



Cadet Admissions Manual

24 January 2013

This manual contains step-by-step instructions for preparing to become a Cadet. **Follow all instructions!** Ensure to keep copies of any paperwork you mail to us, and likewise, please keep copies of any paperwork we mail to you. We are your one-stop shop for questions and information regarding enrollment in the Corps of Cadets.

As a new Cadet Recruit, whether you're a freshman, transfer student, or prior service member, you must attend Freshmen Orientation Group Week (FROG Week). FROG Week is fun, but mentally and physically challenging. You should immediately begin a physical fitness program designed to improve your cardiovascular endurance, muscle strength, endurance, flexibility and movement. You must view the FROG Week video that is on the web site ung.edu/cadet/frog-week before you report to FROG Week.

If you change your mailing address, phone number, e-mail address, or academic major, before enrolling please contact Cadet Admissions via e-mail at cadetadmissions@ung.edu. If you have reason to change your original term of enrollment indicated in your Letter of Acceptance, you must inform the Associate Director of Cadet Admissions by e-mail of your request in order to receive guidance on how to update your admissions record. E-mail cadetadmissions@ung.edu. This is critically important.

If you have not been to UNG for a visit and tour, please schedule one by calling (888) 413-9366. Also, you should consider attending National Leadership Challenge (NLC) Weekend. We conduct NLC once per semester. You can find the dates, application, packing list, and reporting and departure instructions on our web site. The link to NLC Weekend is www.ung.edu/cadet/nlc

If you have any questions prior to FROG week please contact the Cadet Admissions office. Once you arrive on campus for FROG week you will come under the supervision of the Commandant of Cadets. His staff is prepared to answer questions about schedules, uniforms, or help resolve any problems that might arise.

From all of us at the Cadet Admissions Office, we look forward to having you as a member of our world-class Corps of Cadets!

Note: *If you decide not to attend UNG, please notify us immediately so we can give your space to someone else.*

Please write your UNG Student ID number here: 900_____

You can find your Student ID number on the second page of your Letter of Acceptance.

The following forms are located on line at www.ung.edu/cadet/cam

1. Cadet Residence Hall Contract
2. University of North Georgia - Medical Report Form
3. DA Form 3425-R – Medical Fitness Statement
4. Certificate of Immunization
5. Statement of Acknowledgement for Civilian Dental Records Form
6. Direct Deposit Form
7. Uniform Commutation Allowance (UCA) Form

Note for Cadets With Disabilities:

This University of North Georgia is committed to equal access to its programs, services, and activities, and welcomes otherwise qualified students with disabilities. Students who require accommodations and services must register with Disability Services and submit supporting documentation. Disability Services provides accommodation memos for eligible students to give to their instructors. Students are responsible for making arrangements with instructors, and must give reasonable prior notice of the need for accommodation

POC: Thomas McCoy, Assistant Director, tmccoy@ung.edu, Stewart Student Success Center, Room 313, [706-867-2782](tel:706-867-2782).

Table of Contents, Checklist, and Important Dates

When you have completed each step, write the date you completed the step in the appropriate block.

Note: You can search this document for specific information by using Ctrl+F and entering the step, page number, or key word.

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2		p.5	Financial Assistance and Scholarships	15 March	1 Nov
3		p.7	Mail Your Completed Medical Forms	1 June	1 Dec
4		p.9	Complete Direct Deposit Form, Birth Certificate, Uniform Commutation Allowance Form	FROG Week Day 1	FROG Week Day 1
5		p.11	Mail Your Final High School Transcripts	1 July 1 June (SLI)	1 July
6		p.12	Check Your Banner Account	15 July	1 Dec
7		p.12	Pay the Uniform Fee and Procure Your Uniforms and Other Required Items	31 July	15 Dec
8		p.16	Schedule Additional Testing (If Required)	n/a	n/a
9		p.17	Complete Freshmen Advance Scheduling Program and Class Registration	Mid-May	Freshmen are pre-registered
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11		p.19	Come for a Tour or Cadet Overnight Visit Experience	1 May	1 Dec
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15		p.21	Pay Your Tuition, Room, Meals and Fees	For current bill dues dates see ung.edu/business-office	
16		p.21	Establish Your E-mail Account	1 May	1 Oct
17		p.22	FROG Week Reporting Instructions	See Step 17	See Step 17
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___ Step 1: Pay your Room Deposit and submit your Cadet Residence Hall Contract.

Due Dates ... **1 May** for Fall and Summer Semester enrollment ... **1 December** for Spring Semester (January) enrollment. If you are accepted for admission after 1 May for fall or after 1 December for spring, the due date is two weeks after acceptance.

Paying your room deposit is the first and most important step. The room deposit serves as your confirmation that you will attend UNG and reserves your room. **We cannot guarantee you space in the Corps of Cadets unless you pay your room deposit on time.** Your \$250 room deposit (\$255 if paid online) will remain with the school until you withdraw from the university (for any reason including graduation) or change status to a non-resident (commuter).

You must cancel your Cadet Residence Hall Contract to receive a refund* of your deposit. If you decide not to attend the university and do not cancel your Cadet Residence Hall contract before 1 July for the Fall Semester and 1 November for the Spring Semester, your room deposit will not be refunded. After 15 July room charges will be assessed to the student account. To cancel, please call the Cadet Admissions at 888 413-9366.

* If paid online with a credit card, the \$5.00 handling fee is non-refundable.

Paying the Room Deposit and submitting the Residence Hall contract:

These instructions apply to incoming Cadets for Fall Semester (August) or in the Spring Semester (January)

Paying your room deposit early will guarantee you a room in the Corps of Cadets and will initiate the Freshmen Advance Scheduling Program. Fill out the [Cadet Residence Hall Contract Form](#) and mail it to the Cadet Admissions Office or scan and e-mail the completed form to cadetrecruiting@ung.edu. The room deposit can be paid online via credit/debit card at ung.edu/cadet/room-deposit or paid with a check and mailed to:

University of North Georgia Cadet Admissions Office, Attn: Residence Hall Contract, 82 College Circle, Dahlonega, GA 30597

- If paying with check: Make the check payable to “UNG” and put your first, middle, last name and student ID on the memo line of your check. Mail the check with your Cadet Residence Hall Contract to the address in the preceding paragraph.

