

Cadet Admissions Manual (CAM)

Last Updated: 6-16-17

Step 1: Pay your room deposit and submit your Cadet Housing Agreement.

Due dates:

- Summer and fall semester room deposit confirmation: **1 May**
- Deadline for fall semester room deposit refund: **1 July**
- Deadline for spring semester room deposit refund: **20 November**
- Spring semester room deposit confirmation: **1 December**

We cannot guarantee you space in the Corps of Cadets unless you pay your room deposit on time. Paying your room deposit is the first and most important step. The room deposit serves as your confirmation that you will attend UNG and reserves your room.

Paying the Room Deposit:

The room deposit can be paid online via credit/debit card at ung.edu/cadet/room-deposit or paid with a check and mailed to:

Assistant Commandant's Office
ATTN: Cadet Housing Agreement/MLC Room 118
82 College Circle
Dahlonega, GA 30597

If paying with check: Make the check payable to UNG and put your first, middle, last name and student ID on the memo line.

Submitting the Cadet Housing Agreement and Supporting Documents:

Read the Cadet Housing Agreement below and fill out Page 9 along with supporting forms:

- [Cadet Housing Agreement](#)
- [Cadet Housing Support Forms](#)

Email **Signed Forms** to cadethousing@ung.edu

Note: You are not required to pay the Confirmation of Acceptance or complete the Confirmation of Acceptance Form. The Cadet Room Deposit and Cadet Housing Agreement are your confirmation for participating in the Corps of Cadets.

Attending Summer Semester:

If you attend summer classes and desire to live on campus, please contact the Assistant Commandant Office 706-864-1793. You must still fill out the [Cadet Housing Agreement](#) for the fall semester and submit it to cadethousing@ung.edu.

Attending Summer Language Institute:

If you attend Summer Language Institute, your housing is coordinated through the Summer Language Institute Program. You must still fill out the [Cadet Housing Agreement](#) for the fall semester and submit it to cadethousing@ung.edu.

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Important Note: If you decide not to attend UNG, you must cancel your Cadet Housing Agreement to receive a refund of your deposit. If you **DO NOT** cancel your Cadet Housing Agreement by 1 July for the fall semester and 1 December for the spring semester, your room deposit will not be refunded. **More importantly, if you do not cancel by the deadline, room charges will be billed to you even if you do not enroll.** To cancel, please contact the Assistant Commandant's Office:

- (706) 864-1793 or email cadethousing@ung.edu;
- MAJ (Ret) Richard Neikirk at (706) 864-1792 or richard.neikirk@ung.edu

Step 2: Register for New Student (NSO) or Transfer Student Orientation (TSO)

New Student Orientation (NSO) or Transfer Student Orientation (TSO) is required for all new students. **Cadets will register for classes during Orientation.**

- **New Student Orientation (NSO)** is for new freshmen and is a two-day one-night event during the summer for students enrolling in the fall semester. For students enrolling in a spring or summer semester it is a one day event.
 - Incoming Cadets who have been accepted for the fall term but cannot attend an earlier NSO session due to distance and travel expenses should sign up for the New Student Orientation scheduled for August 12. Cadets who attend this NSO will be housed in Cadet housing overnight and will transition to FROG-in-processing on the second morning.
- **Transfer Student Orientation (TSO)** is a one-day event for new transfer Cadets or non-traditional Cadets enrolling in the summer, fall, or spring semester.
- **Parent and Family Orientation** is a two-day, one night orientation session that runs alongside the June, July and August New Student Orientation sessions. Students should register and pay for their orientation guests during the New Student Orientation reservation process.

To schedule your orientation date please go to the [Orientation & Transition Programs \(OTP\) website](#).

Note: Cadets can request an exemption to this policy due to an extenuating circumstance by contacting, Darcy Hayes, Director of Orientation & Transition Programs, Darcy.Hayes@ung.edu at 706-864-1010 or Darcy.Hayes@ung.edu.

Step 3: Freshman Advance Scheduling Online Form

After you pay your room deposit and register for New Student Orientation you will be eligible to participate in UNG's [Freshman Advance Scheduling Program](#)

You will be registered for 12-17 credit hours of courses that are appropriate to your major. Most majors require completing at least 120 credit hours. This equates to an average of 15 credit hours per semester to graduate in 4 years, or 8 semesters. You will be able to adjust your schedule during New Student Orientation and then again during the Add/Drop period.

