



## Graduate Student Missed Orientation Procedures Spring 2010

If you miss Orientation Week, please read the following carefully. You are responsible for completing all of these!

- FIRST contact:** [admissions@naropa.edu](mailto:admissions@naropa.edu), [sluther@naropa.edu](mailto:sluther@naropa.edu) and your academic department

**Have you checked-in, received your folder, schedule and catalog? If not, you must:**

- Check-in with ADMISSIONS OFFICE (Administration Building) pick up:
  - Orientation Folder
  - Catalog
    - Questions? Contact Zac Robison: <mailto:admissions@naropa.edu> or 303-245-4696

**Have you received your ID, Bus Pass and Student Handbook? If not, you must:**

- Go to STUDENT AFFAIRS (Administration Building) and get your:
  - Photo ID & Bus Pass
  - Student Handbook
    - Questions? Contact Tashi Browder: [tashi@naropa.edu](mailto:tashi@naropa.edu) or 303-546-3562

**Have you received your Web Registration info, lined up any Financial Aid and paid your bill? If not, you must:**

- Go to Student Administrative Services (Arapahoe Campus, (Administration Building) for:
  - REGISTRATION: web registration log-in and instructions for registering: [webreg@naropa.edu](mailto:webreg@naropa.edu)
  - FINANCIAL AID: if you have financial aid questions or issues: [finaid@naropa.edu](mailto:finaid@naropa.edu)
  - TUITION CASHIER: if you have not yet paid your bill (last date to pay tuition and fees is January 4, 2010) email: [tuition@naropa.edu](mailto:tuition@naropa.edu)

**Has your department already registered for classes? If so, you must:**

Go to your academic department and set up an appointment to register with their clearance and advisement.

- It is critical that you become familiar with your departmental curriculum by reading the Naropa University Course Catalog. Please read your departmental section thoroughly and be familiar with the information prior to your appointment with your advisor.

**Did you receive a work-study award as part of your financial aid package?**

- Go to HUMAN RESOURCES (Administration Building):
  - Pick-up a Work-study Handbook
  - Check out the available work-study positions
    - Questions? Contact: [benefits@naropa.edu](mailto:benefits@naropa.edu) or 303-245-4700