



Office of Admissions

SPRING | SUMMER | FALL

# Enrollment Checklist

*Excellence*  
is our Habit!



TSU-13-0018(B)-15-12900 – Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Tennessee State University. The following person has been designated to handle inquiries regarding non-discrimination policies: Stephanie Roth, Office of Equity and Inclusion, [sroth@tnstate.edu](mailto:sroth@tnstate.edu), 3500 John Merritt Blvd., General Services Building, Second Floor, Nashville, TN 37209, 615-963-7435. The Tennessee State University policy on nondiscrimination can be found at [www.tnstate.edu/nondiscrimination](http://www.tnstate.edu/nondiscrimination)

Congratulations on your admission to Tennessee State University. Now that you have been accepted, please review the items below to ensure that you complete the admissions process. As you review these items, place a check mark next to those items that have been completed.

 **STEP 1**
**COMPLETE THE ACCEPTANCE OF ADMISSION FORM:**

[www.tnstate.edu/accept](http://www.tnstate.edu/accept)

 **STEP 2**
**ACCESS YOUR MYTSU ACCOUNT:**

We have created a myTSU account for you to check financial aid, register for courses, pay your tuition, check your student email, and receive the latest University updates. Access [mytsu.tnstate.edu](http://mytsu.tnstate.edu). Click on the "To retrieve Username & T- Number" link and only enter information in the required sections to retrieve your username and password. Once you login click the "Email" tab to the left to access your TSU email account, which you should check on a daily basis. Also click the "Banner Services" Tab in the center of the screen to view your student account information.

 **STEP 3**
**CONFIRM YOUR CITIZENSHIP (IF AVAILABLE):**

In order to ensure that your tuition payment is accurate, we must verify your citizenship. Students who complete the Federal Application for Student Aid (FAFSA) form will have their citizenship automatically verified. Students who do not complete the FAFSA Form should email a legible copy of their State issued ID or Driver's License to [admissions@tnstate.edu](mailto:admissions@tnstate.edu)

 **STEP 4**
**SUBMIT SHOT RECORDS:**

All admitted students must have their physician complete the enclosed immunization forms and immediately submit them to our Health Center at the address listed on the forms. The Medical History Questionnaire, Certificate of Immunization, and Meningococcal Meningitis and Hepatitis B Immunization Health History Form must be received before you will be eligible to register for full-time status or move on campus. Please verify that the Health Center has received and processed your immunization forms at 615-963-5291.  
 Fax: 615-963-5084

 **STEP 5**
**SUBMIT HOUSING APPLICATION:**

All students who plan to live on campus must complete a student housing application and pay the required housing deposit. Access the following link for more information: [www.tnstate.edu/housing](http://www.tnstate.edu/housing). Complete shot records are required before you will be eligible to move on campus. Important: Students who have not received the Meningitis Shot are not eligible to move on campus.

 **STEP 6**
**APPLY FOR SCHOLARSHIPS:**

Access [www.tnstate.edu/scholarships](http://www.tnstate.edu/scholarships) for the latest scholarship information.

 **STEP 7**
**SUBMIT FREE APPLICATION FOR STUDENT AID FORM (FAFSA):**

Go to Link Below:

All students seeking financial aid must complete the Free Application for Student Aid Form (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov), our school code is 003522. After your FAFSA is completed please continue to access your MyTSU account to check your status by logging in, clicking on *Banner Services*, Clicking on *Financial Aid*, Clicking on *Eligibility*, Clicking on Student Requirements, and selecting the aid year that corresponds to your admission term to view any outstanding requirements.  
 Fax: 615-963-5084

 **STEP 8**
**SUBMIT FINAL HIGH SCHOOL TRANSCRIPT AND ALL AP/IB/CLEP EXAMS OR DUAL ENROLLMENT TRANSCRIPTS, IF APPLICABLE:**

After graduation, all high school seniors should request that their high school guidance counselor send an official final high school transcript, which shows their graduation date to: Office of Admissions, 3500 John A. Merritt Blvd, Nashville, TN 37209.

All high school seniors who completed AP/IB/CLEP exams or who were Dual Enrolled at a college/university should request that their scores/transcripts be mailed to: Office of Admissions, 3500 John A. Merritt Blvd, Nashville, TN 37209.

 **STEP 9**
**ATTEND NEW STUDENT ORIENTATION:**

*\*First-Time Freshmen:* are *required* to attend a New Student Orientation. Access [www.tnstate.edu/orientation](http://www.tnstate.edu/orientation) for the latest information on available sessions. All first time freshmen 21 years or older are required to take the ACCUPLACER Test before their scheduled orientation session. Access [www.tnstate.edu/testing/schedule.aspx](http://www.tnstate.edu/testing/schedule.aspx) to search for and schedule your ACCUPLACER Test Date.

*\*Transfer Students with less than 60 earned credit hours:* should access [www.tnstate.edu/orientation](http://www.tnstate.edu/orientation) to schedule a face to face or virtual orientation session. Transfer credits from previous institutions will be applied to transfer students' accounts once they register for their orientation session.

*Transfer and Readmit Students with 60 or more earned credit hours:* should meet with their academic department for course advisement. Access [www.tnstate.edu/academic\\_programs](http://www.tnstate.edu/academic_programs) for a list of academic departments. Please bring copies of your college transcripts for your advisement session. Copies can also be obtained from the Admissions Office Room 323 of the Floyd Payne Campus Center.

*\*Non-Degree Seeking Students and Readmit Students with less than 60 credit hours earned* should contact the Success Center at 615-963-5531 or at [advisement@tnstate.edu](mailto:advisement@tnstate.edu) for advisement.

*Important:* Because of the large volume of transcripts received, transfer students admitted six weeks prior to the start of classes should bring copies of their college transcripts with them for advisement, as their transfer credits will be uploaded to their records before the end of their first semester.

*\*Readmit students:* who are returning from suspension are required to register for an Academic Recovery course. These students will be admitted on a probationary status and allowed to register for no more than 13 credit hours. These students will have a Success Center Advisement Hold placed on their account that will prevent registration until they meet with the Success Center for course advisement.

**Success Center Advisement Hold:**

*\*All students with less than 30 credit hours will have a Success Center Advisement hold placed on their account after acceptance, until they receive advisement from the Success Center. The hold will be placed back on their account each semester until they earn at least 30 college credit hours.*

If you have questions, please contact the Success Center at 615-963-5531, or at [advisement@tnstate.edu](mailto:advisement@tnstate.edu).

 **STEP 10**
**AFTER ADVISEMENT, REGISTER FOR YOUR COURSES:**

Register for courses online at [mytsu.tnstate.edu](http://mytsu.tnstate.edu). Go to the link below for dates based on your admission term.

Important registration dates are scheduled to change, if you are unable to register for courses on the dates above based on your admissions term, access the Academic Calendar at [www.tnstate.edu/academic\\_programs/academic\\_calendar.aspx](http://www.tnstate.edu/academic_programs/academic_calendar.aspx) for more information concerning changes in course registration dates.

For assistance with logging into myTSU, course entry, or fee payment, during the registration dates, access the following link: [www2.tnstate.edu/admissions/registration.pdf](http://www2.tnstate.edu/admissions/registration.pdf)