AURORA UNIVERSITY

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<u>Upward Mobility Guide</u>

Students participating in the Upward Mobility program must submit certain documents evidencing enrollment and course registrations to receive a grant voucher from the program.   Once obtained, vouchers must be provided to Student Accounts for benefits to appear on student bills.

The Upward Mobility program requires several documents to receive a voucher. The first three should be provided to an Upward Mobility counselor **before** the start of the semester: PDF of Program Acceptance, Class Schedule, Invoice or Student Bill, and Final Grades (upon completion of course).

Instructions are provided below to assist with collecting this information. For additional assistance, please contact an Academic Advisor or Student Accounts. Questions regarding program eligibility or voucher status should be directed to the Upward Mobility program.

Documents required by Upward Mobility program:

<u>PDF of Program Acceptance</u>:

    a. Main campus students should email auadmission@aurora.edu to request this
        document.
    b. Online students should email auo@aurora.edu to request this document.

<u>Class Schedule</u>:

    To ensure efficient processing of Upward Mobility benefits, the class schedule must include:

    a. University name
    b. Term
    c. Course prefix and name
    d. Start and end date of each course
    e. Semester hours for each course
    f. Days and times of each course
    g. Course Modality (online or in person)

    Students must generate two documents from Student Planning in Self Service to meet these requirements. If a student is taking both 16-week and 8-week courses in the same term, these steps must be done for each term separately.

To retrieve the above class schedule data with the exception of item "e" (semester hours for each course):

1. Log into Okta: aurorauniversity.okta.com
2. Select "Student Planning"
3. Select "Plan your Degree & Register for Classes"
4. Select the term needed from the drop down menu (for example, 2023 Fall 16-WK Semester).
5. Select "Print"

To retrieve the remaining required information (semester hours for each course):

1. Log into Okta
2. Select "Student Planning"
3. Select "Plan your Degree & Register for Classes"
4. Select "Advising"
5. Select "View Plan Archive"
6. Select "Download" for most recent Archived Plan (If you need an updated one, please contact assigned academic advisor)
7. Save file to local computer

Course Invoice:

To retrieve a student invoice:

1. Log into Okta: aurorauniversity.okta.com
2. Select "Make a Payment"
3. Select "Student" and enter login and password
4. Select "View Statements"
5. Select "View" on the most recent statement for the term needed
6. Print statement to a PDF document

Final grades:

To retrieve final grades:

1. Log into Okta: aurorauniversity.okta.com
2. Select "Grades"
3. Select the required term (for example "Fall Term 20243")
4. Select "Print"