Corps of Cadets Participation Policy

The UNG Corps of Cadets is an 8-semester residential learning experience that replicates the living and learning conditions of a Federal Service Academy. The Corps of Cadets Participation Policy requires all Cadets to live on campus and take a minimum of 12 semester hours, including one Military Science course, in every fall and spring semester. Cadets may request an exception to the participation policy and live off campus as military non-residents if they meet one of the following criteria: (a) reside with parents or grandparents and commute daily to/from their residence within Dawson, Lumpkin, Hall or White Counties, (b) are married (show marriage certificate) or divorced, (c) are age 23 or older at time of enrollment, (d) have completed 2 years of honorable federal service at time of enrollment (show DD Form 214) . Cadets who have earned 120 hours towards a baccalaureate degree or who have resided in military residence halls for 8 semesters, whichever comes first, may request to leave the Corps to become civilian students. Cadets

who quit the Corps or who are administratively dismissed by the Commandant of Cadets may not take courses on the Dahlongega campus for a period of one calendar year from the date of their withdrawal. A prospective Cadet must submit a request for one of the four exceptions listed above, or submit a request for a waiver if compliance with the policy causes an extreme hardship, to the Director of Cadet Admissions. After enrolling, a Cadet submits a request for exception or waiver to the Commandant. Failure to comply with the Corps Participation Policy may result in dismissal from the university. Failure is defined as an act of providing false or misleading information during the admissions process, or not moving into or maintaining residence in designated university housing when available. More details may be found in the CPP Implementing Instructions/SOP dated 1 Aug 2013.

If you are starting at UNG during the Summer Semester

If you are not attending the Summer Language Institute you must contact the Assistant Commandant's Office at 706-864-1793 to request a room assignment.

If you are attending the Summer Language Institute (SLI), you will live in designated residence halls with other SLI participants. A residence hall room will be automatically reserved for you.

If you were accepted for the Summer Semester or the SLI, you must still fill out the [Cadet Residence Hall Contract](#) for the Fall Semester and submit it to Cadet Admissions no later than 1 May.

_____ Step 2: Financial Assistance and Scholarships

General

New financial aid information is updated at the beginning of March each year for the following academic year. Please go to the financial aid web site after the beginning of March and follow the instructions for applying for financial aid for the Fall and Spring Semesters. Our financial aid website is: ung.edu/financial-aid/ All financial aid correspondence is done through your UNG e-mail account. Please check your e-mail at least once per week beginning now. See Step 16 to set up your e-mail account. Contact the Office of Financial Aid at (706) 864-1412 for more assistance.

Once you have applied for financial aid, you can check your financial aid status by logging into your Banner account, selecting "Financial Aid," then "Financial Aid Status". See Step 6 for instructions on logging into Banner.

The middle of March is usually the preferred date for filling out FAFSA. If you have not filed by this date, please do so as soon as possible.

Financial Aid Credit for Books or Uniforms

If you plan to pay for your books or uniforms with scholarship money (Army ROTC Scholarship for books, or Georgia Military Scholarship for books and uniforms) or other financial aid funds, you can start using your financial aid credit in the book store a day before FROG Week begins, as long as you're registered for classes. If you're not registered for classes before then, the credit will show in the book store 48 hours after you register. You'll be able to see your authorized financial aid credit on your student invoice in Banner.

Military Scholarships

In addition to federal financial aid, there are several scholarships available to Cadets: The Georgia Military Scholarship (Georgia residents only), The Army ROTC Scholarship, and The Leadership Scholarship. You can find more information about these scholarships by going to our scholarship web page: ung.edu/cadet/scholarships.

Georgia ROTC Grant and Future Officer's Grant

The General Assembly of the State of Georgia has established an ROTC grant for eligible Cadets enrolled in the Corps of Cadets at UNG. The grant is for a maximum of \$750 each semester of the regular academic year (fall and spring) through your senior year. You must be a legal resident of the State of Georgia and fully participate in the Corps of Cadets. You must also be “in good standing” with the Commandant of Cadets at the end of each semester concerning discipline and behavior. You must be a full time student throughout the entire semester, be enrolled in a Military Science class and earn a cumulative GPA of 2.0 or higher. The grant is paid during the last week of each semester. The amount of the grant may vary due to availability of state funding. You must apply for this grant with the Office of Student Financial Aid each school year. You will fill out the ROTC Grant Application during FROG Week in-processing. You must have your Selective Service Number with you.

If you sign an agreement to commission as an Army officer prior to earning 90 semester hours, you will also receive the Future Officer's Grant which pays up to an additional \$750 per semester.

Residency

If you have questions about whether you qualify as a Georgia resident for the HOPE Scholarship or the Georgia Grant, please contact Cadet Admissions at (706) 867-2924.

Itemized Costs to Attend UNG

Our web site contains the itemized tuition, fees, room, board, and other costs. Go to our web site: www.ung.edu/cadet/costs

Free Application for Federal Student Aid (FAFSA)

If you want to apply for federal financial aid, you can fill out the FAFSA form that is on the financial aid web site (see the “General” paragraph above). The FAFSA covers fall, spring and summer for an academic year. If you plan to use federal aid to help pay for the UNG Summer Institute, you will have to fill out the previous year’s FAFSA to obtain federal financial aid for the Summer Semester following your graduation from high school. You will then have to fill out another FAFSA for the fall, spring and following summer.

To access your financial aid award letter, log onto your Banner account (Step 6) and select “Financial Aid”, then select “Financial Aid Award Letter”, then select the aid year.

_____ Step 3: Mail Your Completed Medical Forms

You need to schedule a doctor’s appointment for a general physical examination. Your physical exam must be dated within one year of the start of FROG week for it to be considered current and must be signed by a doctor or a physician’s assistant(PA). The doctor, or PA, should complete the University of North Georgia - Medical Report Form, the DA Form 3425-R - Medical Fitness Statement, and the Certificate of Immunization, all found on the web site at www.ung.edu/cadet/cam .

NOTE: Guard and Reserve Soldiers, see appendix A (page 25) for info on how to use your Army physical to meet step 3.

You will not be allowed to in-process without a current physical.

During your doctor's appointment, ask the doctor to review and fill out the "Certificate of Immunization". Please ask your doctor to indicate the date that each shot was given. If you do not have proof of Hepatitis B, MMR or varicella, talk to your doctor about obtaining a "titer", which is a blood test to prove your immunity to these organisms. A note from a parent is not sufficient proof of immunizations or past disease processes. Note that Cadets who are soldiers in the Guard, Reserve, or who were on active duty within two years of enrollment do not need to provide the "Certificate of Immunization". Instead, you will simply present your military ID card or DD Form 214 to Student Health Services after you arrive on campus.

Please note: You will not be able to register for your classes or add or drop classes without turning in your UNG "Certificate of Immunization" form.

<p>Due dates for Medical Forms: Fall Semester (August): 1 June Spring Semester (January): 1 December Summer Institute: 1 June</p>
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Fill out the Dental Records Form. This form does not require a visit to the dentist. The only signature required is yours.

Because FROG Week is strenuous, we recommend that you be in good physical condition before arriving. If you have a medical condition that prevents you from fully participating in the Corps of Cadets, you must notify the Director of Cadet Admissions.

