

WARNING: YOU ARE ACCESSING THE NON-PRODUCT You are signed in as **Rihab Saadeddine**

 Rowan Orientation  Sign Out

NEW STUDENT CHECKLIST

MY ACCOUNT

FAQS

SEND A MESSAGE

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 (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:

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 (*mmdyy*).
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

Please call (856) 256-4041

This item is required of all students!

When to do it: *As soon as possible!* Before July 3

What to do:

1. Discuss with your parents and adult family members whether or not they would like to attend Parent & Family Orientation
2. **Read the Rowan Choice Orientation Guide**
3. Mail in the included reservation form or call our office at 856-256-4041 to complete your reservation using a Discover, MasterCard, or Visa.

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.

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 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

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/oslp/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.

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

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 oslp@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.



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