**Student College Transition Task Chart:**

|  |  |  |
| --- | --- | --- |
| **Task** | **Deadline** | **Notes and Next Steps** |
| Log into student Portal | Required before registering for classes, and to access student email | Instructions on completing this process is sent in the students Welcome Letter |
| Register for Orientation | This is completed online through a public Canvas shell. Complete as soon as possible after admissions application/acceptance |  |
| Review Financial Aid status | May 2023 |  |
| Return Verification documents to financial aid (if applicable) |  |  |
| Check that early college courses have been evaluated (if applicable) |  |  |
| Attend Orientation | June 23rd Welcome Days |  |
| Meet with Accessibility/ Disability Services to arrange accommodations (if applicable) | As soon as possible |  |
| Register for classes | New student registration begins on May 23rd – complete as soon as possible | If you need help, please ask your GEARUP Team to support this process. |
| Review bill | After class registration |  |
| Accept financial aid | Spring 2023 |  |
| Explore other aid options if there is an unpaid balance |  |  |
| Make final payment to billing office (payment plan, alternative loan, pay in full) | Late August |  |
| Review and purchase books and supplies | Late August/early September |  |
| Submit immunizations | N/A |  |
| Waive health insurance (if applicable) | N/A |  |
| Check out a campus map (or take a walk around campus) to find where your classes will be. | Schedule a campus tour – anytime over the summer. Tours are done M-W. |  |
| Check syllabus of class (if teacher has provided) and write down important deadlines. Also double check materials for class. | First week of classes |  |
| Make a communication plan with family and close friends (determine how- text, call, message and when- daily, weekly, monthly you will communicate) | First week of September | You’ll want people cheering you on. |
| Look at the semester calendar to be aware of add/drop and withdrawal periods. Remember if you have to add, drop, or withdraw this could affect your financial aid so be in contact with the Financial Aid office if this applies. |  |  |
| Ensure you have access to technology- purchase a laptop (and carrying case) or make sure you know where computers are located on campus |  |  |
| Buy school supplies- pencils, USB, notebooks | Late August/early September |  |
| Search for jobs on campus (if applicable). Listings may not be available until the start of school. | Late August/early September |  |
| Access my Transcripts at all colleges or universities that I took early college or online courses. Have transcripts sent to my accepted college. | After accepting admissions, submit your high school transcript. |  |