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](mailto:kra252@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 |