ACADEM-e STUDENT CHECKLIST

- Meet with your Guidance Counselor and discuss your plan
- Ask for a FERPA form to take home to your parent/guardian. Sign it; including your parent/guardian's last four of their social security number, if you want us to be able to talk to them about your account
- Fax, email/scan, or mail the signed FERPA form directly to the Academ-e office (Fax: 581-3141; email: academ-e@maine.edu)
- Submit your Student/Parent Application form from home, with your parent/guardian
- Receive Academ-e Acceptance email that you have been accepted into the program (about 1 week after we have received all of your forms)
  **Once enrollments have started, you will only receive one email (see next step)**
- Receive Enrollment Confirmation email, which verifies you are enrolled in the course (beginning in March for Fall; September for Spring)
- Receive the Pre-Orientation packet through US Postal mail (about 6 weeks before classes begin)
- Attend Orientation Day for your first class.
  - Meet the Academ-e staff!
  - Visit with Tech Help
    - Setup MaineStreet & @maine.edu email account
    - Setup FirstClass
    - Setup Blackboard
    - Troubleshoot any other technical issues
  - Tour the library
  - Buy your books, if needed.
  - Have lunch at the Memorial Union-Marketplace… ON US!
  - Attend your first class and meet your instructor