NEW STUDENT CHECKLIST

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.
- **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 (Transfer)

- **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 (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](https://id.rowan.edu) form and deposit to Admissions.

- **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](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](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](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**

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[https://secure1.vzoration.com/rowanpreproduction/mytasklist/default.aspx](https://secure1.vzoration.com/rowanpreproduction/mytasklist/default.aspx)
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 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.

Notify the financial aid office at your current school that you will not be attending for the Fall 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

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 transfer 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 transfer
students is June 1st @ 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](http://rowan.edu/orientation).

**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.

*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!**


*You must complete the Apply for Financial Aid New Student Checklist Item before this task becomes available.*

*Not available until March 1*

**Check your transfer credit evaluation**

**Help!**

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

*This item becomes available once you check the box next to Enrollment Confirmation and when registration opens depending on how many credit hours you have earned:*

Tuesday, March 20 - Sunday, March 25, 2018: All Seniors (90 credits and above)  
Monday, March 26 – Sunday, April 1, 2018: All Juniors, (58-89.99 credits) and Seniors  
Monday, April 2 – Sunday, April 8, 2018: All Sophomores, (24-57.99 credits), Juniors, and Seniors  
Monday, April 9 – Sunday, April 15, 2018: All Freshmen, (0-23.99 credits), Sophomores, Juniors, Seniors, and others

**Purchase your laptop computer**

**Help!**

Rowan’s Student Laptop Initiative: [http://www.rowan.edu/laptop](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.

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.

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 (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!

Review Health Insurance Requirement and Benefits

Help!

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

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
Finalize Fall 2018 Meal Plan selection

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 Verify your Fall Term Class Schedule New Student Checklist item before this task becomes available

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.