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.

### Tasklist (Transfer)

#### 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 (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.
2. After confirming your acceptance, you must email transferhelp@rowan.edu to change your major.

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!
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 2017 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 Fall 2017 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 Fall 2017 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.

This item becomes available once you check the box next to Enrollment Confirmation.
<table>
<thead>
<tr>
<th>Task</th>
<th>Help</th>
<th>When to do it</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for Housing</td>
<td>Help! Residential Learning and University Housing <a href="mailto:housingquestions@rowan.edu">housingquestions@rowan.edu</a> Phone: 856-256-4266 Ext. 1 Fax: 856-256-4475</td>
<td></td>
<td>This item becomes available once you check the box next to Enrollment Confirmation</td>
</tr>
<tr>
<td>Reserve your Orientation date</td>
<td>Help! Orientation &amp; Student Leadership Programs Send A Message online or e-mail <a href="mailto:oslp@rowan.edu">oslp@rowan.edu</a> (856) 256-4041</td>
<td></td>
<td>This item becomes available once you check the box next to Enrollment Confirmation</td>
</tr>
<tr>
<td>Submit required Health Forms</td>
<td>Help! Go to <a href="http://www.rowan.edu/healthforms">www.rowan.edu/healthforms</a> 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 <a href="mailto:wellnesscenter@rowan.edu">wellnesscenter@rowan.edu</a>.</td>
<td></td>
<td>This item becomes available once you check the box next to Enrollment Confirmation</td>
</tr>
<tr>
<td>Review and accept award package</td>
<td>Help! Financial Aid: <a href="http://www.rowan.edu/home/financial-aid/apply">http://www.rowan.edu/home/financial-aid/apply</a></td>
<td></td>
<td>You must complete the Update Financial Aid Records New Student Checklist item before this task becomes available.</td>
</tr>
<tr>
<td>Check your transfer credit evaluation</td>
<td>Help! Office of the Registrar: <a href="http://www.rowan.edu/provost/registrar/transfer.html">http://www.rowan.edu/provost/registrar/transfer.html</a></td>
<td>Before orientation</td>
<td>What to do: Access Banner Services at <a href="http://www.rowan.edu/selfservice">http://www.rowan.edu/selfservice</a>, 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.</td>
</tr>
<tr>
<td>Enroll in Fall Term Classes</td>
<td>Help! Office of the Registrar: <a href="http://www.rowan.edu/provost/registrar/courseschedule.html">http://www.rowan.edu/provost/registrar/courseschedule.html</a></td>
<td></td>
<td>This item becomes available once you check the box next to Enrollment Confirmation</td>
</tr>
<tr>
<td>Purchase your laptop computer</td>
<td>Help! Rowan's Student Laptop Initiative: <a href="http://www.rowan.edu/laptop">http://www.rowan.edu/laptop</a></td>
<td>Prior to classes</td>
<td>What to do: Information Resources &amp; 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 <a href="http://www.rowan.edu/laptop">http://www.rowan.edu/laptop</a>.</td>
</tr>
<tr>
<td>Know your rights &amp; responsibilities</td>
<td>Help! Office of Community Standards (856) 256-4242</td>
<td>Before orientation</td>
<td>What to do: Review all Rowan University policies, particularly the Student Code of Conduct. Our policies can be found at <a href="http://www.rowan.edu/policies">http://www.rowan.edu/policies</a>.</td>
</tr>
</tbody>
</table>
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 to add, decrease, or make a change to their meal plan selection.

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

Pay your fall term charges

**Help!**

Bursar: [http://www.rowan.edu/adminfinance/bursar/payment.html](http://www.rowan.edu/adminfinance/bursar/payment.html)

*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
Complete Haven: Understanding Sexual Assault online training

This item is required of all freshmen and transfer students!

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

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

Sign up for electronic 1098Ts

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

Read The Sixth Extinction

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 for more information

Contact your roommate

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

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

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

Not available until assigned move-in date: Sunday, September 3

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.