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Step 4: Email Account and Information Technology

Upon admission to UNG, you are provided with a student email account. Student email is the official channel of communication between the university and its students. It is your responsibility to monitor your student email account and be aware of the information sent by the university. You can access your student account information by the following:

- Visit activate.ung.edu.
- Fill out required information and select "Submit"
- Update account information
- Access Email at <http://mailbox.ung.edu>

Note: If you have IT related questions or concerns, you may contact the IT Service Desk at (706) 864-1922, by email at helpdesk@ung.edu, or stop by their office in the Library Technology Center, Room 164.

Step 5: Financial Assistance

Applying for the FAFSA

New financial aid information is updated at the beginning of March each year for the following academic year. Apply for the Free Application for Financial Aid (FAFSA):

- Visit [Financial Aid Website](#)
- On the left under Financial Aid, Select "Paying for College"
- Select "Federal Aid"
- Follow the Steps in the Middle of the Screen

Note: All financial aid correspondence is done through your UNG email account.

Check Your Financial Aid Status

Once you have applied for financial aid by filling out the Free Application for Financial Aid (FAFSA), you can check your financial aid status by the following:

- Log into your [UNG Banner Web](#) account
- Select "Financial Aid,"
- Select "Financial Aid Status".

Note: Please refer to the [Financial Aid](#) website for deadlines and preferred filing dates. You will be assigned a financial aid counselor based on the first letter of your last name. If you have financial aid related questions, please contact the Financial Aid Office at 706-864-1412.

Cadets Receiving Financial Aid Credits

Funds will be made available in your bookstore account on day 1 of FROG Week. This includes Cadets receiving scholarship money (Army ROTC Scholarship for books or Georgia Military Scholarship for books and uniforms).

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Georgia ROTC Grant and Future Officer's Grant

The General Assembly of the State of Georgia has established an ROTC grant for eligible Cadets enrolled in the Corps of Cadets at UNG. The grant is for a maximum of \$750 each semester of the regular academic year (fall and spring) through your senior year. You must be a legal resident of the state of Georgia, a full time student, be enrolled in a military science class and earn a cumulative GPA of 2.0 or higher. You must also be in good conduct standing with the Commandant of Cadets at the end of each semester. The grant is paid during the last week of each semester. The amount of the grant may vary due to availability of state funding. You will fill out the ROTC Grant Application during FROG Week in-processing. Each year after, you must apply for this grant with the Financial Aid Office. If you sign a contract with the Professor of Military Science (PMS) to commission as an Army officer prior to earning 90 semester hours, you will also receive the Future Officer's Grant which pays up to an additional \$750 per semester. To receive the additional funds, you must complete the Future Officers application and provide a copy of your ROTC contract to the Financial Aid Office.

To see an itemized cost list, please visit our Cadet Cost webpage.

Step 6/7: Submit Your Official Final High School Transcript and/or Official Final College Transcripts (includes Dual-Enrolled students)

Due dates for official final transcripts:

- Summer Accepts: **1 June**
- Fall/Spring Accepts: **1 July**

Prior to attending Orientation, you must send an official final transcript for each hold placed on your account. Official transcripts must be sent to UNG directly by your school through a secure eTranscript or by mail in a sealed envelope. Transcripts that are sent by email or by the student directly are **not** valid.

Have your school mail your official final transcript to the following address:

University of North Georgia
ATTN: Cadet Admissions
82 College Circle
Dahlonega, GA 30597

- **Final College Transcripts**: An official transcript is needed after you complete each college semester with all grades and credits posted. A hold will be placed on your account for this item. You are required to send an official college transcript after each completed college term (even if you withdrew or never enrolled).
 - The Registrar's Office will conduct a credit evaluation of your college transcripts to determine how many credits will transfer to UNG. For questions, please call 706-864-1760 or email regoff@ung.edu.
- **Final High School Transcripts**: Graduation date must include day, month, and year. All credits and grades must be posted.

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- **Final Home School Summary Form:** If you are graduating from an unaccredited home school program, you are required to submit a final transcript or the Cadet Home School Summary Form with your exact graduation date listed: day, month, and year.
 - Please email cadetadmissions@ung.edu with any questions or concerns about submitting your final transcripts.

