

Howard Payne University New Braunfels Center



ADMISSION CHECKLIST

Admission

- Complete a FREE Application for Admission @ www.hputx.edu/nb
- Submit Official Final High School Transcript
- Submit Official College Transcript from each College or University attended, including Dual Credit
- Submit ACT/SAT Scores (if less than 12 college semester hours completed)
HPU ACT Code: 4102 HPU SAT Code: 6278
- Accuplacer (placement test)
- Complete Other Tasks (if necessary)
 - _____ Short Essay
 - _____ Resume
 - _____ Letters of Recommendation

Health Documents

- Complete Extension Center Health Record
- Submit Immunization Record (Under age 22)
Must include proof of Bacterial Meningitis

Financial Aid

- Complete FAFSA (Free Application for Federal Student Aid) @ www.fasfa.ed.gov
HPU Code: 003575
- Submit HPU Financial Aid Application
- VA Documents (if applicable)
 - _____ Complete VONAPP
 - _____ Submit Certificate of Eligibility
 - _____ Submit JST (Joint Service Transcript)
- TCOLE Course Credit Form

Academic Advising

- Attend Day 1: Academic Advising Appointment
 - _____ Degree Audit Request
 - _____ FERPA Form (Family Educational Rights and Privacy Act)
 - _____ FSA (Financial Settlement Agreement)
 - _____ Photo Release Form
 - _____ Student ID Picture

- Schedule an Academic Advising Appointment (if unable to attend a Day 1 event)

Gateway

- Claim your Account (An email will be sent to your personal email with a general password to begin)
- View & Accept Financial Aid Awards
- Complete Registration for Classes
- Pay or Set Up a Payment Plan for Tuition Bill

Before You Begin Classes

- Attend Orientation
- Verify with the Business Office that your account is FINALIZED
- Submit any FINAL OFFICIAL transcripts or documents
- Purchase Textbooks (<http://hputx.ecampus.com/>)

<u>Office</u>	<u>Phone Number</u>	<u>E-mail</u>	<u>Fax</u>
Admissions Office	325-649-8020	enroll@hputx.edu	325-649-8901
Business Office	325-649-8013	BusinessOffice@hputx.edu	325-649-8971
Computer Help Desk	325-649-8840	helpdesk@hputx.edu	
Financial Aid	325-649-8015	financial-aid@hputx.edu	325-649-8973
Health Services	325-649-8601	jskaggs@hputx.edu	325-649-8819
New Braunfels Campus	830-629-2366	newbraunfels@hputx.edu	
Registrar	325-649-8011	registrar@hputx.edu	325-649-8909