



WORC/ALPHABET Applicant Checklist

Complete and submit prior to the first day of classes.

Participant's Name: Date: <small>Check the gray box when each item is completed</small>	This column is for administrative purposes. Do not write in this column.
Complete UNA Admissions Application and gain acceptance into the COB BBA or ACONHP RN to BSN (circle one)	
Complete the Free Application for Federal Student Aid (FAFSA) <small>List all sources of education tuition or financial support for education from employer and federal student loans. Note: Borrowers may receive support from other federal programs, provided that funds are not used to cover the same costs during the academic year. The WORC/ALPHABET Program can cover tuition and fees, technology support, and living expenses up to \$12,000.</small>	
I confirm that I was not enrolled and did not take classes at UNA for the semester immediately prior to my current enrollment.	
Meet with your Academic Advisor/Education Coordinator. In the space to the right of each semester below, please indicate the number of credit hours you plan to take each semester.	
Semester 1:	
Semester 2:	
Semester 3:	
Semester 4:	
Semester 5:	
Semester 6:	
Total Credit Hours needed to complete degree:	
I will be enrolled as Full-time or Part-time Student. (Full or Part-time (circle one))	
Review the WORC/ALPHABET Grant Program Information document to include guidelines and responsibilities. The applicant is responsible for understanding the parameters of the program. Make a copy for your records.	
Complete the WORC/ALPHABET Grant Program Application (sign and date). Include a brief paragraph describing your commitment to completing this degree within the specified the time frames and how earning the degree will benefit your career goals.	
Email the WORC/ALPHABET Grant Program Application to the Program Coordinator at worc@una.edu .	
Schedule a face-to-face, telephone, or Skype interview with the Program Coordinator, Dr. John Gurley, at worc@una.edu .	
Submit the Alabama Career Center System (ACCS) verification form to the Program Coordinator at worc@una.edu prior to the first day of classes.	
Submit the WORC/ALPHABET Applicant Checklist to the Program Coordinator at worc@una.edu prior to the first day of classes.	