Next Steps...

Welcome to the CARE Program, please use this checklist as a guide while you prepare to start the program.

All forms and information are to be submitted to Program Director Kaelyn Acothley at kaelyn.acothley@nau.edu before or by the due date. If you need any documents mailed to you, please contact Ms. Acothley ASAP. Filled and signed documents **do not** need to be physically sent to us, you can just scan them with any scanning app (Notes, Genus Scan, Adobe Scan, etc.) and email it to Ms. Acothley.

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|  **ITEM** |  **DUE DATE** |
| Register as a Non-Degree Seeking Student <https://nau.edu/admission/non-degree-seeking-admission/> \*On the screen where it requests payment, please select “**pay later**”, as the CARE Program is waiving your fees |  Thursday, May 23rd  |
| Send your new **NAU 7-digit student** I.D. and your new **NAU email** to Ms. Kaelyn Acothley\*If you are returning from last summer or incoming fall 2024 freshman, we already have this info\*This is required so that we can register you for CHM299H |  Tuesday, May 28th  |
| Submit your vaccine records online\*This is required for registering as a non-degree seeking student in the summer as well as for incoming fall 2024 freshman | Wednesday, May 29th |
| Read, fill out, and submit the following documents:\*Bring to orientation or email to Ms. Acothley**Link to documents (also attached)**https://nau.edu/chem-biochem/care/* Assumption Of Risk, Waiver, Release, And Consent for Non-student Minor Participation
* Behavioral Expectations for Non-Student Minors
* Disclosure And Approval of One-on-one Interaction with Non-student Minors
* Non-student Minor Image Release
* Vendor form (**required to be paid**)

**Instructional video to fill out documents**<https://vimeo.com/708394094> |  Wednesday, May 29th  |
| Read and understand the following documents:* CARE Handbook
* Packing list

\*We will provide a digital copy by orientation | Wednesday, May 29th |
| For those being paid through our partner AEOP (Army Education Outreach Program) we may need:AEOP Staff will provide details during orientation* Your high school transcripts that include your name, school, grade and GPA (can be unofficial, or screenshots)
* Parent signature on the AEOP terms and conditions
* Parent signature on the RIT participant agreement and payment request form (you only need to fill out the 4 highlighted parts)
 | Wednesday, May 29th |