



New Student Online Enrollment

Preparing your documents prior to beginning your enrollment application

- clear the cache out of your browser
- Save your documents as PDF files
 - scan each item as a single file
 - residency verification documents can be saved in one residency file
 - Name document using your last name and type of document (SmithDeed.pdf, SmithID, or SmithPGE)
 - avoid naming the file with punctuation such as a comma, period or other non-alpha numeric character.

[This is an enrollment checklist. to assist in organizing your documents. No need to submit this checklist with your enrollment documents.](#)