



**School of Forestry**  
**Undergraduate Fire Ecology Certificate (401 Series Classes)**

**Application Instructions**

**Please see the appropriate section for application instructions:**

**Section 1: For Students Who Need to Reapply to NAU**

**Section 2: For Students Who Have Never Attended NAU and are not planning on pursuing the Certificate in Fire Ecology and Management**

**Section 3: For Students who are planning to pursue the Certificate in Fire Ecology and Management**

**Section 1: Reapplication to NAU**

***In order to qualify for readmission, you must have completed at least one class at NAU.***

Complete the Application for Readmission (Undergraduate) located on the Registrar's Webpage under Enrollment & Petition Forms at <http://home.nau.edu/registrar/forms.asp>.

1. Please make sure to choose the **on-line campus in the first line of the application**. If this option isn't available, please write that information on the application before submitting.
2. That form can be faxed to 928-523-0600 or emailed to [readmissions@nau.edu](mailto:readmissions@nau.edu).
3. You will receive an email once your application has been processed. Readmission typically occurs within 1-2 business days of submitting your reapplication.

**Section 2: New NAU Students NOT pursuing the Certificate in Fire Ecology and Management**

**STEP 1: Apply to Northern Arizona University**

- Visit the Northern Arizona University website ([www.nau.edu](http://www.nau.edu)), and click on "Apply Online."
- Follow links for "Undergraduate Students" > "Extended Campuses" > "Apply Now," then click the "undergraduate" link, or go directly to <http://www.applyweb.com/apply/northaz/>
- Create an account.
- Read the directions and instructions links.
- Fill out all pages of the application including the Arizona Residency Information.
- **IMPORTANT: Degree Selection Option; Select Non-Degree. Campus selection; Select Online. These choices are in Section 3 and 4 of the application.**
- Submit the \$25 application fee with a debit or credit card. **Do not choose the pay on-line with check option.**
- Once you have completed your application, please send an email to [april.sandoval@nau.edu](mailto:april.sandoval@nau.edu) to let us know that you have applied and to request membership in the Federal Agency Training Group. You will not be able to enroll in classes until this step is complete.

## **STEP 2: Set Up Your NAU Email Account and Password**

- You can track your admission status online. Admission for non-degree students is generally processed within two weeks. Once admitted, you will be assigned an NAU User Name.
- If you do not know your user name, go to [www.nau.edu/password](http://www.nau.edu/password) and enter the requested information.
- Follow the prompts to set up your password.
- Then call the Student Technology Center at 888-520-7215 or 928-523-7215 for assistance in setting up your email account.

## **STEP 3: Submit your Proposition 300 documentation**

- Please make sure to complete this step if you are an Arizona resident to avoid being charged out of state tuition.
- Please note that if you have submitted this documentation to NAU previously, it is not necessary to complete this step again.
- Effective December 7, 2006, a person who is not a citizen, a legal resident of the U.S., or who is without lawful immigration status is not entitled to classification as an in-state student for tuition purposes. A person who is not a U.S. citizen and who is without lawful immigration status is not entitled to tuition waivers, grants, scholarship assistance, financial aid, tuition assistance or any other type of financial assistance that is subsidized or paid in whole or in part with state monies.
- This law is required for all students attending Northern Arizona University.
- Students who fail to provide proof of eligibility will be charged **out-of-state tuition** and cannot receive tuition waivers, grants, scholarship assistance, financial aid, tuition assistance or any other type of financial assistance that is subsidized or paid in whole or in part with state monies.
- For a list of acceptable documentation and how to submit it, please see [http://home.nau.edu/Verification\\_of\\_Eligibility.asp](http://home.nau.edu/Verification_of_Eligibility.asp). **You will need to submit this information to the Registrar's Office by faxing it to 928-523-1414.**

## **Section 3: New NAU Students - Certificate in Fire Ecology and Management**

### **STEP 1: Apply to Northern Arizona University**

- Please note that this application process takes longer than the one in Section 2. **Please apply at least two to three weeks prior to your class if you plan on pursuing this certificate.**
- Visit the Northern Arizona University website ([www.nau.edu](http://www.nau.edu)), and click on "Apply Online."
- Follow links for "Undergraduate Students" > "Extended Campuses" > "Apply Now," then click the "undergraduate" link, or go directly to <http://www.applyweb.com/apply/northaz/>
- Create an account.
- Read the directions and instructions links.
- Fill out all pages of the application including the Arizona Residency Information.
- **IMPORTANT: Under section 3 and 4 of the application make sure to make the following selections:**
  - **Planned Enrollment Level;** Select **First year, Transfer or Post Baccalaureate** depending on the number of credits you have completed at other institutions.
  - Under **Campus**, please select **ONLINE**.
  - Under **Degree**, please select **UNDECLARED**.
  - Note: We will switch you over to the Certificate program after you apply.
- Submit the \$25 application fee with a debit or credit card. **Do not choose the pay on-line with check option.**

- Submit any documentation requested by the application process such as transcripts. Please submit transcripts as soon as possible to avoid delays in processing your application.
- Once you have completed your application, please send an email to [april.sandoval@nau.edu](mailto:april.sandoval@nau.edu) to let us know that you have applied and to request membership in the Federal Agency Training Group. You will not be able to enroll in classes until this step is complete.

**STEP 2: Set Up Your NAU Email Account and Password**

- You can track your admission status online. Once admitted, you will be assigned an NAU User Name.
- If you do not know your user name, go to [www.nau.edu/password](http://www.nau.edu/password) and enter the requested information.
- Follow the prompts to set up your password.
- Then call the Student Technology Center at 888-520-7215 or 928-523-7215 for assistance in setting up your email account.

**STEP 3: Submit your Proposition 300 documentation**

- Please make sure to complete this step if you are an Arizona resident to avoid being charged out of state tuition.
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- Effective December 7, 2006, a person who is not a citizen, a legal resident of the U.S., or who is without lawful immigration status is not entitled to classification as an in-state student for tuition purposes. A person who is not a U.S. citizen and who is without lawful immigration status is not entitled to tuition waivers, grants, scholarship assistance, financial aid, tuition assistance or any other type of financial assistance that is subsidized or paid in whole or in part with state monies.
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**Contact Information**

**Program Inquiries**

April Sandoval  
 Administrative Associate  
 School of Forestry  
[April.Sandoval@nau.edu](mailto:April.Sandoval@nau.edu)  
 928-523-6666

**Veteran Services**

928-523-84387  
[Veteran.Affairs@nau.edu](mailto:Veteran.Affairs@nau.edu)

**Financial Aid Main Number**

928-523-4951

**Admissions Main Number**

928-523-5511

**Registrar Main Number**

928-523-4109