Admitted Student Checklist

Now that you have been admitted, this step-by-step checklist will help you navigate the enrollment process. Complete the checklist below:

**ONCE YOU’RE ACCEPTED**

*Note:* Students who choose not to accept our offer of Admissions should contact: Office of Undergraduate Admissions, or email to admissions@pvamu.edu

Office of Undergraduate Admissions
Prairie View A&M University
P.O. Box 519 Mail Stop 1009
Prairie View, Texas 77446
Email: admissions@pvamu.edu

Contact Person: Admissions Counselor
Ivory J. Wallace, Freshman Admission Counselor
Last Name of Alphabets (A-M)
Voice: 936-261-1071
Fax: 936-261-1079
Email: jwallace@pvamu.edu

Contact Person: Admissions Counselor
Verlicia Pope, Freshman Admission Counselor
Last Name of Alphabets (N-Z)
Voice: 936-261-1072
Fax: 936-261-1079
Email: vmpope@pvamu.edu

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**Step 1**

**New Student Orientation Registration**

Students should register for New Student Orientation
[Click here to register for an Orientation Session.](#)

New Student Orientation
Prairie View A&M University
P.O. Box 519 Mail Stop 1012
Prairie View, Texas 77446
Email: nso@pvamu.edu

Contact Person: Marshandra Cooper, Orientation Coordinator
Voice: 936-261-1035/1037
Fax: 936-261-1095
Email: nso@pvamu.edu
Step 2

Setup your Panther Tracks/Email

You have been assigned a student ID which you need to provide when requested: “ID”. Your assigned university email account: “UNIVEMAIL” Set your email password immediately by visiting https://mypassword.pvamu.edu/. Once you complete this step, please go to http://www.pvamu.edu/pvplace which provides easy single sign-on access to online resources like email, registration, financial aid, PVAMU web content and much more. Your email address will be used for all student-related correspondence and should be checked on a regular basis.

Step 3

Financial Aid

For Financial Aid information please refer to the Financial Aid website:
http://www.pvamu.edu/pages/1630.asp

- Check your Panthertracks account to ensure ALL documents have been received and processed.
- All steps listed at www.pvamu.edu/faid MUST BE COMPLETED to process your aid.
- Check Your Award Status prior to your orientation session. Use Panthertracks and click on the “Student” tab at top of page, click on “Click here to access Panthertracks”, select “Award”, then select “Award for Aid Year”. Choose Aid Year “2013-2014”, and click Submit, click on Award Overview Tab.
Apply for Housing

Housing Application, Housing Deposit and First Month Rent are due to the housing office: No Later than July 1st.

**On-Campus Housing**

If you chose to live on campus, it is important that you complete all housing documents and pay all housing fees promptly to insure that housing is available upon arrival. Freshman students must complete and return their application for housing along with all required fees to:

**University College**
Prairie View A&M University
P.O. Box 4449, Prairie View, TX  77446
Voice: 936-261-5990
Fax: 936-261-5997
Website: [http://universitycollege-pv.com/](http://universitycollege-pv.com/)

**Freshmen Housing Amenities:**

- Fully furnished units including a twin bed, a built-in desk and ample closet space in every room
- Housekeeping service
- All utilities paid
- Mini-blinds
- Computer lab with internet access
- Private study rooms
- Television lounge
- Fitness center
- Mini movie theater
- Indoor recreation room
- Academic counseling center
- On-site resident life staff

All other students must complete and return their application along with ALL required fees to:

**University Village**
Prairie View A&M University
P.O. Box 157,
Prairie View, TX  77446
Voice: 936-261-5950
Fax: 936-261-5109
Website: [http://prairieviewuvillage.com/](http://prairieviewuvillage.com/)
**Step 5**

*Texas Higher Education Assessment*

Take the Texas Higher Education Assessment *(Formerly known as TASP)*

[Click here to see if you are THEA Exempt?](#)

[Click here to visit the Testing, Tracking, Assessment and Evaluation Office of Testing, Tracking, Assessment and Evaluation](#)

*Office of Testing, Tracking, Assessment and Evaluation*

Prairie View A&M University

P.O. Box 519 Mail Stop 3002

Prairie View, Texas 77446

Contact Person: Melissa DeWitt, Testing Coordinator

Voice: 936-261-3699

Fax: 936-261-3612

Email: mcdewitt@pvamu.edu

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**Step 6**

*Medical Requirement*

All students must provide a copy of their health and immunization records to Owens Franklin Health Center. A Bacterial Meningitis shot is a university requirement.

[Click here to visit the Owens Franklin Health Center](#)

[Click here to read the Mandatory Requirements](#)

Secure online “Affidavit Request for Exemption from Immunizations for Reasons of Conscience” [https://webds.dshs.state.tx.us/immco/default.aspx](https://webds.dshs.state.tx.us/immco/default.aspx)

*Owens Franklin Health Center*

*All Records must be sent to:*

Prairie View A&M University

P.O. Box 519 Mail Stop 1413

Prairie View, Texas 77446

Voice: 936-857-2511

Contact Person: Thelma Pierre, Administrator, Health Services

Voice: 936-261-1400

Fax: 936-857-4999

Email: tjpierre@pvamu.edu

Contact Person: Darryal Williams, Program Associate

Voice: 936-261-1400/1419

Fax: 936-857-4999

Email: dawilliams@pvamu.edu
Step 7
Credit by Examination Advanced Placement Testing

