

## Graduate Student Checklist

- ☐ **Obtain student email & Self-Service log-in information:** Sent to personal email provided on application. Check CU student email weekly for important communications
- ☐ **Complete FAFSA** (each academic year): [campbell.edu/financial-aid](http://campbell.edu/financial-aid)
  - View/accept awards via Self-Service portal; complete loan process via [studentaid.gov](http://studentaid.gov)
- ☐ **Complete FERPA Consent Form** (complete once): To release information to designated individual(s)
  - Submit electronically via [campbell.edu/registrar](http://campbell.edu/registrar)
- ☐ **Sign Financial Responsibility Agreement** (each semester): Read & e-sign via Self-Service portal
- ☐ **Complete Student Financial Check-In Form** (each semester): Form available on Bursar's Office webpage
- ☐ **Waive/Enroll in Student Insurance** (each academic year – CPHS & CUSOM ONLY): [campbell.edu/bursars-office](http://campbell.edu/bursars-office)
  - More info sent to CU email from Bursar's Office. Waive online to remove charge or enroll in school policy.
  - