

NEW STUDENT ENROLLMENT CHECKLIST



-
- STEP 1: Complete the online New Student Application.
 - STEP 2: Complete the Enrollment Packet online and send it, along with the following documents, to enrollgia@andrews.edu:
 - Birth Certificate
 - Unofficial Transcript* (if taking 4 or more classes or if the class requires a prerequisite)
 - IEP or 504 (if applicable)

*An official transcript is also required for 10th-12th grade GIA diploma seeking students

Note: Third-party billings must also include a letter from the treasury department of that conference, division, etc. before the enrollment can be completed.
 - STEP 3: Make an online payment through the homepage at griggs.edu. Paying in full or the minimum due is available (see the Enrollment Packet for more details on payment plans).
 - STEP 4: Check your email! If all documents and payment has been submitted, an enrollment confirmation email will be sent to the primary email address provided. If a document or payment has NOT been submitted, an email will be sent to notify you of what is needed before the student can enroll.
 - STEP 5: Order your books through our online bookstore or a third-party book distributor (thriftbooks.com, amazon.com, etc.)
 - STEP 6: Log in to Griggs Online using information sent via email within 48 hours of receiving your enrollment confirmation message.
 - STEP 7: Schedule and attend the student orientation (K-8 or High School) at griggs.edu/academics/orientation.