

Applying and Registering for Classes as a UF Employee

As a UF employee you are able to take classes and/or pursue a degree at the University of Findlay. We would like to help make this process as easy and stress-free for you as possible. Below you will find a useful guide that contains information on how to apply and whom to contact for more information. If you have questions regarding the Tuition Remission Policy, please refer to the Tuition Remission Policy online:

<https://www.findlay.edu/offices/business-affairs/human-resources/tuition-remission-policy>

Deadlines

We accept and review applications on a rolling basis, but please allow 2-3 weeks for your application to be processed. Please pay attention to program specific deadlines (if there is one). **Please plan ahead so you can complete your application, be accepted and get registered for your classes well before the first day of classes.** While we would be happy to accommodate faculty and staff who apply late, the process does take at least a week to complete smoothly and in an orderly fashion. As always, new and current students are our first priority, so if you want to be certain that you will be registered on time for a class you want to take, contact us sooner rather than later to begin the admissions process.

If you have any questions, or would rather meet with an admissions counselor before beginning the application process outlined in the instructions below, please do not hesitate to contact us directly at admissions@findlay.edu or 419-434-4732.

UF Employees' Spouses and/or Children or Dependents

UF employee's spouse and/or children are also welcome to apply as degree, non-degree, or visiting/transient students. Please have your spouse and/or children follow the instructions below or have them contact the Office of Admissions directly.

Process

Outlined below is the process for applying for admission. The process for applying is the same whether you want to be a degree-seeking student or just take one or two classes for personal and professional development. These step-by-step instructions will take you through the process of applying and getting registered for classes, and should answer most frequently asked questions.

Applying to UF

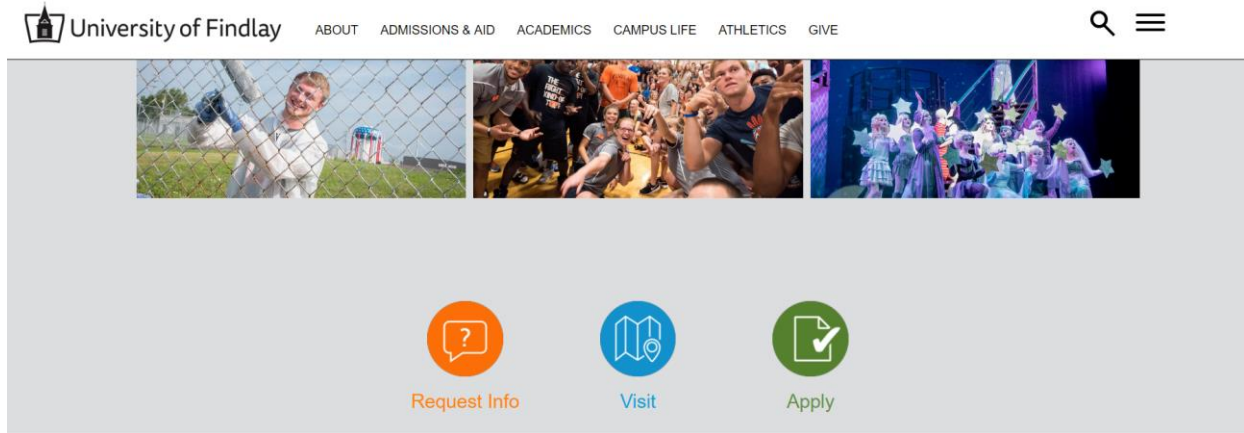
If you seek to acquire a degree from UF, whether it be an associate's, bachelor's, master's, or doctoral degree, you will first need to apply and be accepted to the University, meeting all admissions standards. Here are the steps you need to complete this process:

If you are interested in pursuing an undergraduate degree (associate's or bachelor's), first you need to determine if you are applying as a first-time freshman or as a transfer student.