To verify that we have received your final transcripts and that the hold has been removed, please [View Your Application Status](#) online.

Step 8: Medical Forms

Required Medical forms: (keep a copy for your personal records)

Due dates for Medical Forms:

- Fall/Summer Semester (August): **15 July**
- Spring Semester (January): **1 December**
- Summer Language Institute: **1 June**

Email to frogweek@ung.edu:

- Dental Records Form
 - This form does not require a visit to the dentist. The only signature required is yours.
- DA Form 3425-R – Medical Fitness Statement
 - The following forms must be completed and/or signed by a Doctor, Physician's Assistant or Nurse Practitioner. Your physical exam form must be dated within one year of the start of FROG week.

E-mail, Fax, or Mail to Student Health Services:

- University of North Georgia – Medical Report Form
 - The following forms must be completed and/or signed by a Doctor, Physician's Assistant or Nurse Practitioner. Your physical exam form must be dated within one year of the start of FROG week.
- Certificate of Immunization
 - *Cadets who are soldiers in the Guard, Reserve, or who were on active duty within two years of enrollment can access their IPERMS for the Certificate of Immunization form.

Student Health Services contact information:

Email: stuhealth@ung.edu

Fax: (706) 864-1448.

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Mail:

University of North Georgia
Student Health Services
110 South Chestatee Street, Suite 100
Dahlonega, GA 30597

You will not be allowed to participate in FROG Week without a current physical. Also, you will not be able to register for your classes without turning in your UNG "Certificate of Immunization" form.

It is imperative that you arrive to FROG Week in good physical condition. If you have a medical condition that prevents you from fully participating in the Corps of Cadets, you must notify the Assistant Commandant's Office at 706-864-1793 or 706-864-1792.

Medical Insurance

Your student health services fee will cover your treatment on campus at Student Health Services for minor injuries and illnesses while a Cadet at UNG. Charges incurred while seeking care at another facility (i.e. an Emergency Room visit or appointment with a Specialist) are your responsibility. If you are a contracted Army ROTC Cadet, you are covered during ROTC training by the federal government.

Although it is not mandatory, you should have health insurance. For a fee, The University System of Georgia provides health insurance for those who need it. Please go to this web site for information: www.uhcsr.com/northgeorgia

Step 9: Complete Direct Deposit Form (U.S. Citizens Only), Photo Copy of Birth Certificate and Uniform Commutation Allowance (UCA) Form

Due dates for Forms:

- Fall/Summer Semester (August): **15 July**
- Spring Semester (January): **1 December**
- Summer Language Institute: **1 June**

Hand Carry the Direct Deposit form to FROG Week. Email the Birth Certificate and Uniform Commutation Allowance form to frogweek@ung.edu

Photo Copy of Birth Certificate

Note: If you have submitted a birth certificate to Cadet Admissions for Proof of Lawful Presence Verification, we will send a photocopy to the Military Department on your behalf; you do not need to bring another copy.

Cadets born outside the United States

You must submit a statement notarized by a public notary or any commissioned Army officer to act as a notary verifying citizenship as indicated below:

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- **Certificate of Naturalization**

Either provide a copy of the naturalization certificate or the following signed statement from one of the above listed individuals, I have on this date seen the original certificate of naturalization or certified copy of court order establishing citizenship, stating that (name of Cadet) was admitted to the United States by court of; _ () at () on ().

- **Citizenship through naturalization of parents.**

The following statement will be submitted: I have this date seen the original certificate of citizenship, issued to (name) by the Immigration and Naturalization Service, Department of Justice, stating that (name of applicant) acquired citizenship on _ ()

- **Citizenship through birth abroad of parents who are citizens of the United States.**

The following statement will be submitted: I have this date seen the original or certified copy of one of the items shown below:

- **INS Form N-560** (Department of Justice Immigration and Naturalization Service)
- **Department of State Form 1350** (Certificate of Birth Abroad of a Citizen of the United States of America).
- **FS Form 240** (Report of Birth, Child Born Abroad of American Parent or Parents).
- **FS Form 545** (Certification of Birth Abroad of a Citizen of the United States of America).
- **Valid U.S. Passport** issued in the name of the Cadet.

Permanent Residents

Immigrants who have been lawfully admitted for permanent residency in the U.S. must provide a copy of their Permanent Residence Card.

