

HERE ARE THE STEPS TO CHECK OFF TO RECEIVE YOUR UMASS GLOBAL APPLICATION LINK

At UMass Global, we're thrilled to help AAA employees and family members improve their careers and skills with AAA Accelerate, our partnership with AAA offering over 35 different bachelor's degrees. Not every employee qualifies (at least not yet), so before you jump in check out these musts and subsequent steps below. **When you qualify for AAA Accelerate, know that AAA covers up to \$5,250 in tuition every year.**

THESE ARE THE MUSTS BEFORE YOU APPLY

1. **VISIT** the AAA Accelerate Tuition Assistance landing page on ClubHub [here](#).
 - a. Review the AAA Tuition Assistance Policy on the Club Hub
 - b. Watch the last Informational Webinar hosted by AAA and UMass Global
2. **CONFIRM** your eligibility to participate in Accelerate
 - a. Be sure you've been a AAA employee for at least 90 days
 - b. You need at least a 2.5 PA score on your most recent AAA year-end Performance Appraisal (applicable by job tenure)
- c. You cannot have any verbal or written corrective actions on your HR record within one year of your application for AAA Accelerate
- d. Complete the AAA University Leadership Development Curriculum that pertain to your job. Good news — these can apply as credit toward your degree! This requirement does not apply to member facing hourly employees. Please contact baez.andy@ace.aaa.com with any questions
3. **CHOOSE** a UMass Global degree from the approved list at umassglobal.edu/accelerate

THESE ARE THE MUSTS WHEN YOU APPLY

1. **SUBMIT** a request in the [PSC Portal here](#) seeking an official eligibility determination from the AAA Accelerate Program Administrator, Andy Baez
2. **RECEIVE** your official AAA Accelerate Admission Decisions email
 - a. **If denied**, the email will include a list of the missing requirements that must be completed before you are able to apply again
 - b. **If accepted**, the email will include the link to the AAA Accelerate-specific application where you can apply with AAA's support and get started! **Apply to UMass Global ONLY through the link in the Decision email**
 - If applying while at work, use the Microsoft Edge browser
 - Include your social security number (requirement to receive any scholarships or financial aid)
3. **AFTER** you've started your application, **call 800-746-0082** to schedule a 1:1 meeting with a UMass Global Enrollment Coach who will guide you through the next steps.

STEPS ONCE YOU'RE ADMITTED INTO UMASS GLOBAL

1. **MEET** with your UMass Global Academic Advisor to plan your path. Your Advisor will be with you through your entire degree process, providing guidance, support, and helping keep you on track.
2. **MEET** with your One Stop Advisor to review your AAA tuition coverage and other financial matters.
3. **RENT** or purchase the required course textbooks and materials.
4. **START** classes and accelerate your future! Sooooo exciting!

INTERESTED IN A DIFFERENT DEGREE OR HAVE AN INTERESTED SPOUSE OR DEPENDENT?

If 1) you haven't yet qualified for AAA Accelerate, 2) you'd like to pursue a degree not on the list, or 3) you have a spouse or dependent interested in continuing their education – then UMass Global has you covered! As a partner of UMass Global, all AAA employees qualify for tuition reduction scholarships for non-approved degrees, and for most degree programs for your spouses and dependents. Please contact mgoyette@umassglobal.edu for more information.