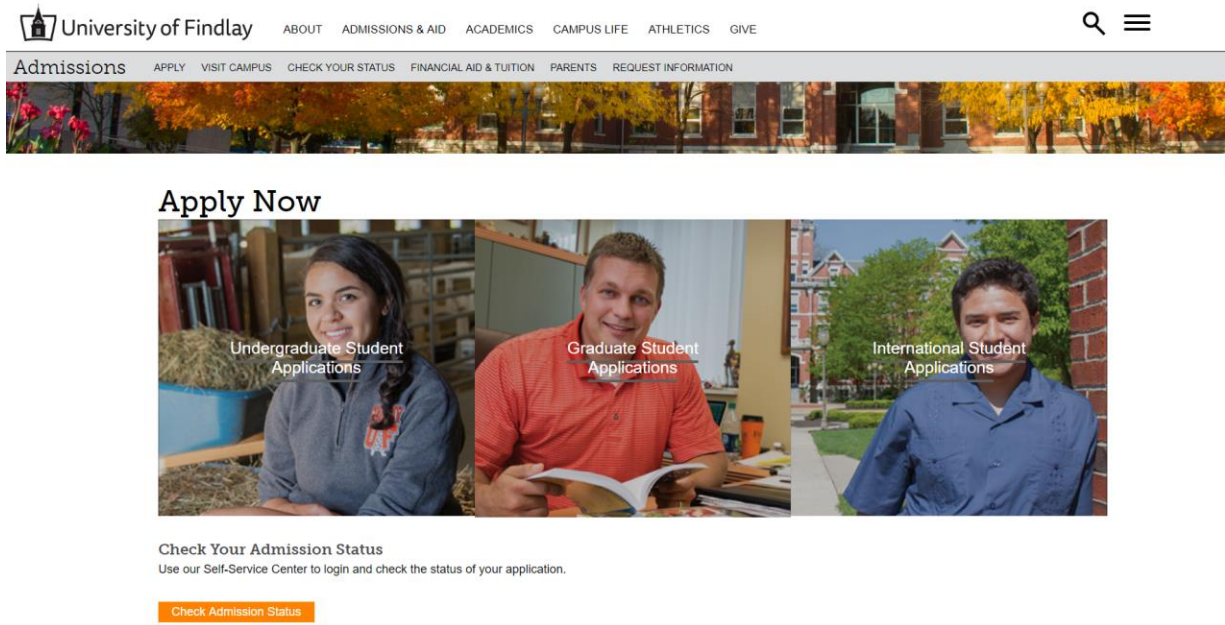
- A. You are considered a first-time freshman if you have not taken college classes before OR if you have less than 12 transferable* credit hours from a regionally accredited higher education institution.
- B. You are considered a transfer student if you have 12 or more transferable* credit hours.

***Transferable credits are defined as coursework done in non-remedial classes in which you have acquired a grade of a “C” or higher from a regionally accredited institution and does not include CCP coursework. Please contact the Office of Admissions if you are unsure whether or not you are a transfer student.**

1. To apply, go to the UF Website Homepage and click on the green “Apply” button at the bottom of the homepage.



2. Then select if you’re applying as an “Undergraduate”, “Graduate”, or “International” student:
NOTE: For an associate’s or bachelor’s degree, whether applying as a first-time freshman or transfer student, please select the “Undergraduate Student Application.”



UNDERGRADUATE STUDENT TYPES

- Once you have identified your student type, you will want to select the appropriate “Entry Term” for when you plan to begin classes.



Undergraduate Student Applications

Select the application for the semester you want to start classes based on your student type.

First-Time Freshmen

(graduating high school student or first-time enrolling in college)

Spring 2018

Summer 2018

Fall 2018

Transfer Student

(students who have 12 or more credit hours earned from another institution after graduating from high school)

Spring 2018

Summer 2018

Fall 2018

College Credit Plus (CCP)

(students earning college credits while still in high school)

Spring 2018

Summer 2018

Fall 2018

Non-Degree & Transient

(take a class or two, or visiting students who are taking credit back to a home institution)

Spring 2018

Summer 2018

Fall 2018

Online Bachelor's Degree Completion

Spring 2018

Summer 2018

Fall 2018

Licensure/Endorsement

Spring 2018

Summer 2018

GRADUATE APPLICATION INFORMATION

Some of our graduate programs have different applications available through a Central Application System (e.g. Doctor of Occupational Therapy, Doctor of Physical Therapy, Master of Athletic Training, Master of Physician Assistant). If you are interested in one of these programs, you will need to contact the Office of Admission at 419-434-4732 and make an appointment with one of our Graduate Admission Counselors.

