



New Student Checklist (Undergraduate)

- Submit *official* transcripts from every college/university you have previously attended.** This includes providing an updated official transcript with grades posted for any coursework that was listed as *in-progress* at time of the first submission.
- Attend a virtual new student information session.** This group session will allow you to meet a success coach, gain an understanding of your starting point and learn important new student need-to-knows.
 - [Register to attend via Zoom](#)¹.
- Log into your [Athens State Online](#)² Account.**
 - Use your student number and temporary PIN to log in.
 - Reset your PIN.
 - Review [Important Dates](#) for the upcoming semester(s).
 - Review your plan of study in [Degree Works](#)³ to ensure official transcripts have been received and evaluated.
- Log into to Establish your [Athens State Email](#)⁴.**
 - You will have a temporary password of capital "A" followed by your student number (example A000XXXXX or A001XXXXX)
 - Reset your password.

¹ <https://www.athens.edu/tssc/>

² https://24.athens.edu/pban/twbkwbis.P_ValLogin

³ <https://www.athens.edu/pdfs/ssc/WhatsDegreeWorks.pdf>

⁴ <http://outlook.com/my.athens.edu>

⁵ <https://www.athens.edu/financial-aid/process/>

- *It is critically important you now use this email for all your student-related email communications and check it often for notifications from the university and your professors.*

Complete your Financial Aid Requirements.

- If you are utilizing federal student aid, be sure to follow these steps to [complete the financial aid requirements](#)⁵.

Meet with a Student Success Coach

- [Schedule an appointment with a student success coach](#)⁶.
- Understand your next steps that are unique to you and your situation.
- Review your Degree Works plan of study with your student success coach to understand your outstanding degree requirements.
- Discuss courses needed, registration and your plan.
- Engage in discussion on items you are not sure about or need more information or guidance on.

Register for Classes

- Review the step by step [how to](#)⁷ add or drop a class guide.
- Be sure you have met with a success coach prior to the start of your first semester.

Check out the [Clubs and Organizations](#)⁸ page to find a group that is right for you!

Stay up-to-date on all campus events through the [Calendar of Events](#)⁹!

⁶ <https://app.acuityscheduling.com/schedule.php?owner=17774204&appointmentType=10258330>

⁷ <https://www.athens.edu/pdfs/ssc/AddDropClass.pdf>

⁸ <https://www.athens.edu/clubs/>

⁹ <https://www.athens.edu/student-activities/calendar/>