

Step 1. Admit you as a Non-Degree Seeking student to the University of Arizona

Complete the online Non-Degree Seeking application. You can access the application here: <https://slate.admissions.arizona.edu/register/NDSPrograms18>. Set aside at least 15 minutes to complete your application. You will not be able to save your progress and return to the application. **Proofread your responses before you submit! It is a tremendous headache to fix information on your application!** Here is some information you need to complete the application:

- The answer to "Do you consider yourself an Arizona resident?" is YES
- The answer to "Please select the program you are participating in." is MCB 103 - KEYS
- The answer to "Please select the term of your program..." is SUMMER 2020
- Your high school CEEB code should auto-populate when you type in your high school

You should never have to pay for any part of the application or admission process. In the confirmation email you receive there may be information about paying for the course and CatCard, ignore this! We pay for your course and will coordinate CatCards at a later date.

Due Sunday, 2/16 by 11:59 PM

Step 2. Create your NetID and email it to KEYS

After you have been admitted to our Non-Degree Seeking program you will receive a confirmation email from the University of Arizona. This email will include instructions to create your UArizona NetID and official student email. We must have your NetID in order to enroll you into the MCB 103 course and to gain access to our online learning platform where you will complete your pre-KEYS assignments. You need to send your NetID to keys@bio5.org.

Due Friday, 2/21 by 11:59 PM

Step 3. Upload your immunization records

Once you have created your NetID you can upload your immunizations records to Campus Health. Your immunization records are required to finalize your admissions to the UA. Follow the instructions under "Submitting your Immunization Record" at this link: <https://health.arizona.edu/new-student-immunization-requirements>. It takes 2 business days for your records to be processed. You can verify your records have been processed by:

- Log into "Student Center" at <https://uaccess.arizona.edu/> with your NetID and password
- View if you have an immunization hold under the section in the right hand column, "Notices & Holds"

We cannot enroll you into the MCB 103 course until your immunization hold has been lifted.

Due Sunday, 3/1 by 11:59 PM

4. Verify your lawful presence

In order for us to process your tuition for MCB 103 credits you will need to upload proof of residency to your UAccess account. Access the following link for the University of Arizona's Acceptable Forms of Documentation <https://registrar.arizona.edu/personal-information/acceptable-forms-documentation?audience=students&cat1=17&cat2=238>. Please follow the instructions below to verify lawful presence:

- Log into “Student Center” at <https://uaccess.arizona.edu/> with your NetID and password
- Use the “Demographic Data” quick link located at the bottom left of the page in Personal Information
- At the “Personal Information” page, use the “Lawful Presence” tab on the page, or the “Go to VLP” link located on the bottom left page
- Choose “Complete Now and Attach Document” to access drop down menu with instructions
- Click on “SUBMIT DOCUMENTS” to complete the process

Due Sunday, 3/1 by 11:59 PM