



Enrollment Checklist

To ensure a smooth enrollment process at Tennessee State University, follow the enrollment checklist provided. It includes steps like confirming housing, submitting transcripts, and registering for classes to prepare for a successful academic journey at TSU.

OFFICE OF ADMISSIONS & RECORDS

- **Respond to your offer of admission.**
 - Log into your Future Tiger Portal: <https://futuretiger.tnstate.edu>.
 - Select “Respond to Your Offer of Admission,” under the To-Do List.

- **Access your MyTSU Account.**
 - Log in to your my TSU account - Go to mysu.tnstate.edu
 - Username is your TSU email (found in your Future Tiger portal under the Important Information box)
 - New students will use the temporary password: Full Tnumber+lower case first letter of last name+DOB in MMDDYY format.
For example: Jayla Sanders would be T00112233s01012001

- **Register for Orientation.**
 - Log in to your Future Tiger portal
 - Select “Register Now,” under the To-Do List, Next to Orientation.
Note: First Time Freshman are required to attend an orientation session. Transfer students with less than 60 credits are required to attend a transfer student orientation (transfer credits will not be applied until you have registered for orientation). Transfer students with more than 60 credits will need to schedule an advisement appointment with their academic department.

- **Submit final Transcripts, Exam Scores, and Records.**
 - **High School Transcripts:** Submit your final official high school transcripts after graduation. These can be sent by your high school guidance counselor through Parchment, Clearinghouse, another digital transcript provider, or emailed directly from the school to admissions@tnstate.edu. Alternatively, they can be mailed to the Office of Admissions.
 - **AP/IB/CLEP Exam Scores:** Ensure that your official AP/IB/CLEP exam scores are sent directly from the testing body to Tennessee State University.
 - **Dual Enrollment Transcripts:** If you have completed any dual enrollment credits, submit official transcripts from the college or university where you earned these credits to Tennessee State University.
 - **Transfer Students:** Submit final official college transcripts from all institutions you have attended, once all grades have been posted.
Note: Unofficial transcripts are not accepted.

SCHOLARSHIPS & FINANCIAL AID

- **Add TSU's School Code onto your FAFSA. (domestic students only)**
 - If you plan to use federal financial aid (Pell Grant and Student Loans), go to www.fafsa.gov. - Our school code is 003522. - It takes 3-5 business days for your FAFSA to process.
 - Check your financial aid award letter at your myTSU portal. Visit Banner Services, then select Financial Aid.
 - Once processed, you'll need to accept your financial aid. For help email the Office of Financial Aid at finaid@tnstate.edu.

Apply for TSU Scholarships.

- - Visit <https://tnstate.edu/scholarships> and complete the instructions.
 - Email enrollmentservices@tnstate.edu for more information on the Scholar Rate, Scholar Rate Plus, and 250 Mile Radius Tuition Discounts.

Note: Students are automatically considered for merit based scholarships once they have accepted their offer of admission.

RESIDENCE LIFE

- **Submit your housing application.**
 - Visit <https://www.tnstate.edu/housing/forms.aspx> and complete the instructions.
 - Pay your \$100 non-refundable deposit.
 - Housing is on a first come, first served basis!

Note: Immunization records are required prior to moving into your residence hall.

HEALTH SERVICES

- **Submit your immunization records.**
 - Visit <https://www.tnstate.edu/healthcenter/forms.aspx> and submit the the following forms.
 - Certificate of Immunization
 - Immunization Information
 - Hepatitis B and Meningococcal Meningitis

ACADEMIC ADVISEMENT

- **Register for Classes.**
 - First-Time Freshmen:** Advisors in the Office of Student Success will register you for your first semester. More info: <https://www.tnstate.edu/studentssuccess/ftf.aspx>.
 - New Transfer Students:** (<30 credit hours): Self-register after advisement with an advisor. More info: <https://www.tnstate.edu/studentssuccess/transfers.aspx>.
 - New Transfer Students:** (≥30 credit hours): Self-register after meeting with your faculty/department advisor. More info: <https://www.tnstate.edu/studentssuccess/transfers.aspx>.
 - Transient Students:** Register for specific courses after receiving permission from the Department Chair.