Note: If any of your information is in any language other than English, it must be translated into English.

Uniform Commutation Allowance Form

This is an annual allowance paid by the Army to help defray the cost of your uniforms. To be eligible to receive commutation allowance, you must score at least 50 points on each event of the Army Physical Fitness Test (APFT) which includes push-ups, sit-ups, and a 2-mile run. You must be contracted in order to receive your MSIII and MSIV uniform commutation. For contracted Cadets, the criteria raises to 60 points in each event on the APFT and you must meet the Army's height/weight standard. You must be enrolled at UNG for two consecutive semesters. You will receive your allowance at the end of your second semester.

- Uniform Commutation Allowance (UCA) Form

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Direct Deposit Form

While participating in the Corps of Cadets, you may receive money from the Army for uniforms and stipends through Direct Deposit. Therefore, you need to fill out a Direct Deposit Form. The form must be completed to include a signature from a bank official. Please make sure all routing and account numbers are correct. Failure to complete this document will result in a Records Hold placed on your Banner Account. A hold will disallow any action including, but not limited to, class registration.

- Direct Deposit Form

-If you are currently in the Armed Forces, you must list the same account that is on file with your unit.

Step 10: Uniform Fees and Other Required Items

The uniform fee is due no later than the first day of FROG Week.

The uniform fee is \$1,620 (\$1,320 for those who have graduated from United States Army basic training within the past 18 months). All new Cadets must pay a uniform fee, to include National Guard, Reserve, and prior service soldiers. To pay by phone please call the UNG Military Clothing & Sales at 706-864-1636 or 706-864-1537. To pay by check, please make it out to the UNG Military Clothing & Sales and put your first, middle, last name and student ID on the memo line of your check and mail to:

University of North Georgia
ATTN: Military Clothing & Sales
110 South Chestatee Street
Dahlonega, GA 30597

The uniform fee goes into your cadet account at the UNG Military Clothing & Sales Store.

Note: Georgia Military Scholarship recipients will be credited the uniform deposit to their student account 10 days prior to FROG Week.

For further information regarding the Uniform Fee or Required Uniforms, please visit the [Military Clothing and Sales](#) section of the UNG Bookstore Website.

Required Uniforms

You are responsible for having all uniform items by the first day of FROG week. Uniforms become your personal property and must be maintained in a good and serviceable condition. Replacement of worn, outgrown, lost, or damaged items will be at your expense. The UNG Military Clothing & Sales asks that you keep all receipts, tags and packaging from newly purchased items for FROG Week. Altered items cannot be returned.

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Individual appointments **must** be made between 15 April and 31 July for the Fall Semester (August), and 1 October and the first Thursday in December for the Spring Semester (January) for fittings, payment, and uniform issue. Appointments are held at the UNG Military Clothing & Sales located beneath the UNG Bookstore at:

110 South Chestatee Street
Dahlonega, GA 30597

The hours of fittings are 9:00am - 12:00pm and 1:00pm - 3:00pm Monday through Thursday. If you live several hours away and wish to have your uniform fitting during Orientation, you may do so.

Note: Army enlisted personnel will need to let the UNG Military Clothing & Sales know if you have graduated basic training within the past 18 months. Those who have attended Army Basic Training can bring issued items but the items must be identical to those listed in the table below and cannot differ in color or style.

For appointments, the UNG Military Clothing & Sales staff can be contacted below:

- UNG Quartermaster, Mr. Terrence W. Holeman: (706) 864-1636 or Terrence.holeman@ung.edu
- UNG Military Clothing & Sales Associate, Mr. Mark A. Williams: (706) 864-1537 or Mark.williams@ung.edu
- UNG Military Clothing and Sales Front Desk: (706) 864-1723

Your uniform deposit will cover the purchase of the following items:

Description	Male Quantity	Female Quantity	
Alterations	2	2	Abbreviations OCP = Operational Camouflage Pattern
Bag, Laundry, OD	1	1	
Belt, Black, w/Brass Tip	1	1	
Belt, Reflective	1	1	
Blanket, Wool (UNG Navy Blue)	2	2	
Bow Tie	1	-	
Buckle, Brass	1	1	
Canteen	2	2	
Cap, Device, UNG	1	1	
Cap, Garrison, Dress Blue	1	1	
Cap, Service Dress Blue	1	1	
Coat, Service Dress Blue	1	1	
Crest, UNG	3	3	
Epaulets, Cadet Blank	1	1	
Light, Head Lamp	1	1	
Gloves Black Leather w/ Inserts	1	1	
Gloves, White	1	1	
Kit, Desert, Boot Care, Tan	1	1	

