

# RETURNING STUDENT CHECKLIST

**CONGRATULATIONS** on returning to Rowan University to complete your bachelor's degree. This checklist has been setup to help you complete the necessary steps in order to start classes. If you have any questions regarding this, please follow up with the **Assistant Director of University Advising**.

## STUDENT TECHNOLOGY GUIDE

As a returning student there are several steps you should take to digitally prepare yourself before you arrive on campus. Your Rowan Network account is your key to connecting to critical resources on campus, including RowanWiFi, Canvas, Self-Service Banner, and student email. Please click on the link below and follow all steps in the checklist.



<https://irt.rowan.edu/starting/students/students.html>

## ☐ **UPDATE YOUR FINANCIAL AID RECORDS (for those students who will be utilizing Financial Aid)**

The **Financial Aid Office** can help undergraduate students reach their educational goals by offering various ways to pay for College. Undergraduate students may be eligible for a variety of aid including scholarships, grants, student loans, and work study.

In order to be eligible for most aid programs, an undergraduate student must be enrolled at least part-time.

**Full-time status** = 12 or more credit hours

**Part-time status** = at least 6 credit hours

Rowan University's federal school code is 002609.

Click here to access the [Office of Financial Aid](#).

## ☐ **STUDENT HEALTH SERVICES** **(Health Forms are required documents)**

Please contact the **Health and Wellness Center** at **856-256-4333** to determine if you need to submit updated documentation.

Click here to access the [Student Wellness Center](#).

## ☐ **ROWAN SUCCESS NETWORK**

The **Rowan Success Network (RSN)** powered by Starfish is a tool to enhance your student success at Rowan by creating a better informed, more connected campus community. As a student using RSN, you can:

- \* Receive regular feedback from faculty
- \* Learn about campus resources
- \* Make appointments with key academic support personnel

Faculty participate by providing you encouragement and support; enabling advisors and staff to take a holistic approach to success by obtaining an overview of your academic life.

Scan the QR code to complete the **RSN Intake Survey**



## ☐ **MEET WITH YOUR ACADEMIC ADVISOR**

Students can locate their academic advisor's contact information in the **Re-Enrollment Confirmation email**. Students are encouraged to meet with their academic advisor prior to registering for classes.

Click here to access the [Undergraduate Advising Directory](#).

## **HOW TO USE THE SECTION TALLY TO LOCATE COURSES**

Click here to access the [Rowan University Section Tally](#).

(You can also access this report by going to [rowan.edu/registrar](http://rowan.edu/registrar) and then clicking on the “**Course Availability**” tab on the upper left of the screen.)

Once on the Section Tally report, select the term of interest and then click “**Select Term.**” It will bring you to a simple search page.

1. Enter any search criteria you would like. Once you have entered your criteria, press ‘Search.’ A list of courses matching your criteria will then pop up at the bottom of the screen.
2. Be careful not to enter too many criteria, as this may unintentionally limit the results of your search.
3. We recommend starting with subject code.

## **REGISTER FOR CLASSES**

Current students register for classes in **Self-Service Banner**.

Registration takes place by student classification:

**Seniors** 90 credits or above

**Juniors** 58 to 89.99 credits

**Sophomores** 24 to 57.99 credits

**First-Years** 0 to 23.99 credits

Click here to access the Registrar’s website for information on [Registration and Course Schedules](#).

## **OBTAINING YOUR ROWANCARD**

The RowanCard is the official photo identification of the University and should be carried at all times. Although one card, it has multiple uses and gives students access to many privileges on and off campus.

The RowanCard Office is located at **Savitz Hall, room 245**.

Click here to access the [RowanCard Office](#).



## PURCHASE YOUR ROWAN UNIVERSITY PARKING PERMIT

### How to apply for a Permit

1. Visit [rowan.thepermitstore.com](http://rowan.thepermitstore.com).
2. Click on **“Buy Permits.”**
3. Enter Banner ID number and Last Name. If not known, click **“search.”**
4. Choose permit type. If you do not know which permit you should select, contact the Parking Office for assistance at 856-256-4575 or email [parking@rowan.edu](mailto:parking@rowan.edu).
5. Enter account information. If you don't have an account in The Permit Store, create an account.
6. Enter the permit holders personal information.
7. Make sure the correct permit type is selected in the shopping cart.
8. Click on drop down box and select **“Add New Vehicle.”**
9. Enter the vehicle information and click **“continue.”**
10. Confirm delivery address and chose payment type.
11. Select payment method and enter required payment information (Note: If you must pay by paper check or money order, purchase your permit online over-the-counter at the Parking Office located in Bole Annex). Boro bucks cannot be used to purchase a permit.
12. Review your order and if you agree to the Terms and Conditions, click **“I Agree.”**
13. Print out the page for your records and print out a temporary permit after your permit application is approved.

When your parking permit arrives in the mail, instructions will be included on how to activate the permit.



## PURCHASE YOUR TEXTBOOKS

Students can purchase their textbooks from the Barnes and Noble University Bookstore is located at **201 Rowan Boulevard**.

Click here to access the [Rowan University Barnes and Noble Bookstore](#).

You will need to have your schedule available so you can enter the course information to locate your required textbooks.