

## Instructions For New Students SERP 502 (Section 910)

Thank you for your interest in the *Behavioral Support Specialist* course sequence. The following provides instructions to gain admission to the UA Graduate College, register for the course, and start the course as quickly as possible. Please read these instructions and follow them carefully.

1. Apply online. You will need to apply online for admission to the UA Graduate College as a **Non-Degree Seeking** student. To apply, go to [http://grad.arizona.edu/Prospective\\_Students/Apply\\_Now/#online](http://grad.arizona.edu/Prospective_Students/Apply_Now/#online). Complete the entire application, submit required documents, and pay required fees. You must pay the \$35 admission fee at this time. Your district can use PBISAz grant funds to reimburse you for the admission fee. **Note:** If you are requested to pay a \$65 admission fee, you did not select **Non-degree Seeking** student and will need to go back and do so.
2. Register for the course. As soon as you complete the online admission, register for SERP 502 - Section 910). Go to the Distance Learning website at [http://www.ceao.arizona.edu/dist/serp\\_abi.html](http://www.ceao.arizona.edu/dist/serp_abi.html). Complete the registration and payment form. Remit via fax or mail along with your payment for tuition and fees. For assistance, call Colleen Reed at UA Distance Learning at 520-626-2079.

**Note:** If your school, district or company will be paying your tuition and fees with a Purchase Order, you'll need to submit this along with your registration forms.

3. Save your Student ID number. After you have completed the application process, you will receive an e-mail from the Graduate College. The e-mail will include your Student Identification Number. You will need this number so keep it safe and available. If you do not receive this email within 14 days, contact the Graduate College and verify that the application process has been successfully completed.
4. Save your PIN number. Once you have been admitted, you will be registered into your course. At this time, you will receive an email from UA Distance Learning. **Read this e-mail carefully and respond to it immediately.** This will get you into the course website much quicker. The e-mail will include instructions for getting your *UA NetID* and for accessing your course through D2L.
5. Get a *UA NetID*. As soon as you get your PIN number, get a *UA NetID* at <http://netid.arizona.edu>. You will need your Student ID and PIN number (see #4, above) to get the *UA NetID*. However, without the *UA NetID*, you will not get into the course website. Get the *UA NetID* as soon as you can.
6. Get your textbook. Call the UA Bookstore at **520-621-2811** (local) or **1-800-937-8632** (toll free) and order the textbook required for the course.

Processing of your admission application to the UA Graduate College typically takes up to 48 hours (business days only). The PIN number is mailed within 48 hours of admission.

The course starts August 25th. To get into the course website, you need to be registered for the course and have a *UA NetID*. Take care of these now so you can start on time.