Now that you have been admitted to Rowan University you probably have many things on your mind. To assist you during this exciting time we hope this checklist will help you stay organized. Each checklist item is important to your successful transition to college life. Please read and complete each item with attention to the given dates, and please contact the appropriate departments if you have any questions.

Use this online checklist to track your progress through these important tasks. Check off each item when you have completed or finished reviewing the step. If the ‘complete by’ date has passed, please complete the step as soon as possible!

HOW TO USE YOUR CHECKLIST:

- **Contact.** Click on the question mark to see the office responsible for this item and how to contact them for more information if needed.
- **Automated Step.** This step will automatically be marked as complete within 1-2 hours after you complete an automated task (such as reserving your orientation date).
- **Manual Step.** After you have completed this step, mark as complete by clicking on the checkbox.
- **Pending Step.** This step will become available at a later date or after you have completed all required prerequisite steps.

### Tasklist (Freshman)

1. **Enrollment Confirmation**

   - **Help!**
   - Admissions:
     - 856-256-4200, 877-RU-ROWAN, or admissions@rowan.edu
   
   **This item is required of all students!**
   
   When to do it: Upon offer of admission (by May 1)
   
   What to do:
   
   1. Confirm that your major is listed correctly. If you would like to be considered for a different major, please contact Admissions prior to confirming your acceptance. After you have confirmed acceptance of admission, contact the University Advising Center. If you have already reserved an orientation date, also notify Orientation & Student Leadership Programs as all majors do not offer each orientation date.
   2. Mail the Enrollment Confirmation form and deposit to Admissions.

2. **Set up your Rowan e-mail account**

   - **Help!**
   - Email: support@rowan.edu
   - Phone: 856-256-4400

   **This item is required of all students!**

   When to do it: Available after you confirm your offer a admission/pay deposit.

   What to do: Please visit [http://www.rowan.edu/toolbox/ru_new/students](http://www.rowan.edu/toolbox/ru_new/students) for an online resource for all your technology needs at Rowan including your Rowan student email account.

   Students who don't want to check their Rowan account regularly should have it automatically forwarded to their preferred e-mail account. Your Rowan student e-mail account is the official method the University uses to communicate with you, including notifications of billing statements.

3. **Update Financial Aid records**

   - **Help!**
   - Financial Aid: [http://www.rowan.edu/provost/financialaid/Undergraduate](http://www.rowan.edu/provost/financialaid/Undergraduate)

   When to do it: As soon as possible!

   What to do: Add Rowan University to your FAFSA for the Fall 2016 term. Rowan's federal school code number is 002609.

   Notify the [Higher Education Student Assistance Authority (HESAA)](http://www.hesaa.org) at www.hesaa.org that you will be attending Rowan University for the Fall 2015 term. Rowan’s state school code is 2515. In order to be considered for state aid, you will need to complete “Report Additional Information for State Aid” located on the Welcome Page of the HESAA website.
4. Review and accept award package

Help!
Financial Aid: http://www.rowan.edu/provost/financialaid/Undergraduate

Complete the verification process (if selected):
When to do it: As soon as possible!

What to do: An applicant selected for verification will be notified via their SAR (student aid report) from the federal processor. An email will be sent from the federal processor to the email provided on the student’s FAFSA application.

A student may view their outstanding requirements needed to complete the verification process in their student self-service portal. Select Financial Aid tab, Select Eligibility tab and Select Student Requirements (outstanding documents will show as required). Until Rowan has received the documents required, the student will not be offered financial aid.

Review and accept award package:
When to do it: Beginning mid-June

What to do: Beginning mid-June, the financial aid office will send an email to your Rowan student email address providing instructions on logging into the Rowan University Self-Service portal. Financial aid award packages can be reviewed and accepted within the self-service portal under the Financial Aid tab. Review and accept student Stafford loans. Grants are automatically accepted. Instructions will be included on how a parent may apply for a Federal Direct Parent PLUS loan should this be necessary. Parents may apply for the Parent PLUS loan beginning July 1, 2016 at www.studentloans.gov.

5. Complete loan agreements

Help!
Financial Aid: http://www.rowan.edu/provost/financialaid/Undergraduate

Not available until mid-June

When to do it: Beginning mid-June

What to do: First time Stafford loan borrowers must complete Loan Entrance Counseling and sign a Master Promissory Note at www.studentloans.gov.

If necessary, explore alternative loan options at http://www.rowan.edu/provost/financialaid/loanhome.html. Apply on-line for alternative educational loans as early as mid-June.

Parents may apply for the Parent PLUS loan at www.studentloans.gov beginning July 1, 2016. It is necessary for all first time parent borrowers to sign a Master Promissory Note.