Correspondence and Extension Courses
Military School Credit
Credit Available Through Testing
More information about College Level Examination Program (CLEP)

Office of Testing, Tracking, Assessment and Evaluation
Prairie View A&M University
P.O. Box 519 Mail Stop 3002
Prairie View, Texas 77446

Contact Person: Melissa DeWitt, Testing Coordinator
Voice: 936-261-3699
Fax: 936-261-3612
Email: mcdewitt@pvamu.edu

Dual Credit Programs
High-achieving seniors from local schools are offered the opportunity to enroll in selected collegiate level classes to earn credit. These banked college credits will not be issued until the student has graduated from high school and met the admissions requirements. Students interested in this program should contact the Office of Undergraduate Admissions at 936-261-1000.

Step 8
Residency for Tuition Determination

Your residency status for tuition purpose is included in your letter of admissions. It is the responsibility of the student to enroll under the correct residency classification for tuition purposes. Information concerning residency can be found in the 2001-2002 on-line Prairie View A&M University Undergraduate Catalog. If you disagree with your residency classification, please contact Undergraduate Admissions at 936-261-1000.

Contact Undergraduate Admissions

Office of Undergraduate Admissions
Prairie View A&M University
P.O. Box 519 Mail Stop 1009
Prairie View, Texas 77446

Contact Person: Nicole Woods,
Voice: 936-261-1069/1067
Fax: 936-261-1079
Email: ntwoods@pvamu.edu or admissions@pvamu.edu
Tuition and Fee Payment

The List of Tuition and fees are published online [http://www.pvamu.edu/pages/3526.asp](http://www.pvamu.edu/pages/3526.asp). If you miss a deadline, there are late payment penalties, and if your fees are not paid by the drop date deadlines, your registration will be cancelled. The actual dates for each installment payment will be displayed in Panthertracks through PVPlace on the account summary and account detail page. Please be aware that there are penalties for late payments, reinstatements, and improper withdrawals. These dates are important! Make special note of the dates to avoid problems with your enrollment. For more information please contact: [Treasury Services Department](#).

Prairie View A&M University offers the following fee payment plans for the payment of tuition and fees:

1. **Full Payment In Advance**  [http://www.pvamu.edu/pages/3527.asp](http://www.pvamu.edu/pages/3527.asp)
   Full payment of tuition and fees is made in advance of the beginning of the semester (by the last business day prior to the 1st class day).

2. **Installment Payment Plan** *(Fall/Spring semesters only)*
   Payment of thirty-four percent (34%) of tuition and fees in advance (by the last business day prior to the 1st class day) but no later than the 12th class day (census day) for Fall and Spring and no later than the 4th class day (census day) for Summer according to the Academic Calendar, payment of thirty-three percent (33%) on or prior to the first Friday in October for Fall and prior to the first Friday in March for Spring; and payment of the final thirty-three percent (33%) on or prior to the first Friday in November for Fall and the first Friday in April for Spring.

*Payment plan options are subject to change in the future.

**Treasury Services**
Prairie View A&M University
P.O. Box 519 Mail Stop 1329
Prairie View, Texas 77446
Website: [www.pvamu.edu/cashiers](http://www.pvamu.edu/cashiers)

Contact Person: Cashiers
Voice: 936-261-1895
Fax: 936-261-1959
Email: cashiers@pvamu.edu

Contact Person: Accounts Receivable
Voice: 936-261-1890
Fax: 936-261-1959
Email: stuar@pvamu.edu
Step 10

Freshmen Moving Day and Panther Camp

Confirm Move-in Dates with Housing Facility.

University College (Freshmen)
Prairie View A&M University
P.O. Box 4449, Prairie View, TX 77446
Voice: 936-261-5990
Fax: 936-261-5997
Website: http://universitycollege-pv.com/

All other students must complete and return their application along with ALL required fees to:

University Village (Transfer Students)
Prairie View A&M University
P.O. Box 157, Prairie View, TX 77446
Voice: 936-261-5950/4559
Fax: 936-261-5109
Website: http://prairieviewuvillage.com/

Panther Camp
The second phase of New Student Orientation for Freshmen will take place once students have moved on campus and prior to the beginning of classes. Panther Camp promotes learning through faculty, staff and peer led seminars, workshops and small “Panther Group” discussions. It develops confidence by promoting critical thinking, communication skills, realistic self-appraisal, enhanced self-esteem, leadership development, social responsibility and achievement of personal goals. Students residing off campus should contact the New Student Orientation Office for details about participation times for Panther Camp activities.

New Student Orientation
Prairie View A&M University
P.O. Box 519 Mail Stop 1012
Prairie View, Texas 77446
Email: nso@pvamu.edu

Contact Person: Marshandra Cooper, Orientation Coordinator Voice: 936-261-1035/1037
Fax: 936-261-1095
Email: nso@pvamu.edu

Reminder:
The Office of Undergraduate Admissions requires that an official copy of your final transcript (with the Posted Date of Graduation) be forwarded upon enrollment to the university.

Take a glimpse at our Campus Visit the Campus from Your Home

Campus Map with Buildings:
http://www.pvamu.edu/Include/Campus_map/Campus_Map.pdf

Directions & Lodging: http://pvamu.edu/pages/2964.asp