# NEXT STEPS

1. **Final High School/College Transcript**  
   Undergraduate Admissions  
   Deadline June 30  
   Phone: 910.521.6262, Lumbee Hall, Room 224

2. **Set up your Brave Web Account**  
   Immediately upon Receipt

3. **Complete the FAFSA online for Financial Aid**  
   Phone: 910.521.6255  
   Email: fa@uncp.edu  
   Lumbee Hall 2nd floor  
   Scholarship Deadline: March 1st

4. **Register for Housing**  
   Phone: 910.775.4253  
   Fax: 910.775.4299  
   Email: housing@uncp.edu  
   University Center Annex, Suite 207  
   Deadline for roommate assignment: June 1st  
   Transfer Student submit application prior to July 1st

5. **Meal Plans**  
   Cashier’s Office, Room 109  
   Phone: 910.521.6855  
   Lumbee Hall Building  
   Meal plan changes must be made by the end of the first week of classes during each semester.

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# PLEASE READ YOUR ENTIRE ACCEPTANCE LETTER.

- **Freshman student** - A final high school transcript with your graduation date (after graduation) is required and if you are taking college courses during high school please submit your transcript from the college you are attending.
- **Transfer student** - college transcript is required upon completion of courses.

Your acceptance letter contains your **Activation Code**. Use this to set up 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 [http://www.fafsa.ed.gov](http://www.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.**

A deposit must be on file before a room assignment can be made. You will not be able to submit the online application without a receipt number. Please contact the Housing Office (910.775.4253) to pay by Credit or Debit Card.

- Once you have a receipt number from your payment, go to [http://www.uncp.edu/housing/agreement.htm](http://www.uncp.edu/housing/agreement.htm).
- On the right side of the page, click on “Application for Campus Housing” Complete the form in full and submit it.
- Housing and Residence Life will notify you when they receive your application. You will receive notification of your housing assignment in mid-July. You may also complete a paper application and submit it with your application fee.

First year freshman students at UNCP are required to reside on campus for their initial academic year. If you are a commuting student please contact the Housing and Residence Life Office.


- If you need to purchase a meal plan, simply log into BravesWeb or if you would like to make a change to the plan you have already selected, simply contact the Cashiers Office.
6. Register for New Student Orientation
   Phone: 910.521.6662
   Fax: 910.521.6659
   Email: orientation@uncp.edu
   DF Lowry Building, room 301
   Deadline: Schedule “Immediately upon acceptance

   Orientation is required for all freshman and transfer students.
   You will receive class advisement, register for classes, and learn more about UNCP!

   To register for New Student Orientation, please visit
   http://www.uncp.edu/orientation/. 
   - Click on the “Register Online” link.
   - Complete the form and click “submit”.
   - Contact the New Student Orientation (910)521-6662 or Cashier’s office at (910)521-6855 to pay the registration fee.

   Before your orientation session, all freshman students are REQUIRED to complete the Freshman Advising Survey. This will assist in building your schedule for the Spring/Summer/Fall semester. Please complete this survey in its entirety.

7. Complete the Student Health Form:
   Student Health Services - Deadline: July 31
   Phone: 910.521.6219
   Fax: 910.521.6549
   Email: shs@uncp.edu

   You must complete this form and return it to Student Health Services before the start of classes.
   - Check with you guidance office to verify if your immunization records are listed on your high school transcript and if your immunization records are NOT listed please request a copy of your records from your County Health Department and submit to UNCP c/o Student Health Services.

   Student Health Form is available to print at:
   http://www.uncp.edu/shs/students/.

8. Waive or Accept the Student Insurance
   Deadline: 8 days after start of class

   To waive the student insurance, go to
   www.bcbsnc.com/uncp.
   - If you do not complete the waiver procedure, you will be enrolled in the student insurance and be expected to pay the premium associated with the insurance policy.

9. Braves One Card, (your identification card)
   Complete during Orientation
   Phone: 910.521.6845
   Email: chomeka.franklin@uncp.edu
   Auxiliary Services Building.

   The Braves One Card is your single source card for purchasing foods and services at UNCP. It is also your identification card for UNCP events and athletics.
   - Photos will be taken at New Student Orientation and the cards can be picked up when you arrive on campus in August.
   - You may submit a digital photo online at http://www.uncp.edu/bs/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://www.uncp.edu/co/bursar/online_account.pdf.
   - To view tuition costs, go to http://www.uncp.edu/co/tuition_fees/tuition.htm.

11. Register for your Parking Permit
    During class registration
    Phone: 910.521.6235
    Fax: 910.521.6193
    Email: police@uncp.edu
    Business Services Building

   Go to http://www.uncp.edu/police/parking/ and click on “Vehicle Registration Form” to download the form.
   - Complete the form and return it to the Campus Safety Office.
   - All motor vehicles, including two-wheeled motor vehicles, driven or parked on campus by students, faculty and staff must be registered and display a current UNC Pembroke official parking permit.

12. Transfer Transition Office
    Transfer Students – first week of class
    Phone: 910.521.6693
    Email: transfer.transition@uncp.edu
    Jacobs Hall, Suite M

   TRANSFER STUDENT 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://www.uncp.edu/tto/.