Bachelor of Science in of Education Admissions Checklist

Apply

Complete an Admissions Application to HLGU. Be sure to use your personal and not a work email when completing this form. It is also important to list any previous last names on the application as transcripts may arrive under those names. Because you will be applying separately to the education program, we recommend applying at least three weeks prior to the start of a term.

Request Official Transcripts

Request that official transcripts be sent to HLGU's Registrar's Office from every institution where you have earned higher education credit, including dual credit. Transcripts should be sent directly from the institution to HLGU. While HLGU accepts both mailed and electronic transcripts, electronic transcripts usually arrive faster.

Apply for Outside Scholarships (optional)

Apply for any outside scholarships you know of and utilize scholarship search engines to discover and apply for more.

- CareerOneStop
- Scholarships.com
- Scholarships360

Receive Admission Letter

Once application materials have been received and you have been admitted to HLGU, the Online Department will send your admission letter to the email address listed in your admissions application.

Receive Login Information

Within a few days of admission, students should receive an email containing login information.

If you do not see this in your personal email inbox, be sure to check your spam/junk folder.

If you have previously had an HLGU student email account, you will not receive a new one; your student ID and sign in information should be the same as before. If you do not receive

this email or need further assistance, contact the Office of computer services at ocs.support@hlg.edu or by calling 573-629-3032.

Meet With Your Academic Advisor

Set up an advising appointment to meet with your academic advisor and go over your course registration and walk through the Online Student Orientation on Canvas. Come to the meeting prepared with questions you have about your academic program. Our academic advisors are listed on our online staff page.

Purchase Textbooks

Order your textbooks and lab kits early to allow ample time for shipping. These can be found at HLGU's textbook page.

If your class requires courseware (Pearson, McGraw-Hill, Cengage, etc.), the easiest and cheapest way to order these is directly through the class website, which will open two weeks before classes begin. This process is instantaneous.

You can use a voucher to order textbooks if you need to purchase them with financial aid funds. This process is also listed on the textbook page.

Financial Aid

Complete your Free Application for Federal Student Aid (FAFSA) to receive federal financial aid. Other ways to receive financial aid include scholarships, grants, subsidized loans, and unsubsidized loans:

- Scholarships and grants are funds you do not have to pay back.
- Subsidized Loans are loans that a student can apply for that do not accrue interest and are paid while the student is in school at least half-time or during postponed periods of schooling.
- Unsubsidized Loans are loans that both undergraduate and graduate students can apply for that accrue interest until the loan is fully paid for.

For more information, refer to Online Undergraduate Financial Aid.

Pay Bill/Set up Payment Plan

All student bills are due prior to the first day of class each semester. If you choose not to utilize financial aid or do not have enough financial aid to cover your bill, you may elect to pay your bill in full or set up a payment plan. Login to Self-Service and access your billing information. Specific questions pertaining to financial aid should be directed to BusinessOffice@hlg.edu.