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 Rowan Orientation
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 Tasklist

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.

 Task List Item has successfully been Checked.

Tasklist (Transfer)

 **Enrollment Confirmation - Completion Date (10/30/2017)**

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 (within 30 days)

What to do:

1. Verify that your major is listed correctly. If it is not, contact Admissions prior to submitting your confirmation to make the change. After confirming your acceptance, you must email transferhelp@rowan.edu to change your major.
2. Mail the [Enrollment Confirmation](#) form and deposit to Admissions.

 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 of admission/pay deposit.

What to do:

- If you have not yet established a password or do not know your Network ID, visit <https://id.rowan.edu> and select "**I don't know my username**" or "**I need to set or reset my password**"
- Once you have your Network ID and password from the ID website, you can check your mail at <http://mail.students.rowan.edu>
- You can also **set up your e-mail on your phone or other e-mail clients.**
- Please visit rowan.edu/go/students for an overview of the digital resources available to you at Rowan University.

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.

Update Financial Aid records

Help!

Financial Aid: <http://rowan.edu/home/financial-aid/apply>**When to do it:** *As soon as possible!***What to do:** Add Rowan University to your FAFSA for the Spring 2018 term. Rowan's federal school code number is 002609.Notify the Higher Education Student Assistance Authority (HESAA) at www.hesaa.org that you will be attending Rowan University for the Spring 2018 term. Rowan's state school code is 2515.

Notify the financial aid office at your current school that you will not be attending for the Spring 2018 term.

NJ Stars II Scholarship students must provide an official transcript from your county college to the financial aid office that clearly indicates that you have been awarded an Associate Degree and must indicate your final GPA.

 Complete Placement Testing

Help!

Please email the Testing Center at testingservices@rowan.edu for assistance with Basic Skills Placement Testing and email General Chemistry at genchem@rowan.edu for assistance with the General Chemistry evaluation exam.**When to do it:** *As soon as possible!***What to do:***For more information about Basic Skills Placement Testing click [here](#).*

Basic Skills Placement Tests including Reading Comprehension, Elementary Algebra, and College Level Math placement tests may be required based upon:

- the number of credits you transfer
- the specific courses you transfer
- your declared major
- your admissions test scores

For more information about Chemistry I Placement Testing click [here](#).

Chemistry I placement testing is required based upon:

- all students taking Chemistry I
- all students majoring in Chemistry, Biochemistry, Biology, Physics, Biophysics, Engineering, Translational Biomedical Sciences, Bioinformatics, Nutrition, Geology, and the Pre-Med concentration, Science, or Health Science majors

 Apply for Housing

Help!

Residential Learning and University Housing
housingquestions@rowan.edu
Phone: 856-256-4266 Ext. 1
Fax: 856-256-4475*This item becomes available once you check the box next to Enrollment Confirmation***The housing application system will open at the beginning of November.** Reserve your Orientation date

Help!

Orientation & Student Leadership Programs
Send A Message online or e-mail oslp@rowan.edu
(856) 256-4041***This item is required of all students!*****When to do it:** Available after you confirm your offer of admission; by January 2.**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/nso>. Submit required Health Forms

Help!

Go to www.rowan.edu/healthforms for instructions on how to complete the 3-step process for Mandatory Pre-Entrance Health Forms. Please direct all questions to the Wellness Center at 856-256-4333 or email wellnesscenter@rowan.edu.

This item is required of all students!

When to do it: By December 15, 2017

What to do: Complete ALL of your required health forms prior to the due 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.



Review and accept award package

Help!

Financial Aid: <http://rowan.edu/home/financial-aid/apply/verification-process>

You must complete the Update Financial Aid Records New Student Checklist item before this task becomes available.



Check your transfer credit evaluation

Help!

Office of the Registrar: <https://sites.rowan.edu/registrar/transferring-credits/index.html>

When to do it: Before orientation

What to do: Access Banner Services at <http://www.rowan.edu/selfservice>, print your transfer credit evaluation, and bring it to orientation with you for your advisor. The unofficial online transcript illustrates the quantity of accepted credits as well as what the Rowan course equivalents are.



Enroll in Fall Term Classes

Help!

Office of the Registrar: <https://sites.rowan.edu/registrar/services-resources/section-tally-info.html>

When to do it: As soon as possible!

What to do: Transfer students may register for classes at any time after confirming admission. Please see the course registration instructions and contact your advisor for more information.

In order to prepare for class registration, please review registration information prior to meeting with your advisor or attending orientation.

View registration dates & deadlines for more information.

During Orientation, transfer students will register for classes and/or make any necessary adjustments to class schedule.



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.

Visit rowan.edu/laptop to review our computer buying guide for Rowan University students.



Know your rights & responsibilities

Help!

Office of Community Standards
(856) 256-4242

When to do it: Before orientation

What to do: Review all Rowan University policies, particularly the Student Code of Conduct. Our policies can be found at <http://www.rowan.edu/policies>.



