

# My Tasklist



[ [View your Orientation Reservation](#) ]

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.

**Manual Step.** After you have completed this step, mark as complete by clicking on the checkbox.

**Pending Step.** This step will become available after you have completed all required prerequisite steps.

## Tasklist (Transfer)

[Enrollment Confirmation](#) (check this box now to enable other checklist items!) - Completion Date (11/06/2018)

### Help!

#### Admissions:

856-256-4200, 877-RU-ROWAN, or [admissions@rowan.edu](mailto: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](mailto:transferhelp@rowan.edu) to change your major.
2. Mail the [Enrollment Confirmation](#) form and deposit to Admissions.

[Set Up Your Technology](#)

### Help!

Email: [support@rowan.edu](mailto: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:

- [Manage your Rowan Network username & password and Banner ID & PIN](#)
- [Purchase a laptop if needed](#)

[Complete Placement Testing](#)

### Help!

Please [email the Testing Center at testingservices@rowan.edu](mailto:testingservices@rowan.edu) for assistance with Basic Skills Placement Testing and [email General Chemistry at genchem@rowan.edu](mailto:genchem@rowan.edu) for assistance with the General Chemistry evaluation exam.

**When to do it:** *As soon as possible!* You will not be able to register for courses that require placement until testing is complete.

**What to do:** [View placement exam information](#) and complete testing on-campus or online.

### [Submit required Health Forms](#)

#### Help!

Go to [www.rowan.edu/healthforms](http://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](mailto:wellnesscenter@rowan.edu).

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

**When to do it:** By December 15, 2018

**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.

### [Apply For & Accept Financial Aid](#)

#### Help!

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

**When to do it:** December 7th: Recommended date to complete financial aid steps (includes: accepted loan offers, completed e-student loan docs, and entrance counseling) for aid to be reflected on your bill prior to the due date. If additional funds are needed, you are encouraged to explore [additional funding opportunities](#).

**What to do:** [Submit your FASFA](#), [complete verification](#) (if selected), accept your financial aid award, and complete both the [loan entrance counseling and loan agreement](#).

### [Apply for Housing & Meal Plan](#)

#### Help!

#### [Residential Learning and University Housing](#)

[housingquestions@rowan.edu](mailto:housingquestions@rowan.edu)

Phone: 856-256-4266 Ext. 1

Fax: 856-256-4475

**When to do it:** *As soon as possible!*

- Applications should be submitted by November 25th at 11:59pm or as soon as possible for those admitted after this date.
- Roommate matching deadline for all incoming new students (FR and TR) is November 25th at 11:59pm.

#### **What to do:**

- Apply for housing and/or select a meal plan [using MyHousing](#).
- Students with less than 58 credits are required to live on-campus. If you will be commuting from home, you must complete and submit the Mandatory Housing Waiver Form found under "Applications and Forms" in MyHousing for exemption from the mandatory housing policy.
- Assignments will be released the first week of December.
- All students can select Spring 2019 meal plans via MyHousing starting November 30th.

## Reserve your Orientation date

Help! 

### Orientation & Student Leadership Programs

[Send A Message online](#) or e-mail [oslp@rowan.edu](mailto: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://go.rowan.edu/orientationreservation>.

## 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.

## Register for Spring Term Classes - Completion Date (11/06/2018)

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.

## Submit ID Card ID Photo

Help! 

[Chamberlain Student Center Information Desk](#) Email: [studentcenter@rowan.edu](mailto:studentcenter@rowan.edu) Phone: 856-256-4606

**Not available until November 12.**

*You must complete the **Reserve your Orientation date** New Student Checklist item before this task becomes available.*

**When to do it:** Please submit your photo no later than two weeks prior to your orientation date.

**What to do:** The RowanCard is the official Rowan University ID card. All new students should submit a photo to be used on your RowanCard no later than two weeks prior to your orientation date. If you submit your photo before the cut-off, your RowanCard will be completed and ready to pick up during Orientation. *A government photo ID (i.e., driver's license, state ID, passport) is required for RowanCard pick-up at orientation.*

## [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

**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](http://www.rowan.edu/selfservice) (choose "Access Banner Services", enter Banner ID and PIN)
2. Select "Student & Financial Aid", then "Registration"
3. Select "Order Books from Book Store" and "Spring 2019" 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!

## [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.

## [Pay your spring term charges](#)

**Help!** 

**Bursar:** <http://www.rowan.edu/adminfinance/bursar/payment.html>

**Not available until mid-December**

Spring 2019 tuition bills will be accessible online at [www.rowan.edu/selfservice](http://www.rowan.edu/selfservice) using the student's Banner ID number in mid-December. Students will need to either have the spring term balance paid in full, or be on the deferred payment plan by no later than January 4, 2019.

## [Contact your roommate](#)

**Help!** 

## Residential Learning and University Housing

[housingquestions@rowan.edu](mailto: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 December**

### Review Health Insurance Requirement and Benefits

#### Help!

**Bursar's Office:** <https://sites.rowan.edu/bursar/healthinsurance/index.html>

**Aetna (insurance provider):** <https://www.aetnastudenthealth.com/rowan>

**When to do it:** Before your first billing payment due date, no later than February 1, 2019

**What to do:** Rowan University policy requires full-time students to have health insurance. All full-time students will be automatically charged for the Rowan University health insurance policy. Health insurance coverage will run from 8/1/18-7/31/19.

If a student has their own coverage they will be able to waive out of the University policy. The deadline to waive the University coverage is February 1, 2019. If you are already individually/privately covered and wish to waive the Rowan University health insurance policy and the associated charges, follow the directions below:

- Go to <https://www.aetnastudenthealth.com>
- Select Rowan University in the dropdown menu and click 'View your school'
- Click the 'Enroll/Waive' link
- Review all of the information provided and click the 'Enroll/Waive' button
- Select the appropriate area of study from the drop down menu
- Enter your student ID and Date of Birth and click 'Get Started' Be sure to have your insurance plan information, insurance card, and the DOB of the parent or guardian who owns the coverage with you when completing the waiver process.

Completion of the waiver will remove the Rowan University insurance coverage for the entire 2018-2019 academic year. Keep a copy of the confirmation page for your records. Please be aware that you will NOT be able to waive the Rowan University insurance plan until you are registered as a full time student (12-17 credits). Furthermore, please give the Rowan University and Aetna systems at least 3-5 business days to synch up after you are registered full time, before completing the waiver process. Need more information? Go to [www.rowan.edu/bursar](http://www.rowan.edu/bursar)

### Sign up for Electronic Refunds

#### Help!

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

**When to do it:** Prior to receiving a refund. Initial Spring refunds will be processed in the very beginning of February 2019.

#### What to do:

[Sign up for Electronic Refunds:](#)

Students are REQUIRED to receive their refunds electronically. This ensures fast, easy and convenient processing of student account credit balances back to the student.

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](http://www.rowan.edu/epay)
2. Sign in with your Banner ID & PIN
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](http://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.

### [Activate your ProfLink account](#)

**Help!** 

**Orientation & Student Leadership Programs**

[Send A Message online](#) or e-mail [oslp@rowan.edu](mailto:oslp@rowan.edu)

(856) 256-4042

You must complete the **Register for Spring Term Classes New Student Checklist** item before this task becomes available

**Not available until January 2, 2019**

### [Move into your residence hall or apartment](#)

**Help!** 

**Residential Learning and University Housing**

[housingquestions@rowan.edu](mailto: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 2019 admits:** Sunday, January 21

**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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