The required medical forms are:

Scan and E-mail, Fax, or Mail before FROG Week:

- University of North Georgia – Medical Report Form
- Certificate of Immunization

Must Be Hand Carried to FROG Week In-processing:

- Dental Records Form
- DA Form 3425-R – Medical Fitness Statement

Please scan and e-mail your Certificate of Immunization and University of North Georgia – Medical Report Form (and your Army physical exam, if applicable) to: stuhealth@ung.edu. You must send your forms to Student Health Services as soon as possible to verify that you have all the necessary requirements completed.

You may also fax the documents: (Please keep copies for your personal records: (706) 864-1448.

You may also mail the documents: (Please keep copies for your personal records):

- o University of North Georgia
Student Health Services
ATTN: Cadet Physical Exam and Immunization Forms
82 College Circle
Dahlonega, GA 30597

Medical Insurance

Your student health services fee will cover your treatment on campus at Student Health Services for minor injuries and illnesses while a Cadet at UNG. Charges incurred while seeking care at another facility is your responsibility. If you are a contracted Army ROTC Cadet, you are covered during ROTC training by the federal government.

Although it is not mandatory, you should have health insurance. You should remain on your parents' health care plan or get your own insurance. For a fee, The University System of Georgia provides health insurance for those who need it. Please go to this web site for information:

www.studentinsurance.com

_____ Step 4: Complete Direct Deposit Form (U.S. Citizens Only), Birth Certificate, and Uniform Commutation Allowance (UCA) Form

Direct Deposit Form (hand-carry this form to FROG Week in-processing, do not mail it to us)

While participating in the Corps of Cadets, you may receive money from the Army for uniforms and stipends through Direct Deposit. Therefore, you need to fill out a Direct Deposit Form. A blank form with instructions is provided with this manual at ung.edu/cadet/cam

NOTE: If you are currently in the Armed Forces, you must list the same account that is on file at your unit.

Birth Certificate (hand-carry this to FROG Week in-processing, do not mail it to us, a photocopy is acceptable)

***Note: If you have submitted a Birth Certificate to Cadet Admissions for Lawful Presence Verification we will send a photocopy to the Military Department on your behalf, there is no need to bring another copy.**

To get an official copy, if you know the county of your birth, you can obtain your birth certificate from the County Probate Office, Health Department, or Vital Records Office (depending on the county). Birth Certificates can also be obtained from the Vital Statistics Office in the state of your birth; or you can locate instructions at <https://www.vitalchek.com/>.

Cadets born outside the United States

You must submit a statement notarized by a public notary or any commissioned Army officer to act as a notary verifying citizenship as indicated below:

- Certificate of naturalization.

Either provide a copy of the naturalization certificate or the following signed statement from one of the above listed individuals, "I have this date seen the original certificate of naturalization or certified copy of court order establishing citizenship, stating that (name of Cadet) was admitted to the United States by court of _ () at () on ()."

- Citizenship through naturalization of parents.

The following statement will be submitted: "I have this date seen the original certificate of citizenship, issued to (name) by the Immigration and Naturalization Service, Department of Justice, stating that (name of applicant) acquired citizenship on _ ()."

- Citizenship through birth abroad of parents who are citizens of the United States.

The following statement will be submitted: "I have this date seen the original or certified copy of (one of the items shown in (1) through (5) below)."

1. INS Form N-560 (Department of Justice Immigration and Naturalization Service)
2. Department of State Form 1350 (Certificate of Birth Abroad of a Citizen of the United States of America).
3. FS Form 240 (Report of Birth, Child Born Abroad of American Parent or Parents).
4. FS Form 545 (Certification of Birth Abroad of a Citizen of the United States of America).
5. Valid U.S. Passport issued in the name of the Cadet.

Immigrants and refugees

Immigrants who have been lawfully admitted for permanent residency in the U.S. must provide a copy of the Department of Justice Form I-151 (Alien Registration Receipt Card) or Department of Justice Form I-551 (Alien Registration Receipt Card). *Refugees* must provide a copy of Justice Form I-94 (Arrival-Departure Record) bearing an Immigration and Naturalization Service stamp reading: "Refugee-Conditional Entry"

and must have confirmation in writing from the Immigration and Naturalization Service that you are a refugee.

Note:

If any of your information is in any language other than English, it must be translated into English.

Uniform Commutation Allowance Form (hand-carry this form to FROG Week in-processing, do not mail it to us)

Once you enroll at UNG, you will receive a Uniform Commutation Allowance (UCA). This is an annual allowance paid by the Army to help defray the cost of your uniforms. To be eligible to receive commutation allowance, you must score at least 50 points on each event of the [Army Physical Fitness Test](#) (APFT) which includes [push-ups](#), [sit-ups](#), and a 2-mile run. Once you become a sophomore the criteria raises to 60 points in each event on the APFT and you must meet the [Army's height/weight standard](#).

You will receive your allowance usually in the middle of your second semester.

APFT/ Height-Weight Standards:

MALE						
Age Group	Push-up		Sit-Ups		2-Miles Run	
	50%	60%	50%	60%	50%	60%
17-21	35	42	47	53	16:36	15:54
22-25	31	40	43	50	17:30	16:36

FEMALE						
Age Group	Push-up		Sit-Ups		2-Miles Run	
	50%	60%	50%	60%	50%	60%
17-21	13	19	47	53	19:42	18:54
22-25	11	17	42	50	20:36	19:36

Table 3-1
Weight for height table (screening table weight)

Height (in inches)	Minimum weight (in pounds)*	Male weight in pounds, by age				Female weight in pounds, by age			
		17-20	21-27	28-39	40+	17-20	21-27	28-39	40+
58	91	—	—	—	—	119	121	122	124
59	94	—	—	—	—	124	125	126	128
60	97	132	136	139	141	128	129	131	133
61	100	136	140	144	146	132	134	135	137
62	104	141	144	148	150	136	138	140	142
63	107	145	149	153	155	141	143	144	146
64	110	150	154	158	160	145	147	149	151
65	114	155	159	163	165	150	152	154	156
66	117	160	163	168	170	155	156	158	161
67	121	165	169	174	176	159	161	163	166
68	125	170	174	179	181	164	166	168	171
69	128	175	179	184	186	169	171	173	176
70	132	180	185	189	192	174	176	178	181
71	136	185	189	194	197	179	181	183	186
72	140	190	195	200	203	184	186	188	191
73	144	195	200	205	208	189	191	194	197
74	148	201	206	211	214	194	197	199	202
75	152	206	212	217	220	200	202	204	208
76	156	212	217	223	226	205	207	210	213
77	160	218	223	229	232	210	213	215	219
78	164	223	229	235	238	216	218	221	225
79	168	229	235	241	244	221	224	227	230
80	173	234	240	247	250	227	230	233	236

Step 5: Mail Your Official Final High School Transcripts

Once you have graduated high school, have your high school mail your “Official Final High School Transcript” to the address below. If you took any college courses, you must request your college send us your final end-of-term transcript.

