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.

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**Tasklist (Freshman)**

**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:

- 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 all majors do not offer each orientation date.
- 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 becomes available once you check the box next to Enrollment Confirmation*

**Update Financial Aid records**

Help!


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

- **March 1:** Recommended date to have your 2017-2018 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 2016-2017 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 2017 term. Rowan's federal school code number is 002609.

Notify the Higher Education Student Assistance Authority (HESAA) at [www.hesaa.org](http://www.hesaa.org) that you will be attending Rowan University for the Fall 2017 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.
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.

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

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

Reserve your Orientation date

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

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

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 becomes available once you check the box next to Enrollment Confirmation

Review and accept award package

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

You must complete the Update Financial Aid Records 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

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.

View recommended system configurations and current pricing at http://www.rowan.edu/laptop.

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.

Finalize your fall term class schedule

Help!
Office of the Registrar: http://www.rowan.edu/registration.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 viewing the Class Selection Tutorial.

**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 user ID and PIN)
2. Select “Student & Financial Aid”, then “Registration”
3. Select “Order Books from Book Store” and “Fall 2017” 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](http://www.rowan.edu/bursar)
**First Student (insurance provider):** [www.firststudent.com](http://www.firststudent.com)

**When to do it:** Before your first billing payment due date, no later than September 15

**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](http://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!


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.

**Not available until mid-June**

**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 in the summer 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 Fall 2017 Meal Plan selection**

Help!

Students must email [mealplans@rowan.edu](mailto: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 Fall 2017 meal plan that has been added to a student account must be removed or decreased by no later the September 15, 2017.

Students must email [mealplans@rowan.edu](mailto: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 fall term charges**
### Not available until mid-July

The Rowan Board of Trustees sets 2017-18 tuition, fees, room and board rates by July 1. Fall 2017 tuition bills will be accessible online at [www.rowan.edu/selfservice](http://www.rowan.edu/selfservice) using the student's Rowan 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, 2017.

### 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 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 [http://www.rowan.edu/open/studentaffairs2/hci/currentinitiatives/alcoholwise.html](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.**

### 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!

**Not available until mid-June**

When to do it: Not available until mid-June

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.

### Sign up for Electronic Refunds

Help!

Bursar: [www.rowan.edu/epay](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](http://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](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.

**Read The Sixth Extinction**

Help!
See [http://rowan.edu/commonreading](http://rowan.edu/commonreading) for more information

Not available until your Orientation date

**When to do it:** Students will receive a copy of the book during orientation to read by Sunday, September 3.

**What to do:** Read *The Sixth Extinction* and be prepared to discuss the book on Sunday, September 3.

See [http://rowan.edu/commonreading](http://rowan.edu/commonreading) for more information

**Contact your roommate**

Help!
Residential Learning and University Housing
[ housingquestions@rowan.edu](mailto: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](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:
Freshmen: Saturday, September 2
Transfers: Sunday, September 3

**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 [oslp@rowan.edu](mailto:oslp@rowan.edu)
(856) 256-4041

*Not available until September 1*  

**When to do it:** Saturday, September 2 - Monday, September 4

**What to do:** Mark your calendar for September 2 - 4, 2017! 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 3.

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.