- Once you have identified the appropriate program, you will want to click the appropriate "Entry Term" for when you plan to begin classes.

Graduate Program Applications

If you are an international student, [click here](#) to apply through the [International Student Application Center](#).

If you are a domestic student, select the application below for the program you are interested in. For more information about the specific admission requirements and application process for each program, please click on the program name below.

College of Business

Program	Entry Term	Entry Term	Entry Term
Master of Business Administration	Spring 2018	Summer 2018	Fall 2018

College of Education

Program	Entry Term	Entry Term	Entry Term
Doctor of Education	Spring 2018		Fall 2018
Master of Arts in Education	Spring 2018	Summer 2018	Fall 2018
Educator Licensure/Endorsement	Spring 2018	Summer 2018	Fall 2018
Workshop	Spring 2018	Summer 2018	Fall 2018
Non-Degree	Spring 2018	Summer 2018	Fall 2018

College of Health Professions

Program	Application Deadline	Entry Term	Entry Term
Doctor of Physical Therapy - Traditional Program	Nov. 15, 2017	Fall 2018 (PTCAS Application)	-
Doctor of Physical Therapy (Weekend PTA to DPT Bridge Program)	May 1, 2018	Spring 2019	-
Master of Athletic Training	Feb. 1, 2018	Summer 2018 (ATCAS Application)	-
Master of Occupational Therapy Traditional Program	Oct. 13, 2017	Fall 2018 (OTCAS Application)	-
Master of Occupational Therapy Weekend Program	Dec. 4, 2017	Summer 2018 (OTCAS Application)	-
Doctor of Occupational Therapy		Coming soon!	
Master of Physician Assistant	Oct. 1, 2017	Fall 2018 (CASPA Application)	-
Master of Science in Health Informatics	Rolling	Spring 2018	

College of Liberal Arts

Program	Application Deadline	Entry Term	Entry Term	Entry Term
Master of Arts in Professional Communication	Rolling	Spring 2018	Summer 2018	Fall 2018
Master of Teaching English to Speakers of Other Languages (TESOL)	Rolling	Spring 2018	Summer 2018	Fall 2018
Master of Arts in Rhetoric and Writing	Rolling	Spring 2018	Summer 2018	Fall 2018

College of Pharmacy

Program	Application Deadline	Entry Term	Entry Term	Entry Term
Doctor of Pharmacy (Pharm.D.)	Rolling	Spring 2018	Summer 2018	Fall 2018

College of Sciences

Program	Application Deadline	Entry Term	Entry Term	Entry Term
Master of Science in Applied Security and Analytics	Rolling	Spring 2018	Summer 2018	Fall 2018
Master of Science in Environmental, Safety and Health Management	Rolling	Spring 2018	Summer 2018	Fall 2018

- If you have not created an Applicant Portal login before, you will need to create one by filling out the information under “Create an Account.” If you have created an account before, you will login using your username and password under “Self-Service Center Login.”

NOTE: This is a unique login specific to you as an applicant and is different from any other UF login you may have.



Welcome Back!

Enter your username and password below to complete your application or check on the status of an application you have already submitted.

Username: akers@findlay.edu

Password:

[Sign In](#) | [Forgot Username/Password?](#)