Purchase or rent textbooks

Help!

Barnes & Noble Rowan University Bookstore
(856) 881-5960

You must complete the **Verify Your Spring Term Class Schedule New Student Checklist** item before this task becomes available.

When to do it: After you register for classes, but before classes begin.

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 "Spring 2018" 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!

Review Health Insurance Requirement and Benefits

Help!

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

You must complete the **Verify Your Spring Term Class Schedule New Student Checklist** item before this task becomes available.

When to do it: Before your first billing payment due date, no later than February 5, 2018

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).

Complete loan agreements

Help!

Financial Aid: <http://www.rowan.edu/home/financial-aid/apply/entrance-counseling-mpn>

You must complete the items listed in the **Review and Accept Award Package** section of the **New Student Checklist** before this task will become available.

Sports Physical - for Intercollegiate NCAA sports only

Help!

Please contact your coach for more information

This item is for NCAA intercollegiate athletes only:

When to do it: Physicals must be completed on dates that will be provided by your coach.

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.

Finalize Spring 2018 Meal Plan selection

Help!

Students must email mealplans@rowan.edu to add, decrease, or make a change to their meal plan selection.

When to do it: As soon as possible!

What to do: Students can add a meal plan to their student account at any point in time during the semester. Pricing is prorated beginning week 3 of the term.

A Spring 2018 meal plan that has been added to a student account must be removed or decreased by no later January 26, 2018.

Students must email mealplans@rowan.edu to add, decrease, or make a change to their meal plan selection.

All residence hall students are required to have a meal plan.

Pay your spring term charges

Help!

Bursar: <http://www.rowan.edu/adminfinance/bursar/payment.html>**Not available until mid-December**

Spring 2018 tuition bills will be accessible online at www.rowan.edu/selfservice using the student's Rowan ID number in mid-December. Students will need to either have the fall term balance paid in full, or be on the deferred payment plan by no later than January 5, 2018.

**Activate your ProfLink account**

Help!

Orientation & Student Leadership Programs
 Send A Message online or e-mail osp@rowan.edu
 (856) 256-4042

You must complete the *Finalize your fall term class schedule New Student Checklist* item before this task becomes available

Not available until January 1, 2018**Complete Haven: Understanding Sexual Assault online training**

Help!

Office of Equity and Diversity (856) 256-5830

This item is required of all freshmen and transfer students!

When to do it: Prior to August 24

What to do: Every member of our Rowan community has the right to access and benefit from the educational programs, activities and services of the University free from any form of sexual violence, harassment or exploitation. Rowan University does not tolerate sexual misconduct or harassment of any kind. In an effort to further educate our community about preventing and addressing sexual assault/sexual misconduct, relationship violence and stalking, Rowan has partnered with EverFi, whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention, and financial literacy in higher education institutions across the country.

- Go to: <http://www.everfi.com/login>
- Enter the Registration Code: 615fa06c and click "I'm a Student" to create your EverFi Account
- Please use your Rowan email address during the registration.
- You will then be prompted to create a personal password.
- Please enter your Banner ID for the Student ID in order to receive credit for completion.
- Complete Part 1 of the Haven Understanding Sexual Assault by August 24, 2017.
- After 15 days you will receive an invitation to complete Part 2 of the Haven course.

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

Sign up for Electronic Refunds

Help!

Bursar: <http://www.rowan.edu/epay>

When to do it: Prior to receiving a refund

What to do: Sign up for Electronic Refunds:

Students will receive e-refunds for overpayments on their student account sooner than those students who receive paper checks.

Students do not have to wait in line to pick up a paper check, nor do they have to go to the bank to deposit the funds.

E-refunds are securely deposited directly into a student's checking account and funds are instantaneously available.

Please following these instructions in order to sign up or e-refunds:

1. Log on to www.rowan.edu/epay
2. Sign in with your user ID & PIN (your user ID is your Student ID # and your PIN is your password)
3. Click E-refunds
4. Click Setup account* (must be a checking account, you cannot use a savings account)

Sign up for electronic 1098Ts

Help!

Bursar: <http://www.rowan.edu/epay>

When to do it: As soon as possible

What to do: Sign up for electronic 1098Ts:

Rowan University urges all students to sign up to receive electronic 1098Ts.

Students can consent to receive these tax forms electronically the first time they log into the online secure payment system via www.rowan.edu/epay.

If you consent to receive the form electronically you will receive an e-mail notifications around January 31st of each year advising you that the form is available to download. The e-mail will include instructions on how to download the form.



Contact your roommate



Help!



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

*You must complete the **Apply for Housing New Student Checklist** item before this task becomes available.*

Not available until the first week of January



Move into your residence hall or apartment



Help!



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

*You must complete the **Apply for Housing New Student Checklist** item before this task becomes available.*

*You must complete the **Submit Required Health Forms New Student Checklist** item before this task becomes available.*

Not available until assigned move-in date:

Spring 2018 admits: Sunday, January 14

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.



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