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 at a later date or after you have completed all required prerequisite steps.

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**Tasklist (Freshman)**

**Enrollment Confirmation - Completion Date (01/31/2018)**

**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:**

- 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 to request a change of major. If you have already reserved an orientation date, also notify Orientation & Student Leadership Programs as not all majors do offer each orientation date.
- Mail the Enrollment Confirmation form and deposit to Admissions.

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**Set up your Rowan Network account - Completion Date (01/31/2018)**

**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 Username, 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 Username 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 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.
Apply for Financial Aid

Help!
Financial Aid: http://www.rowan.edu/home/financial-aid/apply

When to do it: As soon as possible! Here is a suggested aid timeline:

- March 1: Recommended date to have your 2018-2019 FAFSA on file to allow Rowan University to offer incoming freshmen a preliminary financial aid award package. Students and parents are strongly advised to use the IRS Data Retrieval Tool (DRT) on the FAFSA.
- September 15: FAFSA filing deadline for students who did not receive a 2017-2018 Tuition Aid Grant. However, the FAFSA is available NOW and should be filed as soon as possible!

These items are important for financing your college education, so even if you miss a deadline, make sure you complete the item as soon as possible!

What to do: Add Rowan University to your FAFSA for the Fall 2018 term. Rowan’s federal school code number is 002609.

Continue to complete your state grant application by visiting the NJGRANTS website and checking their Grant Application Status or To-Do list.

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:

- 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

When to do it: As soon as possible!

What to do:

1. Log into Banner Self-Service using your Rowan Banner ID (included in your admissions packet) and PIN. If this is your first time logging in, use your 6 digit birth date as your pin (mmddyy).
2. Click on the Student Tab
3. Click on “MyHousing”
4. Click on the “Housing Applications & Forms” tab at the top of the screen
5. Select the correct application (for the correct term) from the dropdown menu
6. Complete the application

24 hours after your housing application has been submitted, you can begin requesting roommate(s). If you are interested in having a roommate(s), your roommate(s) must 1) have completed a housing application and 2) you will need to mutually select one another by following the instructions below:

1. Log into Banner Self-Service
2. Click on “MyHousing”
3. Then click, “Room Selection”
4. Finally, click, “Roommate Selection”
You will be able to request other freshmen students who have also applied for housing. Roommate requests are not guaranteed and room items should not be coordinated with roommate requests prior to receiving your Housing Assignment Confirmation and Roommate(s) Notification by the Office of Residential Learning & University Housing by August. The deadline to mutually request roommates for freshmen is Friday, May 18th @ 11:59pm.

Students with less than 58 credits, are under 21, or have not lived on campus for 4 or more semesters, are required to live on-campus. If you will be commuting from home, you must complete and submit the Statement of Student Residence form for exemption from the mandatory housing policy.

- 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 a admission; prior to June 1.
  - 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.

- 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 July 15
  - 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://www.rowan.edu/home/financial-aid/apply
  - You must complete the Apply for Financial Aid New Student Checklist Item before this task becomes available.

- Purchase your laptop computer
  - Help!
  - Rowan's Student Laptop Initiative: http://www.rowan.edu/laptop
  - When to do it: Prior to classes

- Know your rights & responsibilities
  - Help!
  - Office of Community Standards
  - (856) 256-4242
  - When to do it: Before orientation

- Submit photo for RowanCard ID
Help!

**RowanCard Office**  Email: rowancard@rowan.edu  Phone: 856-256-4531

You will be able to submit a photo for your RowanCard ID beginning May 1

**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.

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**Finalize your fall term class schedule**

Help!

Office of the Registrar: [https://sites.rowan.edu/registrar/registration-information/registration-dates.html](https://sites.rowan.edu/registrar/registration-information/registration-dates.html)

**Not available until your Orientation date**

All freshmen are pre-enrolled in a tentative schedule for their fall term classes. A hold is placed on your student account that prevents any changes to your schedule until your orientation date. At orientation, you will have the opportunity to meet with your academic advisor and make any needed changes to your fall term class schedule.

Prior to orientation, you can learn more about the Self-Service Banner course registration system by reviewing registration and Self-Service Banner information.

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**Purchase or rent textbooks**

Help!

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

You must complete the Verify Your Fall 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](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 “Fall 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!

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**Review Health Insurance Requirement and Benefits**

Help!

**Bursar's Office:** [www.rowan.edu/bursar](http://www.rowan.edu/bursar)

First Student (insurance provider): [www.firststudent.com](http://www.firststudent.com)

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**Complete loan agreements**

Help!


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

**Not available until mid-June**

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**Sports Physical – for Intercollegiate NCAA sports only**

Help!

Please contact your coach for more information

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**Finalize Fall 2018 Meal Plan selection**

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https://secure1.vzorientation.com/rowanpreproduction/mytasklist/default.aspx
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

Not available until February 15

Pay your fall term charges

Help!
Bursar: http://www.rowan.edu/adminfinance/bursar/payment.html

Not available until mid-July

The Rowan Board of Trustees sets 2018-19 tuition, fees, room and board rates by July 1. Fall 2018 tuition bills will be accessible online at www.rowan.edu/selfservice using the student’s Banner ID number in mid-July. Students will need to either have the fall term balance paid in full, or be on the deferred payment plan by no later than August 15, 2018.

Activate your ProfLink account

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

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

Complete Alcohol-Wise

Help!
Please direct all questions about Alcohol-Wise to Healthy Campus Initiatives:
856-256-4333 or hci@rowan.edu.

Not available until July 15

When to do it: Between July 15 and August 31

What to do: You will receive an e-mail with access instructions when the course is available, beginning July 15. See https://sites.rowan.edu/osip/checklist/onlineed.html#alcohol 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.

Sign up for Electronic Refunds

Help!
Bursar: www.rowan.edu/epay

This item becomes available once you check the box next to Enrollment Confirmation

Sign up for electronic 1098Ts

Help!
Bursar: http://www.rowan.edu/epay

This item becomes available once you check the box next to Enrollment Confirmation

Contact your roommate

Help!
Residential Learning and University Housing
housingquestions@rowan.edu
Phone: 856-256-4266 Ext. 1
Fax: 856-256-4475

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

Not available until early August

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:**
Freshmen: Saturday, September 1
Transfers: Sunday, September 2

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.

**Attend Welcome Weekend events**

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

**Not available until August 31**

When to do it: Saturday, September 1 - Monday, September 3

What to do: Mark your calendar for September 1 - 3, 2018! Plan family vacations, work schedules, and housing leases (if living off-campus) early so you will be able to **start Welcome Weekend by Sunday, September 2**

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.