

RETURNING STUDENT ENROLLMENT CHECKLIST



STEP 1: Complete the online Returning Student Application.

STEP 2: Complete the Enrollment Packet online and send it, along with the following documents, to enrollgia@andrews.edu:

Unofficial Transcript* (if you received academic credit from another school)

Updated IEP, 504, etc. if applicable

*An official transcript is also required for 10th-12th grade GIA diploma seeking students

Note: Third-party billings must also include a letter from the treasury department of that conference, division, etc. before the enrollment can be completed

STEP 3: Make an online payment through the homepage at griggs.edu. Paying in full or the minimum due is available (see the Enrollment Packet for more details on payment plans).

STEP 4: Check your email! If all documents and payment has been submitted, an enrollment confirmation email will be sent to the primary email address provided. If a document or payment has NOT been submitted, an email will be sent to notify you of what is needed before the student can enroll.

STEP 5: Order your books through our online bookstore or a third-party book distributor (thriftbooks.com, amazon.com, etc.)

STEP 6: If you are a 9th grader, schedule and attend the student orientation for High School at griggs.edu/academics/orientation.