Mail to:

- o University of North Georgia

ATTN: Cadet Admissions
82 College Circle
Dahlonega, GA 30597

Please note that you may not register for, or change, your classes until we have your final high school and/or college transcripts.

For your transcript to qualify as an official “Final High School Transcript” it must be:

Signed or stamped by an official at your high school stating completion of classes, your graduation date (day, month and year), and unopened between the time the high school sealed it and the time we receive it.

Due dates for Official High School Transcript Forms:

Fall Semester (August): 1 July
Spring Semester (January): 1 July
Summer Institute: 1 June

If you are transferring to UNG with 30 college credit hours or more:

You are required to send us an official, final end-of-term transcript from the college(s) or university(s) in which you are currently enrolled **NLT 1 July**.

After you were accepted to UNG your file was sent to the Registrar’s office for a transfer credit evaluation. When the staff in the Registrar’s office reviewed your college transcripts, they generated a copy of your new UNG transcript and mailed it to you so that you could review the credit that had been posted. After the initial mailing of your updated transcripts any additional changes or updates from future college credit will be sent via e-mail.

This academic transcript is also available to you on our student information system—Banner. To view your transcript online, please login to your Banner account using your UNG ID number and PIN, and follow these links: Student; Student Records; Academic Transcript.

Banner is available at the link below: <http://ung.edu/myung/index.php>

Step 6: Check Your Banner Account

Please check your Banner Account two weeks after you have your high school send your official “Final High School Transcripts” and/or the transcripts from college from which you are transferring. This is critical because there will be a “hold” placed on your student account until we receive these documents. If there is a “hold”, you will be unable to register for your classes, and withdrawn from your classes if you are already registered.

To check your Banner account, complete the following:

1. Go to <http://ung.edu/myung/index.php>
2. Click the word "Banner" at the bottom of the home page.
3. Log in with your Banner ID which is your UNG Student ID #
4. For the first time you log into Banner, your password is your birthday (ddmmyy), example (190685) (you will be asked to create another password after you log in).

If you have a problem with your Banner account please contact the IIT Service Desk at 706-864-1922

Your Banner account will have a list of admissions documents that you are missing. The two most commonly missing items are: "Final High School Transcript" and "Certificate of Immunization." To remove your "hold" we must receive these documents.

_____ Step 7: Pay the Uniform Fee and Procure Your Uniforms and Other Required Items

Obtain all of the uniforms that are required for the Corps of Cadets. The list of required uniforms, personal clothing, suggested items, and optional items can be found on the next three pages.

The uniform fee is \$1,510 (\$1,110 for those who graduated Army basic training within the past 18 months) and is payable to the UNG Bookstore on or before the first day of FROG Week. All new Cadets must pay a uniform fee, to include Guard and Reserve soldiers, prior service Cadets, and sons or daughters of military parents. Georgia Military Scholarship recipients will be credited the uniform deposit their student account 10 days prior to FROG Week. We prefer you pay by phone using a credit card by calling the Bookstore at (706) 864-1635. If you must pay by check please make it out to "UNG Campus Connection" and put your first, middle, last name and student ID on the memo line of your check.

The uniform fee goes into a declining balance account in your name at the bookstore. Any money left over may be used to purchase books or other items sold at the bookstore, or you may request a refund of the balance after you purchase your uniforms. Guard and Reserve soldiers will purchase the items unique to UNG. These items are listed in the "Basic Grads" column in the table on the next page.

Required Uniforms

Purchase your uniforms at the UNG Bookstore. You are responsible for having all uniform items by the first day of FROG week. Uniforms become your personal property and must be maintained in good, serviceable condition. With proper care, most items should last four years. Replacement of worn, outgrown, lost, or damaged items will be at your expense. You must pay for your uniforms before you can remove them from the bookstore. The bookstore asks that you keep all tags and packaging removed from new items during FROG Week so that we may assist with any returns, exchanges or alterations at the conclusion of the week.

Individual appointments must be made between 15 April and 31 July for the Fall Semester (August), and 1 October and the second Thursday in December for the Spring Semester (January) for fitting, payment, and issue. Appointments with Mr. Terrence W. Holeman (quartermaster and tailor) may be requested by telephone (706) 864-1635 or by e-mail: terrence.holeman@ung.edu Please let Mr. Holeman know if you have graduated Army basic training within the past 18 months. The hours of fitting are 9:00am – 12:00pm and 1:00pm – 3:00pm Monday through Thursday. If you live several hours away, and wish to have your

uniform fitting during Freshmen Orientation (INTRO) (see Step 10), you may do so. It is not necessary to pay the uniform fee prior to or during the fitting but the fee is due no later than the first day of FROG Week.

Items must be identical to those listed in the table and cannot differ in color or style.

Description	Male Quantity	Female Quantity	* Basic Grads	Notes
Alterations	2	2	*2	<i>Your uniform deposit will cover the purchase of the items listed in the left column.</i>
Bag, Laundry, OD	1	1	*1	
Belt, Black, w/Brass Tip	1	1	*1	
Belt, Reflective	1	1	*1	
Blanket, Wool	2	2	*2	
Bow Tie	1	-	*1	
Buckle, Brass	1	1	*1	
Canteen	2	2	*2	
Cap, Device, UNG	1	1	*1	
Cap, Garrison, Dress Blue	1	1	*1	
Cap, Service Dress Blue	1	1	*1	
Coat, Service Dress Blue	1	1	*1	
Crest, UNG	3	3	*3	
Epaulets, Cadet Blank	1	1	*1pr.	
Flashlight, Black Angle	1	1	*1	
Gloves Black Leather Utility w/ Inserts	1	1	*1pr.	
Gloves, White	1	1	*1	
Kit, Desert, Boot Care, Tan	1	1	*1	
Name tag, Black Plastic	2	2	-	
Nametapes, ACU	4	4	-	
Necktie (Male)/Necktab (Female)	1	1	-	
Parka, Gortex, ACU/W Liner	1	1	*1	
Pumps, Black, Women	-	1	*1	
Raincoat, Black	1	1	-	
Rank, ACU, E-1	1	1	-	
Scarf, Company	1	1	*1	
Shirt, Grey Herringbone, Dress, LS	1	1	*1	
Shirt, Grey, Herringbone Dress, SS	2	2	*2	
Shirt, White, LS	1	1	*1	
Shirt, Polo, Corps of Cadets	1	1	*1	
Shoes, Black Oxford, Low Quarters	1	1	-	
Skirt, Dress Blue	-	1	*1	
Socks, Black Dress, pr.	2	2	-	
Torch, ROTC	1	1	*1pr.	
Trousers, Gortex, ACU	1	1	*1pr.	
Trousers, Service Dress Blue	2	2	*2pr.	
T-shirt, Company	1	1	*1	

If you absolutely cannot come to UNG for a uniform fitting prior to FROG Week, special accommodations will be made during FROG Week to fit, issue and pay for uniforms.