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Description	Male Quantity	Female Quantity
Name tag, Black Plastic	2	2
Nametapes, OCP	4	4
Necktie (Male)/Necktab (Female)	1	1
Parka, Gortex, w/ Liner (Black)	1	1
Pumps, Black, Women	-	1
Raincoat, Black	1	1
Rank, OCP, E-1	1	1
Scarf, Company	1	1
Shirt, Grey Herringbone, Dress, Long Sleeve	1	1
Shirt, Grey, Herringbone Dress, Short Sleeve	2	2
Shirt, White, Long Sleeve	1	1
Shirt, Polo, Corps of Cadets	1	1
Shoes, Black Oxford, Low Quarters	1	1
Skirt, Dress Blue	-	1
Socks, Black Dress, pair	2	2
Torch, ROTC	1	1
Trousers, Gortex (Black)	1	1
Trousers, Service Dress Blue	2	2
T-shirt, Company	1	1
Windbreaker, Black	1	1

Operational Camouflage Pattern (OCP) / Army Physical Fitness Uniform (APFU)

In addition to uniforms purchased at the UNG Military Clothing & Sales, the **Operational Camouflage Patterns (OCP/work uniforms), coyote brown boots and a complete set of the Army Physical Fitness Uniform (APFU) are issued to you by the Military Science Department Supply during FROG Week.** These uniforms are on loan to you from the U.S. Government and must be returned when you leave the Corps of Cadets. You are responsible for replacing lost items. Exchange for uniform sizes along with wear and tear is made to you at no cost.

Required Personal Clothing and Equipment:

You are **REQUIRED** to bring the following items when you report to FROG Week:

- *2 pencil boxes (any style)
- *6 pair boot socks (green)
- *10 pair white athletic socks (plain white, above ankle height)
- *1 combination lock (to secure footlocker)
- 1 extra pair of khaki shorts (See step 13)
- 1 pair Black Dress Pants (for wear with UNG Cadet Polo)
- 1 pair Black Dress Shoes
- 1 pair Black Dress Belt (Must match shoes)

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- 2 dozen hangers (black plastic no wire hangers)
- 1 pillow
- 2 pillowcases, white
- 4 regular length twin flat sheets (no fitted), white
- 1 shaving kit (males)
- 1 pair shower shoes
- 1 black book bag (no colors)
- 2 pair running shoes (**No** minimalist shoes, light weight track/road racing flats, racing spikes, toe shoes, or shoes that simulate barefoot running)
- 1 pair of old, full length blue jeans with no holes** (to be used during field training)
- 1 old long sleeve t-shirt** (to be used during field training)
- 2 storage boxes (i.e. Rubber-Maid-type containers), with lids (not to exceed 18L x 12W x 12H) Not painted
- 2 required (6 recommended) athletic bras (females)
- 9 white T-shirts, crew neck (male and female)
- 3 white towels, bath size
- 12 pair underwear (personal preference on type), (male and female)
- 2 white washcloths
- *1 Footlocker
 - Approximately 32 1/2 x 17 1/2 x 16
 - Subdued color (black or dark blue)
 - Plastic or wood material
 - Must be able to be secured with a combination lock
- Toilet Paper

Suggested Items (Not Required):

- 1 set boot blouses or blousing bands (Available for purchase at the University Bookstore)
- *1 sewing kit
- 1 alarm clock
- 1 lint brush
- 1 computer and accessories
- 1 electrical power strip
- 1 iron
- Swim goggles
- 3 sets of civilian clothing
- Bathroom cleaning supplies (include toilet brush)

Note: Asterisk items and additional items can be ordered below:

- [Military Clothing & Sales Order Form](#)
- Fill out form
- Email form to Terrence.holeman@ung.edu or Mark.williams@ung.edu

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Restricted to One Per Room:

Do not purchase these items prior to the start of FROG Week. If you have already purchased these items, please wait until after FROG Week to bring them to campus. After FROG Week, you can agree with your roommate on what optional items each of you will provide. You will be given time the day of FROG Week graduation and the week thereafter for you to visit local stores to purchase them.

