transcripts to Park is electronically. Give the submitting institution Park's registrar's email: **regtrans@park.edu**. Transcripts must be sent by the school you attended, not yourself.

To send official transcripts to Park by mail, provide/use this address:

Office of the Registrar
Park University
8700 NW River Park Drive
Parkville, MO 64152

Confirm Receipt of Your Transcripts at Park University.

Park University will use your email to confirm when your electronically submitted transcripts are received. Transcripts submitted by mail will take longer to deliver confirmation of receipt (usually within a few weeks).



FOLLOW UP ON YOUR APPLICATION



After taking the necessary steps to submit your official transcripts, following up on your application to Park University is your next step!

1. Once your application is processed by Park University, you will receive two emails from Park to setup your own **MyPark account**:

- one with your student ID number
- and one with your temporary password

Your student ID number and password are the keys to your Park University journey so make sure you keep these somewhere safe. *If you do not receive the second email, please call (800) 927-3024 for assistance.*

2. Use the ID and password your were emailed to log into your new MyPark account for the first time at this address: <https://my.park.edu/ICS>
3. Once you are logged into your MyPark account, check to make sure you are on the HOME tab at the top of the page.
4. Locate the CHANGE PASSWORD SETUP. Reset your password. You will also need to update your security challenge questions.

Forget your MyPark name or password?
Go to: accounts.park.edu/idm.

PARK UNIVERSITY GILBERT



ENROLL IN YOUR COURSES



After confirming receipt of your application and acceptance to Park University, signing your enrollment agreement and enrolling in your courses are the next steps.

ENROLLING IN COURSES

Utilize Student Success Coaches and Faculty Advisers who are focused on helping you to graduate with the right classes — on time and on budget. Your student success coach and, if assigned, faculty advisor, are listed in your MyPark student portal.

Book your advising appointment at
<https://gilbertadvising.youcanbook.me>

HOW DO I RECEIVE AND SIGN MY ENROLLMENT AGREEMENT?

- Make a registration appointment with your student success coach by going to <https://gilbertadvising.youcanbook.me>
- During this appointment, your enrollment agreement will be emailed to you by your student success coach.
- You will review and SIGN your enrollment agreement, and email it back to your student success coach! It is required to be signed and submitted before enrolling in courses.

A Park University Success Coach will email you a copy of your schedule after you have enrolled.

PARK UNIVERSITY GILBERT

SECURE UNIVERSITY HOUSING



After confirming enrollment in courses, students may choose to secure university housing. For submittal deadlines for security deposits, visit www.park.edu/gilbert-residence-life

- ☐ Living in University Housing (complete steps below)
- ☐ Not living in University Housing (skip this step)

Step 1: The Housing Application: Fill out the application at <https://form.jotform.com/gilbertstudentlife/housingapplication>

Park University's housing application will provide the Residence Life staff with your contact information and living preferences, which will be used to match you with a roommate. If you have a preferred roommate, list that person's name on the application.

Step 2: Sign the Housing Agreement: After completing the above application, you will need to fill-out and electronically sign the housing agreement here:

<https://form.jotform.com/gilbertstudentlife/housingcontract>

Step 3: Complete the University Deposit: (Priority deadlines for deposits can be viewed at park.edu/gilbert) All residents requesting to live in University provided housing must fill out a University and Housing Deposit. The deposit is a \$575. The deposit is applied towards your first semester's housing fee post occupancy. **You may pay the deposit online** by logging into your MyPark account or by contacting your Student Success Coach.

Step 4: Receive Roommate and Apartment Assignments, and Complete the Background Check: After the above steps have been completed, you will receive your housing assignment complete with roommate and apartment information. You will also receive instructions for completing a background check in agreement with the apartment complex. **For more information, reach out to Gilbert@park.edu.**

**Apartment complexes subject to change*

Residing in a University housing is **NOT** mandatory.

PARK UNIVERSITY GILBERT

SUBMIT YOUR FAFSA



Complete the FAFSA *(Free Application for Federal Student Aid).*

Before you start the application, you will need Park's school code (002498) and your 2019 tax returns.

Accessing the FAFSA online:

- Go to <https://studentaid.ed.gov/sa/afsa>
- New! You can complete the 2021-22 FAFSA form using the myStudentAid app.