Abbreviations
SS = Short Sleeve
LS = Long Sleeve
ACU = Army Combat Uniform
CL. A. = Class A
pr - Pair
pk = Pack

Army Combat Uniform (ACU)

In addition to uniforms purchased at the University Bookstore, the Army Combat Uniforms (ACU) (work uniforms) are issued to you by the Military Science Department quartermaster during FROG Week. You will sign a hand receipt for these uniforms and you will wear them to class and during field training. These uniforms are essentially “on loan” from the U.S. Government and must be returned when you leave the Corps of Cadets for any reason. Exchange for size and fair wear and tear is made at no cost to you. You are responsible for replacing lost ACUs.

Required Personal Clothing and Equipment:

You **must** bring the following clothing and personal equipment with you when you report to FROG Week.

For your convenience the following items are available for purchase at University Bookstore:

- 2 pencil boxes (black in color can be painted if purchased from bookstore)
 - 1 footlocker (approximately 32 1/2" x 17 1/2" x 16"), dark blue or black
 - 6 pair boot socks (green)
 - 10 pair white athletic socks (plain white, above ankle height)
-

The following items **are not** available at the University Bookstore, but are required for FROG Week:

- 1 extra white T-Shirt
- 1 extra pair of khaki or blue jean shorts (See step 17)
- 1 pair Khaki Pants (for wear with UNG Cadet Polo)
- 1 pair Black or Brown Dress Shoes
- 1 pair Black or Brown Dress Belt (Must match shoes)
- 2 dozen hangers (black plastic – no wire hangers)
- 1 combination lock (to secure footlocker)
- 1 pillow
- 2 pillowcases, white
- 4 regular length twin flat sheets (no fitted), white
- 1 shaving kit (males)
- 1 pair shower shoes
- 1 black book bag (no colors)
- 2 pair running shoes ((Note! **No** minimalist shoes, light weight track/road racing flats, racing spikes, toe shoes, or shoes that simulate barefoot running)
- 1 pair of old, full length blue jeans with no holes (for crawling in the dirt)
- 1 old long sleeve shirt (for crawling in the dirt)
- 2 storage boxes (i.e. Rubber-Maid-type containers), with lids (not to exceed 18"L x 12"W x 12"H) Black in color, spray painting acceptable
- 2 required (6 recommended) athletic bras (females)
- 9 white T-shirts, crew neck (male and female)
- 3 white towels, bath size
- 12 pair underwear (personal preference on type), (male and female)
- 2 white washcloths

Notes:

- Footlockers are available for purchase at the University Bookstore. If you choose to purchase one from an outside supplier, they must meet the following criteria:
 - o Approximately 32 1/2" x 17 1/2" x 16"
 - o Subdued color (black, green, brown, or dark blue)
 - o Plastic or wood material
 - o Must be able to be secured with a combination lock.

Items Suggested but Not Required:

Available for purchase at the University Bookstore:

- 1 set boot blouses or blousing bands
- 1 sewing kit

From an outside supplier:

- 1 alarm clock
- 1 lint brush
- 1 computer and accessories
- 1 electrical power strip
- 1 iron
- Swim goggles
- 3 sets of civilian clothing
- Toilet paper
- Bathroom cleaning supplies

Restricted to One Per Room:

- 1 radio or stereo (size limited to 18" x 24")
- 1 refrigerator (size limited to 36" high)
- 1 ironing board
- 1 electric fan
- 1 coffee pot
- 1 TV (26" or smaller)

NOTES:

- Do not buy the "restricted to one per room" items before the start of FROG Week. After FROG Week, you can agree with your roommate on what optional items each of you will provide. You will be given time the day of FROG Week graduation and the week thereafter for you to visit local stores to purchase them.
- Because rooms are not finalized until after FROG Week, advanced coordination with roommates is not always possible.
- If you have already purchased the "restricted to one per room" items, please wait until after FROG Week to bring them to campus because there is not a lot of storage space during FROG Week.

Prohibited Items for Cadet Freshmen:

- Additional furniture or rugs, comforters, window treatments, etc.
- Weapons and ammunition, including paint ball guns
- Pyrotechnics and explosives of any kind

- Knives with blades longer than 2”
- Video games, video game consoles, DVD/Blu-ray players
- Large screen TVs (Anything over 26”) or large screen computer monitors
- Pornographic, racist, or extremist materials
- Flame producing devices (candles, incense, etc.)
- Pets in the residence halls
- Plants in the residence halls
- Alcohol beverages anywhere on campus, including vehicles
- Book bags are restricted in color to black
- Towels are restricted to white
- Sheets are restricted to white, flat, single bed size. No contoured or “fitted” sheets allowed
- Use of tobacco products is restricted to 1 location on campus. There is no use of tobacco products inside residence hall rooms or other buildings on campus.

***** UNG is an alcohol and drug free campus *****

Step 8: Schedule Additional Testing (If Required)

You may have to take the College Placement Exam, or COMPASS, before you register for classes. You can determine if you need to take the COMPASS exam by referring to page 2 of your letter of acceptance. If your major is listed as **“Learning Support”** at the top of the page, you will be required to take the COMPASS exam.

If possible, take your COMPASS exam(s) before attending INTRO. Contact the Testing Office at (706) 867-2857 to set up a testing appointment.

If you live several hours away, you may take the COMPASS exam during INTRO or during FROG Week. Remote COMPASS testing nearer your home may be available, ask the testing office.

If you are required to take the COMPASS exam (reading, writing, or mathematics) as a condition of your admission, you should plan a minimum of one hour per exam. The exams are computer-based and un-timed. You may use a basic four-function calculator on the math exam. The results of the COMPASS

testing will determine whether you are placed in the regular academic program or in the Learning Support Program.

If you successfully pass the COMPASS entrance exam before registering for classes, you may declare an academic major. If you do not pass the COMPASS entrance exam, you will be required to take a remedial course in that particular subject. You will have one attempt to retake the COMPASS entrance exam for an additional cost of \$30. If required to take a Learning Support class, you may change your major once you have completed the course and passed the exit COMPASS exam. However, until you complete the course, you will be assigned to the Learning Support Programs for academic advisement.

_____ Step 9: Complete Freshmen Advance Scheduling Form and Class Registration

Freshman Advance Scheduling for Fall Semester Enrollment - Important!