- 1 radio or stereo (size limited to 18 x 24)
- 1 refrigerator (size limited to 36 high)
- 1 ironing board
- 1 electric fan
- 1 coffee pot
- 1 TV (26" flat screen or smaller)

Prohibited Items for Freshman Cadets living on Campus:

- Additional furniture or rugs, comforters, window treatments, etc.
- Weapons and ammunition, including paint ball guns, Air rifles, BB guns
- Pyrotechnics and explosives of any kind
- Knives with blades longer than 2 inches
- Video games, video game consoles, DVD/Blu-ray players
- Large screen TVs (Anything over 26 inches) or large screen computer monitors
- Pornographic, racist, or extremist materials
- Flame producing devices (candles, incense, etc.)
- Pets
- Plants
- Alcohol beverages anywhere on campus, including vehicles
- Use of tobacco products prohibited on campus.

*** UNG is an alcohol, tobacco, and drug free campus ***

Step 11: Pay your FROG Week Fee

FROG Week Fee

This payment covers your room and board for FROG Week and must be paid separately from other fees.

- **FROG Week Fee: \$150.00**

Make your check payable to UNG. Put your first, middle and last name, and student ID on the memo line. Mail your check to:

University of North Georgia
Business Office
ATTN: FROG Week Fee
82 College Circle
Dahlonega, GA 30597

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Step 12: Pay Your Tuition, Fees, Room and Board

You will find your bill on our web site in your "myUNG Student Banner" account. **You will not receive a bill in the mail!** To access your account:

- Access your UNG Banner Web
- Select "Student"
- Select "NightHawk Registration"
- Select "Student Invoice"
- Select "Continue"

For current bill due dates and payment options please visit; ung.edu/business-office
Questions regarding bills or payments should be directed to the Business Office at (706) 864-1409

Step 13: FROG Week Reporting Instructions

If you are a National Guard or Reserve soldier attending Basic/AIT, AT, or drill and cannot begin FROG Week on the first day, please contact the Director of Cadet Admissions at (706) 867-2918 to discuss your options.

FROG Week Start Dates

August Orientation: August 12, 2017
2017 Fall Semester: August 13, 2017
2018 Spring Semester: January 3, 2018

Cadets starting in the Fall Semester (August)

It is mandatory that you attend Freshman Recruit Orientation Group (FROG) Week in August. You are required to report at **1300 hours on 13 August 2017**. Be on time!

August Orientation Attendees: report at **0900 hours on 12 August 2017**.

- You will be directed where to report upon your arrival. **Note that you cannot move in to the Cadet Residence Hall until after in-processing begins.**
- You are required to bring all items listed in Step 10 (except for "Optional Items").
- You are required to report to FROG Week wearing the following:
 - A plain white T-shirt
 - Khaki shorts (loose-fitting for training and must come down to top of your knee)
 - A belt
 - Running shoes
 - Complete white socks that come above the ankle with no logo.

*We recommend you bring an extra pair of shorts and t-shirt.

- During FROG Week, we will store your keys, wallet, cell phone, electronics, and watch in a safe place and return them to you on the last day of FROG Week.

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FROG Week will last 6 (six) days. Your graduation will begin on Saturday, **19 August at 0800 hours** (time subject to change based on inclement weather) on the General William "Lipp" Livsey Drill Field. Your parents and family members are welcome to attend the graduation ceremony. You will have a few hours of free time after graduation to visit with your family; you must remain in the local area. There will be a recall formation for New Recruits later that evening, time to be determined.

Cadets starting in the Spring Semester (January)

It is mandatory that you attend Freshman Recruit Orientation Group (FROG) Week in January. You are required to report at **0900 hours 3 January, 2018**. Be on time!

- You will be directed where to report upon your arrival. **Note that you cannot move in to the Cadet Residence Hall until after in-processing begins.**
- You are required to bring all items listed in Step 10 (except for "Optional Items").
- You are required to report to FROG Week wearing the following:
 - A neutral color sweatshirt
 - White t-shirt
 - Khaki pants or blue jeans
 - A belt
 - Running shoes
 - A winter knit hat and gloves

*We recommend that you bring an extra pair of pants and t-shirt.

