### NEXT STEPS

<table>
<thead>
<tr>
<th>Number</th>
<th>Step Description</th>
</tr>
</thead>
</table>
| 1. | Final College Transcript  
Undergraduate Admissions  
Phone: 910.521.6202, Lumbee Hall, Room 224 |
| 2. | Set up your Brave Web Account  
Immediately upon Receipt of Letter of Acceptance from the Office of Undergraduate Admissions |
| 3. | Complete the FAFSA online for Financial Aid  
Phone: 910.521.6255  
Email: fa@uncp.edu  
Lumbee Hall 2nd Floor  
Scholarship Deadline: March 1st |
| 5. | Military and Veteran Services |
| 6. | Orientation and Registration |

---

### PLEASE READ YOUR ENTIRE ACCEPTANCE LETTER.

- **Transfer student** - college transcript is required upon completion of courses at the last school of attendance.

### Next Steps Details

- **Your acceptance letter contains your Activation Code.** Use this to setup your Brave Web account at [https://braveweb.uncp.edu/](https://braveweb.uncp.edu/)
  
  - Select **New User** on far left of menu
  - Select “click here” under Students –
  
  - Complete the required information and select “Begin” Continue following the prompts through the entire set-up process
  - Inside Brave Web, students may register for courses, pay tuition, review charges and payments, make electronic payments via credit cards or checks, set up authorized users for access to account information, enter information For electronic refunds, check grades and complete a host of other services.
  
  - If you receive an error message, contact the Help Desk at 910-521-6260.

- **Complete the FAFSA at [https://fafsa.ed.gov/](https://fafsa.ed.gov/) to receive student aid (Available after January 1st). You must be fully admitted into UNC Pembroke before you can receive a financial aid award.**
  
  - Place UNCP’s School Code (002954) in the form so we receive your FAFSA.
  
  - Information needed for the FAFSA comes from the parents’ and student’s Federal Income Tax Returns

  **To check your Financial Aid Account:**
  
  1. Login to the Brave Web  
  2. Enter in your user name and password  
  3. Click Banner Self-Service  
  4. Click Student Financial Aid  
  5. Click Financial Aid  
  6. Click ‘My Eligibility’ to see if there are any missing documents and to make sure you are making Satisfactory Academic Progress for Financial Aid

  Or click ‘My Award Information’ to view your award for this year.

- **New Student Veterans:** These forms are required by Financial Aid for students receiving VA benefits:
  
  - Memorandum of Understanding for Veteran Students receiving VA benefits
  - Enrollment Worksheet for VA certification (Must be completed every semester.)

  - Please contact the Office of Financial Aid, Veterans Counselor, at 910.775.4405 for additional information.

- **Active Duty Military:** If you plan to use Federal Tuition Assistance, create a GOARMYEd account at goarmyed.com and then contact our Fort Bragg Office at fort.bragg@uncp.edu or at 910.436.4295.
  
  - Also, please go to this website to see other available services for Active Duty Military: [http://www.uncp.edu/student-life/student-services/military-and-veteran-services/get-started/active-duty-service-members](http://www.uncp.edu/student-life/student-services/military-and-veteran-services/get-started/active-duty-service-members)

- **Off-campus students** will need to contact the appropriate Campus Administrative Coordinator and be directed to the appropriate Academic department. Go to [www.uncp.edu/distance](http://www.uncp.edu/distance) for additional information.

- **Online students** will need to complete the Online Orientation and contact the appropriate academic department for additional details on registering for classes. For additional information, please contact the Office of Distance Education at distance@uncp.edu or 910.521.6367.

- For additional information on registration, please look at these videos: [http://www2.uncp.edu/advising/videos/](http://www2.uncp.edu/advising/videos/)
7. Complete the Student Health Form:  
   **Student Health Services**  
   **Phone:** 910.521.6219  
   **Email:** shs@uncp.edu - Student Health Services Building  
   Students registered only in off-campus courses; Students attending night or weekend classes only; Students taking a course load of four credit hours or less and residing off campus are **not** required to complete the Student Health Form. However, if you ever plan to attend a class on campus, you will need to complete the Student Health form.

8. Waive or Accept the Student Insurance  
   **Deadline:** 8 days after start of class  
   All registered students taking six (6) or more credit hours on campus are required to purchase the student injury and sickness insurance plan, with the following exceptions: **distance education students** and students who submit evidence of equivalent coverage satisfactory to the policyholder may waive coverage. If you do not submit a waiver online, you will automatically purchase the Student Health Insurance and the charge will remain on your student account. If you have any questions, please contact Student Health Services at 910-521-6219. For more information about Student Health Insurance, please go to [www.bcbsnc.com/uncp](http://www.bcbsnc.com/uncp).

9. Braves One Card, (your identification card)  
   **Phone:** 910.521.6845  
   **Email:** chomeka.franklin@uncp.edu  
   **Auxiliary Services Building.**  
   The Braves One Card is your identification card for UNCP events and athletics.  
   - You may submit a digital photo online at [http://www2.uncp.edu/bs/card/](http://www2.uncp.edu/bs/card/).  
   - You **must** be registered for classes in order to pick up your card.

10. Student Accounts  
    **Deadline:** Payment due day after class begins  
    **Phone:** 910.521.6855  
    **Fax:** 910.521.6548  
    **Email:** student.accounts@uncp.edu  
    **Lumbee Hall, Room 109**  
    Student Account activity may be managed through your BraveWeb Account.  
    - This will allow you to view your bills, make payments, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.  
    - **ONLY** after you setup your BraveWeb account are you able to view the Online Account Center.  
    - Click on the following link for instructions [http://www2.uncp.edu/co/bursar/online_account.pdf](http://www2.uncp.edu/co/bursar/online_account.pdf).  
    - To view tuition costs, go to [http://www2.uncp.edu/co/tuition_fees/tuition.htm](http://www2.uncp.edu/co/tuition_fees/tuition.htm).

11. Bookstore information:  
    [https://www.uncp.edu/about-uncp/administration/departments/bookstore/distance-education](https://www.uncp.edu/about-uncp/administration/departments/bookstore/distance-education)  
    For classes taken at any Distance Ed site or courses taught online, textbooks can be ordered online or purchased from the UNCP Bookstore. To order books online from the UNC Pembroke bookstore, proceed to [http://bookstore.uncp.edu/](http://bookstore.uncp.edu/)

12. Transfer Transition Office  
    **Transfer Students**  
    **Phone:** 910.521.6693  
    **Email:** transfer_transition@uncp.edu  
    **Jacobs Hall, Suite M**  
    **TRANSFER STUDENTS ONLY** - Transferring to a new institution can be confusing. The Transfer Transition Office is here to smooth out that process to ensure that your time here at The University of North Carolina at Pembroke is enjoyable.  
    - We have a peer mentor program available lounge/computer lab; and can identify, assist, and link students to campus resources.  
    [http://www2.uncp.edu/tto/](http://www2.uncp.edu/tto/).