If you are enrolling in the Fall Semester as a freshman, after you pay your room deposit, you will be notified to participate in UNG's Freshman Advance Scheduling Program, which enables you to go on-line and select courses in which you would prefer to be enrolled in your first semester. **Complete your advance scheduling!** Advance Scheduling normally opens in mid-March and closes in mid-May.

You will be enrolled in courses appropriate to your major and will receive your class schedule during INTRO. Your schedule will have 12 credit hours to which we recommend you add elective courses. Most majors require completing at least 120 credit hours. This equates to an average of 15 credit hours per semester to graduate in 4 years, or 8 semesters.

If you were accepted with an “undecided” major, we will pre-register you for common core classes which you will need for any major on which you decide later. Note that even though you have declared a major and begin to take classes leading towards that major, you can change majors before your second year begins.

Note: If you are a first-time freshman attending the Spring Semester, and have paid your room deposit, you will be automatically pre-registered for classes.

Non-Traditional and Transfer Cadets

You will register for your courses during INTRO. See the information in Step 10 on Non-Traditional and Transfer INTRO.

_____ Step 10: Register for Orientation (INTRO or T-SOAR)

Web Site: www.northgeorgia.edu/INTRO

There are three types of new student orientation available. INTRO and Express INTRO, is for new freshmen enrolling in the Fall Semester (this includes freshmen who took college courses while in high school). T-SOAR, is for new transfer Cadets or non-traditional Cadets enrolling in the summer, fall, or spring Semester. T-SOAR is also for new freshmen enrolling in the spring semester. Information on each

orientation is below and on the web site above, or call (706) 864-1010. Note that each program requires you to register and pay a fee.

INTRO or Express INTRO: For new freshmen, enrolling in the Fall Semester - every new freshman Cadet starting in August should attend INTRO or Express INTRO!

You can register for INTRO from our web site. Go to www.northgeorgia.edu/intro. Information and registration instructions will be updated three months before the start of each semester.

INTRO is a two day one night program conducted during the summer before fall classes begin. Please sign up for the first available INTRO session.

Express INTRO is a one day, one night program that starts just before FROG Week. You will get the opportunity to meet with an academic advisor and discuss your academic plan of study at either program.

If you are attending Express INTRO make sure you separate your INTRO packing list from your FROG Week packing list because your FROG Week items will be stored separately.

Note: If you're going to attend the "Summer Language Institute" attending INTRO is optional, but still recommended.

Note: It is optional for new first-time Freshmen Cadets for January to attend INTRO.

Parent Orientation

Parents are invited to attend the parent orientation. Parents must pay a fee and register in advance. For registration and payment instructions go to www.northgeorgia.edu/parentorientation

T-SOAR: For new college transfer Cadets, non-traditional Cadets enrolling in the Summer, Fall or Spring Semester- OR new freshmen enrolling in the spring semester- you should attend T-SOAR!

Non-traditional Cadets, transfer Cadets, new freshman Cadets for spring should attend one, one-evening orientation. Please go to the web site to register www.northgeorgia.edu/intro.

_____ Step 11: Come for a Tour or Cadet Overnight Visit Experience (COVE)

If you have not yet been to visit UNG, schedule a visit and tour with the Cadet Admissions Office. Bring your parents. This gives you and your parents an excellent opportunity to see UNG first hand. One of our recently commissioned graduates will show you around the campus and talk to you about life in the Corps of Cadets, and then we'll discuss the cost to attend, leadership opportunities, scholarships available and career opportunities. Call (888) 413-9366 to make reservations with the Cadet Admissions Office. For

detailed information about visiting UNG and for directions to the Cadet Admissions Office go to ung.edu/cadet/visit

Tour Schedule

Monday: 1400

Tuesday: 0930 and 1400

Wednesday: 0930 and 1400

Thursday: 0930 and 1400

Friday: 0930 and 1400

NOTE: We encourage you to come while the university is in session so that you can see the students and Cadets on campus as well as go inside campus facilities.

We also have opportunities for a few Cadets to participate in the "Cadet Overnight Visit Experience" or "COVE". Experience the Corps of Cadets by spending a night with us. COVE dates are September – November and January - April each year. For detailed information, please visit our web site: ung.edu/cadet/cove

_____ Step 12: Come to National Leadership Challenge Weekend

You are highly encouraged to attend National Leadership Challenge where you will experience the leadership development that Cadets in the Corps of Cadets experience – first hand! High school juniors and seniors across the nation are invited to participate in leadership development and adventure training on the UNG campus and at the Army's Mountain Ranger Camp.

Go to: ung.edu/cadet/nlc

There you will find more detailed information, on-line registration, packing list, reporting/departing instructions, and payment instructions.

NLC is generally held in November and April each year.

_____ **Step 13: Consider Participating in the Summer Language Institute**

Get a jump start on your academics by attending the UNG Summer Language Institute. Knock out your foreign language requirement before you start college in the fall. Earn eight semester hours of credit.

Learn a foreign language such as Arabic, Chinese, Korean, Russian, Spanish, or German

To learn more and to apply to participate, Go to: ung.edu/cadet/ieo

Application deadline is 1 May. For questions call (706) 867-2807

Most Cadets find SLI challenging in that the brevity of the term requires that they maintain a much higher level of focus in order to keep up in their classes.

Given their experiences, it's important that you come prepared to focus on your studies. You'll be given plenty of time to study outside the classroom, and help will be available to assist you with your academics if needed. Ultimately; however, your success will depend on your motivation and attention to your studies.

The summer term counts like any other term in college. Low grades can result in a loss of scholarship benefits and/or the risk of academic probation in later semesters.

Note:

If you wish to attend the Summer Semester without enrolling in the Summer Language Institute, please be advised that there is no military program (Corps of Cadets) running in the summer. If you attend summer classes and desire to live on campus please contact the Assistant Commandant Office 706-864-1793

_____ **Step 14: Pay your FROG Week Fee**

FROG Week Fee – Spring Semester FROGs: \$75.00 Fall Semester FROGs: \$150.00

This payment covers room and board for FROG Week and must be paid separately from other fees. The fee is due on 1 December for Spring and 1 August for Fall.

Please pay by check or money order to the University Business Office. Make the check payable to “UNG” and put your first, middle and last name, and student ID on the memo line. Mail your check to:

University of North Georgia
Business Office
ATTN: FROG Week Fee
82 College Circle
Dahlonega, GA 30597

_____ Step 15: Pay Your Tuition, Room, Meals and Fees

You will find your bill on our web site in your Banner account. **You will not receive a bill in the mail!**
You can access your Banner account as follows:

1. Go to ung.edu/myung
2. Click the word "Banner" at the bottom of the page.
3. Comprehensive instructions for using Banner can be found by clicking "Students" under "Login Information"

For current bill due dates and payment options please visit www.northgeorgia.edu/businessoffice

Questions regarding bills or payments should be directed to the Business Office at (706) 867-1407

Checks can be mailed to:

University of North Georgia
Business Office
82 College Circle
Dahlonega, GA 30597

_____ Step 16: Establish Your E-mail Account and Information Technology Information

Go to our university's MyUNG page <http://ung.edu/myung/index.php> Follow the directions for incoming freshmen and new students to access your account.

