



UHC Current Member Enrollment Checklist

Greenville & Spartanburg Campuses

In order to help you be more prepared for enrollment, please work through the following items and be sure you have completed each one before your enrollment appointment:

- ☐ Complete [online pre-enrollment](#) and know your [time slot](#)
- ☐ Update your [HSL profile](#) with current information for the '23-'24 school year
- ☐ Complete [background check form](#). Must be re-submitted every year. (This needs to be completed by whomever will be fulfilling parent assistant hours: mom, dad, grandparent, etc.) Check to be sure we have received it [here](#).
- ☐ Review the following forms. You will sign off that you have read and agree to these:
 - o [UHC Student and Family Handbook](#)
 - o [Statement of Faith](#)
 - o [Financial Agreement](#)
 - o [Release of Liability Agreement](#)
 - o Email the UHC [Registrar](#) with any unanswered questions
- ☐ Print & complete [Class Enrollment Packet](#) for EACH student. **you must bring the entire packet to your appointment. Available on our website under "Current Members." Please note, some of these items will take time to complete for upper-level students, so please do this in plenty of time before your enrollment appointment.**
- ☐ **Highlight** any students' names on their enrollment forms who will be new to UHC for the '23-'24 school year.
- ☐ Sign up for 23-'24 Yearbook Portraits:
 - o Sign up underclassmen students [HERE](#).
 - o Sign up seniors [HERE](#).
- ☐ Be prepared when at your appointment to:
 - o Make all payments. (Please bring your checkbook to avoid a convenience fee.)
 - o Sign up for [parent assistant hours](#). (Please bring your calendar)
 - o Provide information and pay for [car tags](#) and student IDs (Bring checkbook/cash, license plate #'s, and car info)

Learning Differences Students:

- ☐ Student with a special learning situation?
 - o Read about our [Learning Differences](#) offerings.
 - o Please complete our current member information form [HERE](#).
 - o Make sure you have completed your LD consultation or sign up for a time to meet with our LD administrator **prior to your enrollment day** by clicking [HERE](#). Please note- **Spartanburg LD students will do consultations at the Greenville campus prior to their enrollment.**

High School Students Bring:

- o High School Planning Document (preferred) or high school transcript
- o [Science Recommendation Form](#) (to be completed by the student's current math teacher if not a current UHC math student)
- o [Math Recommendation Form](#) (to be completed by the student's current math teacher if not a current UHC math student)
- o [UHC Senior Intent to Graduate Form](#) (if graduating in Spring 2024)
- o [Dual Enrollment Permission Form for NGU](#) (if applicable) - follow instructions on [this form](#) to register at NGU
- o [Dual Enrollment Permission Form for Bob Jones](#) (if applicable) - follow instructions on form to register at BJU