

New Undergraduate Student Checklist

- ☐ **Obtain student email & WebAccess log-in information – Admissions**
 - Check emails weekly. ****important information is sent via CU email address****
- ☐ **FAFSA – Financial Aid** (each academic year) – www.campbell.edu/financial-aid
- ☐ **Magnus Health Portal – Health Center**
 - Complete medical assessment & submit immunization records (check student email for link)
- ☐ **Student Insurance – Business Office** (each academic year)
 - Opt out of illness insurance to remove charge or elect to enroll: www.campbell.edu/business-office
 - Portal to enroll or waive opens July 1st.
- ☐ **FERPA consent form** (each academic year)
 - Must be signed by the student yearly to release information to parents/guardians
 - Sign at Freshman Orientation, Financial Aid or Business Office. Notary version available online.
- ☐ **Complete the Student Financial Check-In process** (each semester)
 - Online form will be accessible on the Business Office webpage
 - Fall semester on July 1
 - Spring semester on December 1
- ☐ **Complete Student Financial Responsibility Agreement** (each semester)
 - Located in WebAccess through the Student Finance gateway
- ☐ **First Payment Due Date**
 - 5 month pay plan due July 10 (fall semester) and December 10 (spring semester)
 - 4 month pay plan due August 10 (fall semester) and December 10 (spring semester)
- ☐ **Add an Authorized User:** Give parent/guardian online payment access in TouchNet
- ☐ **Sign up for e-Refunds in TouchNet** (if you are anticipating a refund)
- ☐ **Vehicle registration – Campus Safety** (each academic year)
 - Register online for a parking pass: www.campbell.edu/campus-safety
- ☐ **Moved? Change your address – Registrar's Office**
- ☐ **Register for Parent Communication** – www.campbell.edu/business-office

Admissions

450 Leslie Campbell Ave.
910-893-1290
admissions@campbell.edu

Business Office

J.A. Campbell Bldg. Rm. 106
143 Main St.
910-893-1245
businessoffice@campbell.edu

Campus Safety – Parking

520 Leslie Campbell Ave.
910-893-1550
parking@campbell.edu

Computing Services Help Desk

WebAccess/Student Email
910-893-1208
helpdesk@campbell.edu

Financial Aid

430 Leslie Campbell Ave
910-893-1310
financialaid@campbell.edu

Residence Life

Wallace Student Center 2nd Floor
265 Main St.
910-893-1546