

## **Checklist for RTG students seeking enrollment for Undergraduate Courses at Fort Hays State University**

All students enrolling with Fort Hays State University (FHSU) through the services of an RTG mentor are asked to comply with the following steps in order. It is important that you follow these steps sequentially when registering at FHSU.

1. \_\_\_ Complete online FHSU application for degree being sought. Click on <https://secure.fhsu.edu/admissions/apply.aspx>. Any undergraduate applicant must pay a one-time fee of \$30.
2. \_\_\_ **Degree-seeking** students ([bachelors](#), [associates](#)) must complete a letter of intent for their degree goal. Click on the degree that you are seeking and follow the instructions on that Letter of Intent link.

When submitting this letter to FHSU, if you have copies of previous college transcripts and your ACE ([AARTS](#), [SMART](#), [CCAF](#), or [CGIT](#)) transcript, then scan and attach these to your emailed letter of intent.

3. \_\_\_ **Degree-seeking** students order all previously earned OFFICIAL transcripts in compliance with your letter of intent. Again, unofficial transcripts (in your possession) may be sent pending the arrival of your OFFICIAL transcript(s) being sent by your former institution(s). Go to Step 5.
4. \_\_\_ **NON-degree seeking** students must submit a letter of intent document that they are not seeking a degree at this time. Click on your student status ([Undergraduate](#)). Undergraduate students provide FHSU a unofficial (personal) copy of any college, high school, or GED transcript.

**\*\*VocRehab & Post-9/11 GI Bill Students only:**

**Read the SPECIAL REMARKS below before going to on to step 5**

5. \_\_\_ Click on the [REGISTER HERE](#) icon. Complete the final enrollment commitment for your courses in the current or coming semester at FHSU. If you have questions or need to verify your courses, call your [RTG mentor](#).
6. \_\_\_ Prior to the semester start date, or immediately upon receiving a verification letter or email from FHSU, go to your Tiger Tracks student account and finalize your enrollment and tuition bill status. If you have an issue contact your RTG mentor immediately. DO NOT WAIT. If you are a Post-9/11 GI Bill (Chapter 33) or VA VocRehab (Chapter 31) recipient, your tuition will be paid directly to FHSU by the VA. All others (Chapter 30 or Chapter 34 recipients – MGIB) must pay their own tuition bill. If you have any issues, contact your [RTG mentor](#).

### **SPECIAL REMARKS for VA VocRehab students (chapter 31) and Post-9/11 GI Bill students (chapter 33):**

**VocRehab students:** DO NOT enroll prior to obtaining verification from FHSU's VA coordinator (Ms. Dixie Balman, 1 800-628-3478) that your VA Form 28-1905 has been received at FHSU, from your VA counselor.

**Post-9/11 GI Bill students** - DO NOT enroll until you verify that a copy of your Post-9/11 GI Bill Certificate of Eligibility has been received at the FHSU VA coordinator's office (Ms. Dixie Balman, 1 800-628-3478).