- During FROG Week, we will store your keys, wallet, cell phone, electronics, and watch in a safe place and return them to you on the last day of FROG Week.

Spring FROG Week reporting/training days and graduation will vary from year to year. Your graduation ceremony will begin at 0900 on the Drill Field. If your parents are coming to FROG Week Graduation, please have them call to verify the time of graduation: (706) 864-1793 or (706) 864-1796. You will have a few hours of free time after graduation to visit with your family. You must remain in the local area. There will be a recall formation for New Recruits later that evening, time to be determined.

FROG Week Cash Requirements

- **Haircut - \$10.00 bill (exact change, cash only)**

-All male Cadets are required to receive a military haircut at a local barber shop. Credit cards or checks are not accepted. **Do not get a haircut before arriving to FROG Week.** Haircuts are optional for female cadets.

- **Do not bring extra money or valuables to FROG Week.**

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Parents Instructions for Dropping off Cadets

- It is not necessary for you to accompany your son or daughter to FROG Week. Current Cadets will assist them with unloading and moving baggage into the residence hall. Please say your goodbyes immediately after move-in. For those parents who accompany their son or daughter, there will be a briefing in the Pennington Military Leadership Center about FROG Week and the Corps of Cadets during in-processing. The time will be announced on your arrival to campus. You're invited to return to campus for FROG Week Graduation on Saturday, 19 August at 0800.
- We will also post photos of FROG Week daily on our [Facebook fan page](#).
- Moderators of our North Georgia Cadet Parents Facebook group work directly with UNG staff to provide parents with timely information about upcoming Corps activities. To join the "closed" group, please send an email to the Parents & Family Association Cadet Parent Representative at parents.association@ung.edu.

Step 14: Consider Participating in the Summer Language Institute

Get a jump start on your academics by attending the UNG Summer Language Institute. Knock out your foreign language requirement before you start college in the fall. Earn nine semester hours of credit.

Learn a foreign language such as Arabic, Chinese, German, Korean, Russian, or Spanish. Language offerings change year to year based on student interest.

- **To learn more and to apply to participate**, go to: <http://ung.edu/world-languages-and-cultures/summer-language-institute.php>

-Project Global Officer (Project GO) scholarship is available for cadets participating in the Summer Language Institute. For more information about Project GO visit: <http://ung.edu/world-languages-and-cultures/project-go.php> **Application deadline is 1 May. For questions call (706) 867-2464.**

- Most Cadets find SLI challenging in that the brevity of the term requires that they maintain a much higher level of focus in order to keep up in their classes.
- Given their experiences, it's important that you come prepared to focus on your studies. You'll be given plenty of time to study outside the classroom, and help will be available to assist you with your academics if needed. Ultimately however, your success will depend on your motivation and attention to your studies
- The summer term counts like any other term in college. Low grades can result in a loss of scholarship benefits and/or the risk of academic probation in later semesters.

Note: If you wish to attend the Summer Semester without enrolling in the Summer Language Institute, please be advised that there is no military program (Corps of Cadets) running in the summer. If you attend summer classes and desire to live on campus please contact the Assistant Commandant Office 706-864-1793

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Final Checklist

Step 1:

- Paid Room Deposit to Assistant Commandant Office
- Sent in Cadet Housing Agreement and Supporting Forms to cadethousing@ung.edu

Step 2:

- Registered for Orientation at [Orientation & Transition Programs \(OTP\) website](#)

Step 3:

- Registered for Classes at UNG's [Freshman Advance Scheduling Program](#)

Step 4:

- Activated Student Email

Step 5:

- Logged onto [UNG Banner Web account](#) and visited Financial Aid Account

Step 6/7:

- Sent in Official Transcripts to Cadet Admissions

Step 8:

- Sent in [Dental Records Form](#) and [Medical Fitness Statement](#) to frogweek@ung.edu
- Sent in [Medical Report Form](#) and [Certificate of Immunization](#) to Student Health Services

Step 9:

- Hand Carry in [Direct Deposit Form](#)
- Emailed [Uniform Commutation Allowance \(UCA\) Form](#) and [Photo Copy of Birth Certificate](#) to frogweek@ung.edu

Step 10:

- Paid Uniform Fees to Military Clothing and Sales
- Viewed Required Clothing and Equipment Packing List

Step 11:

- Paid FROG Week Fee

Step 12:

- Viewed and Paid your Tuition, Fees, Room and Board on [UNG Banner Web](#)

Step 13:

- Read FROG Week Reporting Instructions

Step 14:

- Considered the Summer Language Institute Program

Cadet Admissions Manual (CAM)

Appendix A: Notes for National Guard and Reserve Soldier – Cadets

Thank you for your service!