Upon admission to UNG, you are provided with a student e-mail account. Student e-mail is the official channel of communication between the university and its students. It is your responsibility to periodically monitor you student e-mail account and be aware of the information sent by the university.

You can purchase Dell or Apple computers at discounted rates. For information, please visit the following web sites:

<http://www.delluniversity.com>

<http://store.apple.com/> (then click the education store link in the left column)

If you are living in the Cadet residence halls and you have a Windows-based computer, you must have "Automatic Updates" enabled, and have up-to-date anti-virus software in order to gain internet access. If you don't have anti-virus software, contact the IT Service Desk to get software at no cost to you after you arrive on campus.

If you have any IT related questions or concerns, you may contact the IT Service Desk at (706) 864-1922, or stop by our office in the Library Technology Center, Room 164. You can e-mail us at helpdesk@ung.edu

Step 17: FROG Week Reporting Instructions

If you are a National Guard or Reserve soldier attending Basic/AIT, AT, or drill and cannot begin FROG Week on the first day, you must wait until the next semester to enroll. Please notify Cadet Admissions at chrisrs@ung.edu if this applies to you.

FROG Week Start Dates

2013 Fall Semester: 13 August 2013
2014 Spring Semester: 3 January 2014

Note! You must view the [FROG Week Documentary](#) before you start FROG Week.

New Cadets starting in the Fall Semester (August)

You must attend Freshman Recruit Orientation Group (FROG) Week in August. FROG Week in-processing begins at 0900 on the first day of FROG week. If you are attending the last INTRO Session (Express INTRO), you will be escorted to the in-processing station. All others will be directed where to go once arriving on campus. Note that you cannot move into the Cadet Residence hall until after in-processing begins.

During in-processing, you will fill out necessary paperwork, receive your room assignment and key card, move into the residence hall, and proceed to draw uniforms and other items.

You must report to FROG Week wearing a white T-shirt, khaki or blue jean shorts with a belt and comfortable running shoes. Your shorts must come down to top of the knee. Women shorts must also extend to or below the top of your knee. No short shorts are allowed for either gender. You should bring two pairs of running shoes since one pair will get wet and very muddy and an extra set of shorts and t-shirt. If you are a male, bring your Selective Service number with you.

Once you have completed in-processing, and you unload your bags in your room, your car keys, wallet, cell phone, electronics, and watch will be secured for the duration of FROG Week so you will not lose them. They will be kept in a safe place and returned to you on the last day of FROG Week.

You may bring your own car to FROG Week. You will be given parking instructions once you arrive. You should bring all items listed in Step 7 with you to FROG Week except for "Optional Items". You should also bring the required forms specified in Steps 3 and 4.

FROG Week will last 6 (six) days. You will graduate on the sixth day (Sunday) at 0800 on the Drill Field. Your parents and family members are welcome to attend the graduation ceremony. If your parents are coming, please have them call to verify the time of graduation: (706) 864-1796. You will have a few hours of free time after graduation to visit with your family, but you must remain in the local area. There will be a recall formation before dinner. After that, you will remain on campus through the start of classes.

New Cadets starting in the Spring Semester (January)

You must attend Freshman Recruit Orientation Group (FROG) Week in January. FROG Week begins the first week of January. In-processing begins at 0900 hours on the first day of FROG week. Be on time. You will be directed where to report upon your arrival. Note that you cannot move in to the Cadet residence hall until after in-processing begins.

Report for FROG Week wearing a neutral color sweater or sweatshirt, khaki or blue jean long pants with a belt, running shoes, gloves, and a knit hat. You should bring two pairs of running shoes since one pair will get wet and very muddy. If you are a male, bring your Selective Service number with you.

During in-processing, you will fill out necessary paperwork, receive your room assignment and key, move into the residence hall, and proceed to draw uniforms and other items.

You may bring your own car to FROG Week. You will be given parking instructions once you arrive. You should bring all items listed in Step 7 with you to FROG Week except for "Optional Items". You should also bring the required forms specified in Steps 3 and 4.

Spring FROG Week training times/days and graduation will vary from year to year. If your parents are coming to FROG Week Graduation, please have them call to verify the time of graduation: (706) 864-1793/1796.

FROG Week Cash Requirements

Haircut - \$10.00 bill (exact change, cash only)

All new male Cadets are required to receive a military haircut at a local barber shop. Cost is \$10.00. Credit cards or checks are not accepted. Do not get a haircut before arriving to FROG Week.

Blue Book Fee - \$10.00 bill (exact change, cash only)

All new Cadets are required to purchase a Blue Book of Cadet regulations during the first two days of FROG Week.

Extra Money/Valuables

Do not bring more than \$50 cash, expensive jewelry, or other items to FROG Week.

Parents Instructions for Dropping Off Cadets

It is not necessary for you to accompany your son or daughter to FROG Week. However, if you do, please enter through the main entrance of campus and follow the "FROG Week" signs. You'll be met by a Cadet who will direct you to the appropriate Cadet residence hall where your son or daughter will live. Current Cadets will assist you with unloading and moving baggage into the residence hall. You can assist, or you can wait in or near your vehicle. After baggage is unloaded, you will receive instructions from a Cadet who will direct you where to park. You may accompany your Cadet to the Library and Technology Center where he/she will begin in-processing. Please say your goodbyes prior to entering the library. You can then attend

an optional program for parents in the Pennington Military Leadership Center about FROG Week and the Corps of Cadets. You can leave campus after the program and come back for graduation. Cadets will be given a break that lasts for several hours after graduation, during which you can visit him/her while remaining in the local area. After the break, Cadets will be required to check back in and continue cadet training.

We will also post photos of FROG Week daily on our Facebook fan page. You can access the page by going to:

www.facebook.com/cadetadmissions

Appendix A: Notes for National Guard and Reserve Soldier-Cadets

Thank You!

Thank you for enlisting in the National Guard or Army Reserve and for serving our nation. We respect you for making that decision. Please read below for special instructions and information that pertains to you.