Create a FSA ID

Students and parents, and borrowers are required to use an FSA ID, made up of a username and password, to access certain U.S. Department of Education online systems. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your federal student aid document. You can create your FSA ID at <https://studentaid.ed.gov/sa/afsa/filling-out/fsaid>

Start the Award Process

- Students should check their **Park email** and the email provided on the FAFSA for important information regarding their financial aid status.
- Students who are fully admitted will receive an early estimated financial aid award letter with 1-2 weeks of FAFSA received date. No action is required by the student.
- The early estimated award is based on the information from the FAFSA. Award amounts may change as additional information regarding the student's eligibility is gathered.
- Scholarships may not always be included on the student's initial early estimated award.
- About 30% of students who complete the FAFSA will be selected for a process called verification. If you are selected you will receive a missing information notice explaining what additional documents are needed and instructions on logging into your financial aid portal to upload the requested documents.
- Once students have completed all financial aid requests for missing information an actual award letter will be prepared and emailed to the student.
- Regardless of accepting or declining aid, the student will then log into their financial aid portal to accept/decline the awarded aid.
- Any student accepting a student loan will also need to complete Entrance Loan Counseling and a Master Promissory Note at <https://studentloans.gov/myDirectLoan/index.action> using the same FSA ID you created when you completed the FAFSA.
- Students will need to accept their financial aid through Park's University financial aid portal at park.edu/current_students/mypark/login/

Await Award Disbursement

Financial aid disbursements are sent directly to the school and posted to the student's account to pay for tuition and fees along with any additional charges including; student residence costs, parking tickets, etc.

- If a student's financial aid is greater than the tuition and fees charged to the student's account a refund will be made available. The student will generally receive the refund during the 2nd and 3rd week of class as long as their attendance has been verified and eligibility has been established.

For help with FAFSA, visit
<https://www.park.edu/apply-financial-aid/>

PARK UNIVERSITY GILBERT



ESTIMATE YOUR DIRECT COSTS



Financial Estimate 2021-22 Academic Year

FAFSA Expected Family Contribution (EFC) = 0

With an EFC of 0, you could be awarded the maximum amount in the federal Pell Grant and federal loans:

Federal Pell Grant = \$6,345

Federal Subsidized Loan = \$3,000 (dependent/independent) student)

Federal Unsubsidized Loan = \$2,000 (dependent student)

Federal Unsubsidized Loan = \$6,000 (independent student)

Tuition and Fees per Year
(not including house and meal plan)

\$13,600

Possible Aid

\$13,600
- \$6,345 Pell Grant

\$7,255 Balance
- \$3,000 Loan

\$4,255 Balance
- \$2,000 Unsubsidized Loan

\$2,255 Your Estimate

Your Estimated Cost from Above \$ _____

Athletic Grant (SUBTRACT amount) \$ _____

External Scholarships (SUBTRACT amount) \$ _____

University Housing (ADD amount)* \$ _____

Optional Private Loan \$ _____

Total Out-of-Pocket Costs \$ _____

**Estimated housing costs are \$7,000 per year but could change depending on your apartment choice.*

PARK UNIVERSITY GILBERT

PLAN YOUR PAYMENTS



Can you believe it? You are officially a Buccaneer. We're so glad you chose us, and we're excited about the great future waiting for you here! Before we get carried away thinking about all the fun you're going to have, you need to do a few things to ensure your smooth transition to Park University. It's really important stuff. In fact, you should share it with your parents or anyone else who might be helping you pay for college. We know that every family is different, especially when it comes to finances. That's why we offer a few different payment options. (All you have to do is a little bit of math.)

Payment Options

You can choose to make one payment per semester, three payments per semester, or 4 payments per semester. Use the graphic below to estimate your payment(s). To start, take the total balance due from the "Estimating Your Costs" worksheet.

Overall Total: \$XX,XXX	=		This is the amount you owe for the fall semester after all loans and scholarships have been factored in. You can pay this amount in full now.
Overall Total: \$XX,XXX	÷3=		Or you can choose to pay this amount 3 times per semester.
Overall Total: \$XX,XXX	÷4=		Or you can choose to pay this amount 4 times per semester.
Overall Total: \$XX,XXX	x2=		This is what you owe for the whole year (fall and spring semesters combined). If you need to apply for a loan, this is the amount you should apply for.

Remember, if these payments don't seem possible, you can apply for an additional loan.

Make Your Payment

Payment is due by the confirmation date for the term you are registering.

If you have concerns about your ability to pay for college, or if the amount of your bill is higher than you expected, let us know right away. The sooner you reach out to us, the more likely it is that we will be able to find a solution that works for you.