- **FROG Week** is a requirement for every new Cadet to attend FROG Week. You will learn the history and traditions associated with the Boars Head Brigade. Contact your unit administrator and request an exemption from drill in order to attend FROG Week or ask for permission to use FROG Week as your drill and obtain a Split Certificate from UNG after FROG Week. If you are unable to gain an exemption, contact the Guard Unit liaisons on campus. Please call (706) 864-1662 for Georgia Army National Guard Officer.
- **You must be prepared to pay your college bills up front.** Even with Tuition Assistance (TA), you will still have to pay for your books, fees, uniforms, room, meals, and incidental expenses yourself. If you have Montgomery GI Bill and Tuition Assistance we still recommend that you fill out the Free Application for Federal Student Aid, or FAFSA. You may qualify for additional financial assistance. Please visit the financial aid portion of our web site to complete a FAFSA. www.ung.edu/finaid

Going to basic/AIT in the summer or fall before enrolling in the spring?

If you're going to basic training prior to enrolling in the Spring Semester, you **must** do the following **before** you depart for training:

1. Verify you have a valid room contract and have paid \$250 deposit (**must be paid before you leave**).
2. Fill out the FAFSA form before you leave for training this summer. Don't wait until you get back! Access the FAFSA and get all info you need about financial aid on our web site:<http://www.ung.edu/finaid>.
3. Complete as many steps in the Cadet Admissions Manual checklist before leaving for training. At a minimum, you must have submitted final high school transcripts, checked your banner account, and have set up your student e-mail account.

Note that the university closes during Winter Break; from about 20 December until the first week in January.

Good luck in training!

Cadet Admissions Manual (CAM)

To apply for the Montgomery GI Bill (MGIB):

1. You must complete advanced individual training to apply for MGIB benefits.
2. You must apply for MGIB benefits through the Veterans Affairs (VA) Administrator in the Financial Aid Office at UNG. You must have the following documents to submit with your application:
 3. DD Form 214
 4. Notice of Benefits Form (NOBE e-mailed through AKO)
 5. Direct Deposit Account information
6. The VA will process your application, and the MGIB benefits will be deposited into your Direct Deposit Account monthly.
7. For questions or assistance in completing the GI Bill Application you must schedule an appointment with the VA Administrator at UNG by calling (706) 864-1473.

Check your Army Knowledge Online Account (AKO Account)

Please verify that you are able to access your AKO account by going to <http://www.us.army.mil> Ensure that you verify access to your AKO account before reporting to FROG Week!

Cadet Admissions Manual (CAM)

Appendix B: Important Phone Numbers:

Name	Information	Phone Number	Email
Cadet Admissions Office	General Information Questions	(888) 413-9366 (706) 867-2918 Fax: (706) 867-2805	cadetrecruiting@ung.edu
Bookstore	Uniform fitting, purchasing books, supplies	(706) 864-1635	bookstore-dah@ung.edu
Business Office/Comptrollers	Questions or paying bills	(706) 864-1409	business.office@ung.edu
Financial Aid	Financial aid questions	(706) 864-1412	finaid@ung.edu
Registrar's Office	Transfer Credit Requirements	(706) 864- 1760	registrar-dah@ung.edu
Orientation and Transition Programs	Questions about Orientation	(706) 864-1010	darcy.hayes@ung.edu
Student Health Services	Questions about physicals, immunizations	(706) 864-1948	stuhealth@ung.edu
National Guard Recruiter	Enlistment	(706) 867-3289	Andrew.Franklin@ung.edu
Assistant Commandant's Office	Housing Contract Updates, Room Requests for Summer, General Information	706-864-1793, 706-864-1792	richard.neikirk@ung.edu

If you need this document in an alternate format, please contact Lisa Siuta at lisa.siuta@ung.edu or call 706-864-1793.