

### **Undergraduate New Student Checklist**

- ☐ **Obtain student email & Self-Service 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](http://www.campbell.edu/financial-aid)
  - Accept scholarships, complete loan process ([www.studentloans.gov](http://www.studentloans.gov)) via Self-Service portal
- ☐ **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](http://www.campbell.edu/business-office)
  - Portal to enroll or waive is open July 1 – August 31
  - International students are required to carry the school insurance policy. CU will auto-enroll.
  - Portal opens again in spring for ONLY new students: December 1 – January 31
- ☐ **FERPA consent form** (sign each academic year) to release information to parents/guardians
  - Sign at Freshman Orientation, Financial Aid or Business Office. Notary version available online.
- ☐ **Student Financial Responsibility Agreement** (read and e-sign each semester)
  - Located in Self-Service through the Student Finance gateway
- ☐ **Student Financial Check-In** (complete each semester)
  - Online form will be accessible on the Business Office webpage July 1 (fall) and December 1 (spring)
- ☐ **Make a payment** (each semester)
  - Pay in full by August 5 (fall) & December 5 (spring)
  - ½ by August 5 (fall) / December 5 (spring) & remaining by September 30 (fall) / January 31 (spring)
  - 5 month pay plan due July 5 (fall) & December 5 (spring)
  - 4 month pay plan due August 5 (fall) & January 5 (spring)
- ☐ **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) - 2-step authentication required
- ☐ **Vehicle registration – Campus Safety** (each academic year)
  - Register online for a parking pass: [www.campbell.edu/campus-safety](http://www.campbell.edu/campus-safety)
- ☐ **Moved? Change your address – Registrar's Office**
- ☐ **Register for Parent Communication** – [www.campbell.edu/business-office](http://www.campbell.edu/business-office)

**Admissions**

McLeod Building (1<sup>st</sup> Floor)  
40 T.T. Lanier St.  
910-893-1290  
admissions@campbell.edu

**Business Office**

McLeod Building (2<sup>nd</sup> Floor)  
40 T.T. Lanier St.  
910-893-1245  
businessoffice@campbell.edu

**Campus Safety – Parking**

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

**IT Services Help Desk**

Bryan Hall: Suite 9  
WebAccess/Student Email  
910-893-1208  
helpdesk@campbell.edu

**Financial Aid**

McLeod Building (2<sup>nd</sup> Floor)  
40 T.T. Lanier St.  
910-893-1310  
financialaid@campbell.edu

**Residence Life**

Saul Dorm: 44 Harmon Rd.  
910-893-1546  
residencelife@campbell.edu

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CU Business Office



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