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 (Rowan College - Rowan Choice)

#### 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:**
- To apply for housing go to [www.rowan.edu/selfservice](http://www.rowan.edu/selfservice) and log in using your Rowan ID number (included in your admissions packet, and use your 6 digit birth date as your pin (unless you have already changed it). If this is your first time logging in, use your 6 digit birth date as your pin. On the Students tab, click on “MyHousing”, then click on the "Go To Apply Online" menu button. From the drop down menu, select the correct academic year for which you are applying to receive housing.

- 24 hours after your housing application has been submitted, you can begin requesting roommate(s). To complete this step, go to the Students tab in Rowan Self Service, and click on “MyHousing”, then click on the "Go To MyHousing" menu button. Next, hover over “room selection” and select “roommate selection”. In the drop down menu, choose the correct term for which you are applying to receive housing and click “continue”. You will then be able to perform a “simple roommate search” or, conduct an “advanced roommate search” to find roommate(s) who have the same interests as yourself.

- 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 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 date to avoid up to $100 in late fees and an immunization hold. Immunizations 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 website.

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**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](http://www.rowan.edu/policies).

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**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.

**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 than September 15, 2017.

Students must email mealplans@rowan.edu to add, decrease, or make a change to their meal plan selection.

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**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*

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**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.

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**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!**

**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
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
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 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
(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.