

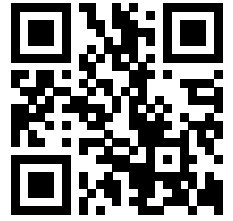


# NEXT STEPS for New Students

Follow these instructions to get ready for your first semester.

*This is an interactive document! Click the green buttons to go directly to the relevant website.*

*Viewing a printed copy? Scan the QR code with your phone to access these links.*



## 1 PAY \$150 ENROLLMENT DEPOSIT

- Your deposit confirms your spot at Huntington University as a degree seeking student and will be refunded upon graduation (dependent upon account holds).

Once complete, check your personal email within 1-2 business days for 'Huntington University Email Setup' Instructions, and proceed to step 2.

**PAY DEPOSIT**

**ACCESS  
EMAIL**

## STUDENT EMAIL & PORTAL SETUP

## 2

**Student Email Access:** Use your HU email to login at [mymail.huntington.edu](https://mymail.huntington.edu). To setup on a PC or smartphone, use the Microsoft Exchange or the Outlook app.   
*\*Personal email will no longer be used for correspondence.*

**UPDATE  
PASSWORD**

**Update Password:** Register your account via [account.huntington.edu](https://account.huntington.edu). A verification code will be sent to your HU email. Follow the instructions to reset your password.

**WATCH  
VIDEO**

Click the link in your email to join our [AZ Center for DMA group](#) for helpful resources.

Watch **portal orientation video** located on our AZ Center for DMA group page.

## 3 FINANCIAL AID

- Complete your **FAFSA** (Free Application for Federal Student Aid) for the upcoming academic year, starting October 1st until April 15th. HU's school code is **001803**.

HU's Financial Aid office will receive your FAFSA within 1-2 business days. If additional information is required, we'll contact you. Otherwise, you'll receive an Award Letter within a few weeks!

**Not using FAFSA?** Confirm your method of payment for the semester (i.e. pay in full, TMS payment plan) to [studentaccountteam@huntington.edu](mailto:studentaccountteam@huntington.edu) or call 260-359-4007. This step approves you for registration!

- Verify your Aid:** Login to the portal. Click the 'Students' tab, 'Financial Records' (left-hand side), then, 'Financial Aid' to view your award for the upcoming academic year.

Your award will be posted after receiving your award letter (fall) or a few weeks following your FAFSA submission (spring). **\*If your aid is not posted** according to this timeline, please call 260-359-4326 or email [finaid@huntington.edu](mailto:finaid@huntington.edu) for assistance.

- If utilizing loans in the upcoming academic year, complete your **Entrance Counseling** and the **Loan Agreement (MPN)**.

To decline, or partially accept awarded loan(s), please email [finaid@huntington.edu](mailto:finaid@huntington.edu).

**FAFSA**

**ENTRANCE  
COUNSELING**

**LOAN  
AGREEMENT**

Submit your **Official Transcript** to [transcripts@huntington.edu](mailto:transcripts@huntington.edu) or 2303 College Avenue, Huntington, IN 46750.

**First-Time Freshmen:** Submit official high school transcript, ensuring no grades are shown as 'in progress'. If you took any dual-enrollment / early-entry courses at another school, send those official transcript(s) as well.

**Transfer Students:** Submit official college transcripts, ensuring no grades are shown as 'in progress.' An official evaluation will be emailed to you within 5-7 business days of receiving your transcript.

**Register for Classes:** When all steps above are completed, you'll be approved to register for the upcoming semester! Please email [azadmissions@huntington.edu](mailto:azadmissions@huntington.edu) or call 480-939-5074 to enroll.

## 5 BUSINESS OFFICE

- Locate Billing Statement:** Login to the portal. Click the 'Students' tab, 'Financial Records', then 'Course and Fee Statement.' Select your term, and generate statement.

*Loans will not be applied before completion of Entrance Counseling and Loan Agreement (See step 3).*

- Pay Balance:** Physical payments should be mailed to:  
Huntington University, Business Office, 2303 College Ave, Huntington, IN 46750.

To pay via **Electronic check or credit card**, go to [my.huntington.edu](http://my.huntington.edu), but don't login. Under 'Quick Links,' located on the left-hand side, click 'Make a Payment.' You will need your student ID (located on your Course & Fee statement).

*Utilizing a credit card results in a service fee, which varies by card type. Payments made via E-check or Debit card will not pose any fees.*

**Final Payment is due August 10th for Fall and January 10th for Spring.**

**TMS Payment Plan (Optional):** To enroll in our 5 or 6 Month Payment Plan option, TMS, call 800-722-4867, or go to [huntington.afford.com](http://huntington.afford.com). Enrollment Deadlines - Fall: June 1st or July 1st. Spring: December 1st or January 1st.

VIEW BILLING  
STATEMENT

MAKE A  
PAYMENT

PAYMENT PLAN  
ENROLLMENT

### ORIENTATION REGISTRATION

**Register** for New Student Orientation. You'll find details on our web page.

**Math Accuplacer:** A Math placement test is required to enroll in math at Huntintgon, unless your ACT Math was 22 or higher / SAT Math was 530 or higher.

*\*This test will be scheduled during the orientation.*

### BOOKSTORE

Go to **HU Bookstore**, and enter your student ID to see your book list for the semester  
*\*If ordering through our bookstore, be sure to have your books delivered NOT "pickup".*

### TECHNOLOGY REQUIREMENTS

Login to the portal and check out the **technology requirements**, by program, on our [AZ Center for DMA group](#) page. Questions may be addressed to our Learning Technology Manager, Eric Luce at [eluce@huntington.edu](mailto:eluce@huntington.edu).

### BUY ADOBE SOFTWARE

**Optional:** To use the Adobe Creative Cloud software on your personal computer, a license may be purchased at the HU group rate of \$120 per academic year.

If you need accommodations, please **submit a copy** of your high school Individual Education Plan (IEP), 504 Plan, or SOP (Summary of Performance), or other appropriate documents, to our Academic Center of Excellence at [ace@huntington.edu](mailto:ace@huntington.edu)

## ORIENTATION & SCHOOL SUPPLIES