First Things First

- Set up your RegisNET account, including your Regis University email, at webadvisor.regis.edu. (Returning students should have completed this step already.)
- Regularly check your Regis email by signing in at In2.regis.edu
- Memorize your Regis ID number and include it on all correspondence.
- Check with Residence Life at 303.458.4991 regarding your housing assignment. You want the most accurate initial bill to help plan your expenses.
- Check with Student Life at 303.458.4086 regarding your meal plan assignment. Ensure you have the plan you want.
- Submit a Regis University Health Insurance Waiver if you already have other health insurance by going to www.aetnastudenthealth.com. Students are automatically billed for health insurance unless a waiver is received.

Financial Aid

- Contact your outside scholarship administrators to get information about disbursement dates. Funds need to be received by the due date (August 1 for fall, January 1 for spring).
- If you applied for federal financial aid, login to webadvisor.regis.edu to view your Financial Aid Award Letter. To respond to your loan offer, click on Accept or Reject My Federal Direct Student Loan.
- If accepting Federal Direct Loans, first time borrowers must complete Entrance Counseling and a Master Promissory Note online at www.studentloans.gov.
- If you are awarded federal Pell grant, AND you graduated from a Colorado high school, AND you are a current Colorado resident, you may be eligible for the College Opportunity Fund (COF). Complete the Colorado Residency form and the Authorization to Request COF Stipends form, found at www.regis.edu/faforms. You must also apply for the funds through cof.college-assist.org.
- If a Parent PLUS loan is offered on your award letter, and your PARENT borrower is interested in borrowing all or a part of the loan, the borrower must apply at www.studentloans.gov. A credit check will be required and completion of a PLUS loan Master Promissory Note.

Next Year Reminders!

- You must complete a Free Application for Federal Student Aid (FAFSA) by April 15 every year for priority funding.
- Student employment positions are limited. A Student Employment Application or the FAFSA must be received by the April 15th deadline if you are interested in student employment.

Find us online at:
www.regis.edu/financialaid
www.regis.edu/studentaccounts

Email us at
studentservices@regis.edu

Call us at
303.458.4126 or 800.568.8932

Financial Aid, Student Accounts, and Student Services are pleased to provide this checklist as a reminder of the steps to take to ensure your student bill is accurate and is covered in full by the tuition due date. The main offices for our department, Enrollment Services, are located on the 4th floor of Main Hall at the Lowell campus. There are many people ready to assist you if you have any questions or concerns.
Student Accounts: Payment Options

- View your entire student account record on webadvisor.regis.edu.
- If you are not utilizing financial aid or have an outstanding balance after financial aid is considered, you have options.

1. Pay by check, credit card, or cash by the tuition due date (August 1 for fall, January 1 for spring).
   - **Online**
     Regis offers secure online account access through webadvisor.regis.edu where you can access your student account balance information, pay your tuition online, view your financial aid activity, and your entire student account record.
   - **In Person**
     You may pay your tuition at the Cashier’s Office on the first floor in Main Hall, or in the Enrollment Services office located on the fourth floor of Main Hall.
   - **By Phone**
     You may call in your payment to 303.458.4126 or 800.568.8932.
   - **By Mail**
     You may mail your check or credit card payment (with the student’s name and student ID number) to:
     Regis University
     Student Accounts
     3333 Regis Blvd., A-8
     Denver, CO 80221-1099

2. Set up a Regis Payment Option (RPO)

   The Regis Payment Option (RPO) is a convenient interest-free monthly payment plan for students registered for semester-based courses. The Regis Payment Option spreads the semester tuition and fees over 4, 5 or 6 monthly payments. Interest is not charged on the plan balance. The RPO application can be found online at www.regis.edu/saforms. There is a $50 per-semester enrollment fee. You must submit a completed RPO application with the $50 fee to Student Accounts by the semester’s payment due date.

   You can view your Regis Payment Option (RPO) Plan Schedule and make a payment through webadvisor.regis.edu. RPO payments can be completed online in three steps. Log into WebAdvisor Students Menu, under Student Accounts click Make a Payment and then click Pay on My Regis Payment Option.
   - Select the appropriate Payment Plan and click Submit
   - Input Amount to Pay, select Payment Method/Type, and click Submit
   - Input Credit Card/Checking Account information, and click Submit.

   You have the option to self-pay every month or have Regis automatically schedule the payments.

**PLEASE NOTE:** A new RPO application needs to be completed for each semester.