6. Apply for Housing

Help!
Residential Learning and University Housing
housingquestions@rowan.edu
Phone: 856-256-4266
Fax: 856-256-4475

When to do it: As soon as possible!

What to do: To apply for housing go to www.rowan.edu/selfservice and log in using your Rowan ID number (included in your admissions packet, and use your 6 digit birth date as your pin (unless you have already changed it). You will then click on the Student tab, select MyHousing, and then click on “Apply Online”. You will be asked to pay your $200 non-refundable housing deposit prior to the completion of your housing application. Once your housing application is complete you can then submit your roommate requests by clicking on MyHousing, hovering over “room selection” and then click on “roommate selection” the business day following the date your application was initially submitted.

Freshmen and Sophomores are required to live on campus by our mandatory housing policy. If you meet commuter requirements and are interested in commuting, you must complete and submit the Statement of Student Residence form for exemption from the mandatory housing policy.

7. Pay Housing Deposit

Help!
Residential Learning and University Housing
housingquestions@rowan.edu
Phone: 856-256-4266
Fax: 856-256-4475

When to do it: During the Housing Application process

What to do: Students will be required to pay their $200 nonrefundable housing deposit prior to completion of their housing application. A student’s housing application is not considered complete and the student will not be assigned to university housing until the housing deposit has been paid.

All housing applications require a $200 non-refundable housing deposit and maybe paid online via MC, AMEX, Visa, or Discover via our secure payment site that you will be automatically directed to as part of the application process.
8. Complete Placement Testing

Help!
Please email the Testing Center at testingservices@rowan.edu to verify your exemption or arrange a testing date prior to attending orientation.

When to do it: prior to attending orientation

What to do: What Basic Skills tests do I need to take?
- Reading Comprehension - Freshmen are exempt if SAT Critical Reading score is 500 or above or if ACT Reading score is 21 or above.
- Elementary Algebra - Freshmen are exempt if SAT Math score is 550 or above or if ACT Math score is 24 or above.
- The College-Level Mathematics Placement Test is required:
  - For all students in the following majors: Biochemistry, Biological Sciences, Bioinformatics, Chemistry, Computer Science, Math/Science, Mathematics, Physical Science, Physics, and all Rohrer College of Business majors.
  - For all other students desiring to take a Calculus-level course.
- Exemptions for the College-Level Mathematics Placement Test: Freshman are exempt if SAT Math score is 600 or above or if ACT Math scores is 27 or above. All students who have been accepted to the College of Engineering are exempt.

These tests should be completed prior to attending orientation. You are unable to register for fall term courses until testing is complete.

9. Reserve your Orientation date

Help!
Orientation & Student Leadership Programs
Send A Message online or e-mail oslp@rowan.edu
(856) 256-4041

The reservation system will open Monday, March 28

When to do it: Monday, March 28

What to do: Discuss with your parents and adult family members whether or not they would like to attend Parent & Family Orientation, then reserve your spot online at http://rowan.edu/orientation.

10. Review Health Insurance Requirement and Benefits

Help!
Bursar’s Office: www.rowan.edu/bursar
First Student (insurance provider): www.firststudent.com

When to do it:

What to do: New Jersey law requires full-time students to have health insurance. All full-time students will be automatically enrolled and charged a fee for health insurance.

To waive this fee, students must complete a waiver form online at: www.rowan.edu/selfservice (choose “Access Banner Services”, enter user ID and PIN, then select “Student Health Insurance Waiver” and enter information).

11. Submit required Health Forms

Help!
Please direct all questions about health forms and requirements to the Student Health Services:
856-256-4333 or wellnesscenter@rowan.edu.

This item is required of all students!

When to do it: By July 15

What to do: Complete ALL of your required health forms prior to the due date to avoid up to $100 in late fees and an immunization hold. Immunization holds prevent students from registering, dropping/adding classes, and viewing final grades. Please make an appointment with your healthcare provider as soon as possible to complete the immunization and physical exam forms. In addition to your healthcare provider, your high school is a good source for your immunization record.

All forms should be completed and submitted together directly to Student Health Services, as directed on their web site.

12. Complete Alcohol-Wise

Help!
Please direct all questions about Alcohol-Wise to Healthy Campus Initiatives:
856-256-5715 or hci@rowan.edu.

This item is required of all freshmen!

When to do it: Between July 13 and August 24
What to do: You will receive an e-mail with access instructions when the course is available, beginning July 14. See http://www.rowan.edu/open/studentaffairs2/hci/currentinitiatives/alcoholwise.html for detailed information.

Failure to complete the course before the deadline will result in a hold placed on your account. Alcohol-Wise holds prevent students from registering, dropping/adding classes, and viewing final grades.

