



Dear Student:

In order to better serve you while attending NAU and completing the Degree Completion Program it is imperative that you are aware of and responsible for all of the requirements within the program. I have created this information sheet with a list of requirements and/or important information that will assist you. Please read and sign this document and return the original to me. I will require a signed copy in your file within your first semester of study at NAU.

Some of this information pertains to your transcript evaluation which will take place through the Undergraduate Office once you have been admitted and enrolled into your first course. The evaluation will take approximately 3-4 weeks after enrollment. Some of these requirements will happen automatically based on transfer credits but if they are not met by transfer hours it is your responsibility to make sure they are met.

- 4.0 credit hours of Foundation College Composition English.

If you have taken English 101 and 102 you should meet this requirement. If you are short your English hours you can petition any additional -7(1)TJETBT1 0 0 1 2505(cred)-5(i)-5(t)-5()5(h)

Students Signature

Print Students name

While I am here to assist as best I can, it is your responsibility to make sure that you submit all official transcripts to the Undergraduate Office, are enrolled in classes, make sure that your tuition is calculated properly, make sure that you complete all required courses and that you are aware of all the above requirements for the program.

Congratulations on your acceptance! I look forward to working with you!
Sincerely,

Juli Glade, RDH BS