Create An Account

Username: 6-50 characters

First Name: _____

Last Name: _____

Email: _____

Date of Birth: MM/dd/yyyy

Password: Minimum 6 characters

Re-enter Password: Minimum 6 characters

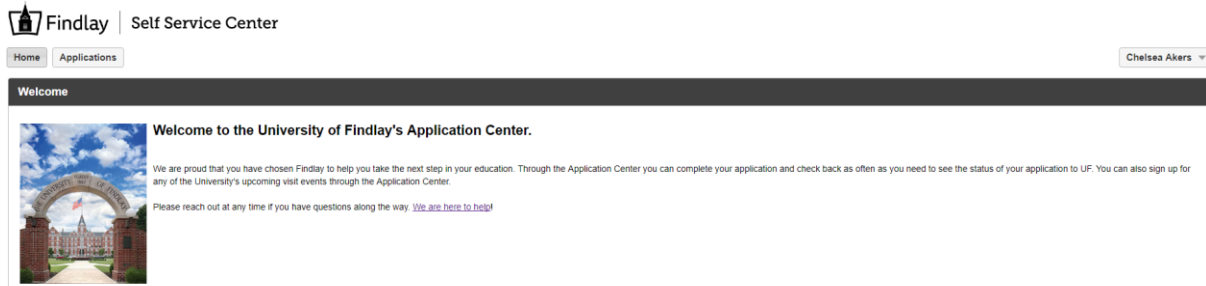
[Create Account](#)

CONTACT US

Domestic Admissions
admissions@findlay.edu
419-434-4732

International Admissions
international@findlay.edu
419-434-4558

- Once you have created or logged into the Application Center you will begin filling out each step within the application.



CONTACT US

Domestic Admissions International Admissions
 admissions@findlay.edu international@findlay.edu
 419-434-4732 419-434-4558



Spring College Credit Plus Application

Save Logout Cancel Next

Welcome	* = Required Field
Personal	<p>We are excited that you are ready to continue your education at the University of Findlay!</p> <p>Admission decisions are made on a rolling basis. Once we have received your completed application, as well as all of the required documents, we will review your application for an admission decision. Please visit this site as often as you would like to check on the status of your application. We will notify you when an admission decision has been made, but checking your Self-Service Center will be the quickest way to find out if you have been accepted.</p> <p>In the meantime, please contact your admissions counselor if you have questions or email us at admissions@findlay.edu.</p> <p>Go Oilers!</p>
Address	
Academic Information	
Education Information	
Parent/Legal Guardian	
Optional	
Signature & Certification	
Requirement Instructions	

Save Logout Cancel Next

NEED HELP OR HAVE QUESTIONS?
PLEASE REACH OUT!



admissions@findlay.edu



1-800-472-9502

- Once you have submitted your application, please submit all other supplemental items necessary to complete your application. Depending on the application submitted, additional items required will vary.
- Once your application and all additional items have been submitted, your application will be reviewed for admission. You will be notified of your admission decision within 2 weeks of your completed application.

Registering for Classes

After receiving your decision letter in your Self-Service portal, the next step is to create your UFNNet account, if you do not already have one (most faculty and staff already have this). Once the account is created you will need to complete and sign the Financial Responsibility Statement.

NOTE: You need to do this for every semester during which you are taking classes.



The screenshot shows the myFindlay portal interface. At the top, there is a navigation bar with links for Home, Admissions, Financial Aid, Students, Faculty, UF Intranet, Student Intranet, Employee Info, Reporting, Access Portal, and My Pages. Below this, a sidebar on the left contains a 'myFindlay' menu with 'Welcome' and 'myFindlay Help' options. The 'Financial Responsibility Statement' link is highlighted in yellow. Below the sidebar is a search bar and a 'Quick Links' section with various university resources. The main content area displays a 'Welcome' message and a search bar. On the right, there is a 'myFindlay Help' section with links for Login, FAQ, and Overview.

- If you are a degree-seeking undergraduate student, you will be attending one of our New Student Registrations (or Priority Registrations for transfer students).
- If you are a non-degree seeking or a visiting/transient student, your Admission Counselor will be the one who will register you for classes, once registration opens for non-degree and visiting students.
- If you are a graduate student, you will be contacted by your Graduate Counselor or your Academic Advisor in the program, and they will assist you in registering for classes.

7. Please do not forget to fill out the Faculty-Staff Tuition Remission Application:
<https://www.findlay.edu/offices/business-affairs/human-resources/tuition-remission-application>

Questions

If you have any questions, please do not hesitate to contact us directly.

Office of Admission
419-434-4732
admissions@findlay.edu

We look forward to working with you!