13. View the Class Selection Tutorial
   Help!
   Office of the Registrar: http://www.rowan.edu/provost/registrar/courseschedule.html

When to do it: Before orientation

What to do: During Orientation, you will register for your classes and/or make any necessary adjustments to your class schedule. In order to prepare for class registration, please review the registration video tutorial and registration information guide prior to Orientation.

14. Know your rights & responsibilities
   Help!
   Assistant Vice President for Civic Involvement Mr. Joseph Mulligan
   (856) 256-4242

When to do it: Before orientation

What to do: Read the Rowan University Student Handbook, particularly the Student Code of Conduct. Our policies can also be found on the Student Life web site, under Publications along with other important information concerning alcohol, tobacco and other drugs.

15. Activate your ProfLink account
   Help!
   Orientation & Student Leadership Programs
   Send A Message online or e-mail oslp@rowan.edu
   (856) 256-4042

When to do it: Prior to classes

What to do: Log in to ProfLink to activate your account.

Specify your personal interests to receive suggestions of student organizations and campus events you might enjoy. Start building your co-curricular transcript.

16. Pay your fall term charges
   Help!
   Bursar: http://www.rowan.edu/adminfinance/bursar/payment.html

When to do it: By billing due date

What to do: Pay your fall term charges

17. Purchase or rent textbooks
   Help!
   Barnes & Noble Rowan University Bookstore
   (856) 881-5960

When to do it: Prior to classes

What to do: Rent or purchase your textbooks for your courses at the Barnes & Noble Rowan University Bookstore using Self-Service Banner:

   1. Log in to Self-Service Banner at www.rowan.edu/selfservice (choose “Access Banner Services”, enter user ID and PIN)
   2. Select “Student & Financial Aid”, then “Registration”
   3. Select “Order Books from Book Store” and “Fall 2013” as the Registration Term
   4. “Continue on to Book Store” and all books and materials for each class you are currently enrolled in will automatically be added to Your Course Materials Customized Textbook List.
   5. You can select used, new, or rental textbooks.
   6. Your order will be ready for you to pick up on the top level of the bookstore prior to classes!

18. Purchase your laptop computer
   Help!
   Rowan’s Student Laptop Initiative: http://www.rowan.edu/laptop

When to do it: Prior to classes

What to do: Information Resources & Technology highly recommends that all students come to campus with a new, name brand laptop computer for their use on campus and in classes.
19. Contact your roommate

Help!
Residential Learning and University Housing
housingquestions@rowan.edu
Phone: 856-256-4266
Fax: 856-256-4475

Not available until early August

When to do it: Before move-in

What to do: Students will be able to view their roommate(s) information in early August via www.rowan.edu/selfservice and selecting the Student tab, MyHousing, and then clicking on Go to MyHousing. Please contact your roommate(s) once you have reviewed this information to get to know each other and discuss who is bringing what items.

20. Read Americanah

Help!
See http://rowan.edu/commonreading for more information

When to do it: Prior to Tuesday, August 30

What to do: Read Garbology and be prepared to discuss the book on Tuesday, August 30.

See http://rowan.edu/commonreading for more information

21. Intercollegiate sports physicals

Help!
Your coach

This item is for intercollegiate athletes only:

When to do it: Before classes or practices begin

What to do: Sports physicals must be completed on campus before practice begins or the start of classes. Please schedule an appointment with Student Health Services at 856-256-4333. All entrance physicals by family physicians must be completed prior to receiving on campus physical. A $25 penalty will be charged to any athlete that misses their scheduled appointment without prior notification.

22. Move into your residence hall or apartment

Help!
Residential Learning and University Housing
housingquestions@rowan.edu
Phone: 856-256-4266
Fax: 856-256-4475

Not available until assigned move-in date

When to do it: Saturday, August 29

What to do: Financial aid must be accepted and in place and student account fully paid in order for a student to be allowed to move into their residence hall.

Students will not be permitted to move in if health forms are not complete (see "Submit required health forms" item above). Bring proof of your Menactra Immunization with you on Move In Day.

23. Attend Welcome Weekend events

Help!
Orientation & Student Leadership Programs
Send A Message online or e-mail oslp@rowan.edu
(856) 256-4041

When to do it: Sunday, August 28 - Wednesday, August 31

What to do: Mark your calendar for August 28 - 31, 2016! Plan family vacations, work schedules, and housing leases (if living off-campus) early so you will be able to start Welcome Weekend by Sunday, August 28.

If you did not have your RowanCard (student ID) printed during orientation, stop by the RowanCard ID Processing Center on the first floor of the Chamberlain Student Center, next to the Information Desk Mondays-Fridays between 8:30 a.m. - 4:30 p.m. You will need to swipe your RowanCard for all meals and admission to many campus events.