FROG Week is Mandatory for all new Cadets. We understand that you may have already completed Army basic training. However, it is a requirement for every new Cadet to attend FROG Week. You will learn the history and traditions associated with the Boars Head Brigade. If you are a National Guard or Reserve soldier attending Basic/AIT, AT, or drill and cannot begin FROG Week on the first day, you must wait until the next semester to enroll. Please notify us as soon as possible if you need to move to a later semester. E-mail: cadetadmissions@ung.edu Contact your unit administrator and request an exemption from drill in order to attend FROG Week or ask for permission to use FROG Week as your drill and obtain a Split Certificate from UNG after FROG Week. If you are unable to gain an exemption, contact the Reserve or Guard Unit liaisons on campus. Please call (706) 864-1662 for Guard and (706) 864-3227 for the Reserve.

You must be prepared to pay your college bills up front. You most likely will not receive your tuition assistance or bonus money before your college bills are due. Even with Tuition Assistance (TA), you will still have to pay for your books, fees, uniforms, room, meals, and incidental expenses yourself. You can use the pay you received during basic and/or AIT, monthly drill pay, your bonus (if you receive it before your bills are due), and/or financial aid to help pay these expenses.

Even if you have Montgomery GI Bill and Tuition Assistance we still recommend that you fill out the “Free Application for Federal Student Aid”, or FAFSA. You may qualify for additional financial assistance. Please visit the financial aid portion of our web site to complete a FAFSA. www.ung.edu/finaid

If you completed Army basic and advanced individual training as a member of the US Army Reserve, or the Army National Guard, you are eligible to receive the Montgomery GI Bill and Tuition Assistance. If you are a resident of Georgia and you are HOPE Scholarship eligible, HOPE will pay a portion of your tuition. Tuition Assistance may be used in conjunction with the HOPE Scholarship to supplement some tuition that the HOPE does not cover. If you lose the HOPE Scholarship, TA will pay most of your tuition.

To apply for Tuition Assistance (TA):

1. Before you can apply for Tuition Assistance, you must (1) have completed basic training and advanced individual training (2) you must establish your Army Knowledge Online (AKO) Account user name and password; (3) you must have your military ID card which is also your Common Access Card (CAC) and know your 6 - 8 digit CAC PIN number; (4) Your ID/CAC card must be registered through AKO before attempting to log into the TA website. If you do not know your PIN, you must have it reset by going to an ID card issuing facility. CAC reader enabled computers are available through the Guard and Reserve Liaison Office at MLC Room 121.

2. Register for your classes at UNG, refer to Step 9 and 10 in this Manual. If you cannot attend INTRO, you will register for your classes during FROG Week.

3. Apply for TA through **goarmyed.com** account and fill out the online TA request form. Follow instructions on the website to complete your TA application.
5. When you receive your TA Approval document through your AKO account, print the TA approval document and bring it to the UNG business office located in the Downtown Administration Building (BB&T Bank). The Business Office will use that form to deduct the tuition and fees from your college bill. As a reminder, **you must be prepared to pay upfront your first semester!**
6. Direct questions concerning TA to the Reserve or Guard Unit liaisons on campus. Please call (706) 864-1662 for Guard and (706) 864-3227 for the Reserves .

To apply for the Montgomery GI Bill (MGIB):

1. You must complete advanced individual training to apply for MGIB benefits.
2. You must apply for MGIB benefits through the Veterans Affairs (VA) Administrator in the Financial Aid Office at UNG. You must have the following documents to submit with your application:
 - DD Form 214
 - Notice of Benefits Form (NOBE e-mailed through AKO)
 - MGIB Kicker Contract (From initial enlistment contract)
 - Direct Deposit Account information
3. The VA will process your application, and the MGIB benefits will be deposited into your Direct Deposit Account monthly.
4. For questions or assistance in completing the GI Bill Application you need to schedule an appointment with the VA Administrator at UNG by calling (706) 864-1413. Walk-ins are highly discouraged.

Send us your Army physical exam forms

If you are a soldier in National Guard or Reserve, you can submit a copy of the Army's "Report of Medical History Form," DA Form 2807-1 and DD Form 2808 "Report of Medical Exam" that you received when you enlisted if they are less than one year old from the first day of FROG Week. You must still fill out the front side of the yellow University of North Georgia - Medical Report Form; however, a doctor's signature is not required. See Step 3 in this manual for instructions on where to mail your medical forms.

For soldiers in the Guard, you should be given your medical records after basic training to carry to your unit of assignment. Keep a copy of these records before you turn them over to your Guard unit.

Check your Army Knowledge Online Account (AKO Account)

Please verify that you are able to access your AKO account by going to www.us.army.mil. Ensure that you verify access to your AKO account before reporting to FROG Week! Direct questions concerning AKO login problems to the Reserve or Guard Unit liaisons on campus. Please call (706) 864-1662 for Guard and (706) 864-3227 for the Reserves.

Going to basic/AIT in the Summer or Fall before enrolling in the Spring?

If you're going to basic training prior to enrolling in the Spring Semester, you **must** do the following **before** you depart for training:

1. Your room contract and \$250 deposit **must be paid before you leave**. If you already submitted your contract and paid your deposit, skip this step. For instructions on how to pay, please refer to Step 1.
2. If you feel you qualify for any federal financial aid, fill out the FAFSA form before you leave for training this summer. Don't wait until you get back! Access the FAFSA and get all info you need about financial aid on our web site: <http://www.ung.edu/finaid>.
3. Complete as many steps in the Cadet Admissions Manual checklist before leaving for training. At a minimum, you must have submitted final high school transcripts, checked your banner account, and have set up your student e-mail account.

As soon as you return from training:

Complete any steps in the manual that you had not completed prior to leaving including Step 7 "Pay the uniform fee and procure your uniforms".

Please contact Cadet Admissions prior to 20 December if you have any questions!

Note that the university ordinarily closes during the Christmas season from about 20 December until the first week in January.

Good luck in training!

Appendix B: Important Phone Numbers:

Cadet Admissions Office	General Information Questions	(888) 413-9366 (706) 867-2918 Fax: (706) 867-2805	cadetrecruiting@ung.edu
Bookstore	Uniform fitting, purchasing books, supplies	(706) 864-1635	bookstore@ung.edu
Business Office/Comptrollers	Questions or paying bills	(706) 864-1409	businessoffice@ung.edu
Financial Aid	Financial aid questions	(706) 864-1412	finaid@ung.edu
Registrar's Office	Transfer Credit Requirements	(706) 864- 1760	regodd@ung.edu
Student Affairs	Questions about INTRO	(706) 864-1010	darcy.hayes@ung.edu
Student Health Services	Questions about physicals, immunizations	(706) 864-1948	stuhealth@ung.edu
National Guard Recruiter	Enlistment	(706) 867-3294	chris.graff@ung.edu
National Guard Liaison	Drill Splits, Guard/TA Questions	(706) 864-1662	nathan.wilson@ung.edu
Assistant Commandant's Office	Housing Contract Updates, Room Requests for Summer, General Information	706-864-1793	lauren.russell@ung.edu