



## New Undergraduate Student Checklist

- ☐ **Submit all official transcripts from every college/university you have previously attended.** This includes resubmitting previously submitted transcripts that had “in-progress” coursework at the time of submission.
- ☐ **Log into the myAthens Portal from the main university homepage at <http://www.athens.edu><sup>1</sup>.**
  - Use your student email address and temporary PIN/password to log in (These are found on your admission letter).
  - Reset your password and make note of it.
  - Review your plan of study in Degree Works to ensure official transcripts have been received and evaluated

<sup>1</sup> <https://www.athens.edu>

<sup>2</sup> <https://myathens.athens.edu/pages/student-success-center>

<sup>3</sup> <https://www.athens.edu/academics/calendars/>

<sup>4</sup> <https://www.athens.edu/current-student/>

- [Degree Works](#)<sup>2</sup> is located in the myAthens Portal in the “Tools” tab.
- Review [Important Dates](#)<sup>3</sup> for the upcoming semesters.
- ☐ **Log into and Establish your [Athens State Email](#)<sup>4</sup>.**
  - Important Note: Your Athens State Email is not available until 24 hours after admission.
  - Your temporary password is “Ath” followed by your 6-digit date of birth (ex. AthMMDDYY).
  - Reset your password and make note of it.
- ☐ **Complete your Financial Aid Requirements.**
  - If you are utilizing federal student aid, be sure to follow these [steps to complete the financial aid requirements](#)<sup>5</sup>.
- ☐ **Attend a New Student Virtual “Everything All Students Need to Know” Session and then Meet one on one with Your Success Coach.**
  - [Download the Navigate app](#)<sup>6</sup> (there is also a desktop version).
  - Check your Athens State email messages from your success coach.
  - Attend a [New Student Session](#)<sup>7</sup> covering need-to-know items for every student.
  - Schedule your one-on-one appointment with your success coach.

<sup>5</sup> <https://www.athens.edu/admissions/financial-aid/transfer-guide-and-process/>

<sup>6</sup> <https://www.athens.edu/resources/student-services/successcenter/navigate-student/>

<sup>7</sup> <https://myathens.athens.edu/pages/new-student-info-session>

□ **Register for Classes**

- Review the [step by step guide to register](#)<sup>8</sup> for classes.
- Be sure you have met with a success coach prior to registration for classes.



## Utilize the Student Success Center

The Student Success Center is a central location to receive academic guidance, general support and degree advising. Use the Student Navigate App or desktop version to find and schedule an appointment with your success coach.

- [Download the Student Navigate App](#)<sup>9</sup>
- The desktop version of Student Navigate is available at <https://athens.campus.eab.com/><sup>10</sup>

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<sup>8</sup> <https://myathens.athens.edu/pages/student-success-center>

<sup>9</sup> <https://www.athens.edu/resources/student-services/successcenter/navigate-student/>

<sup>10</sup> <https://athens.campus.eab.com/>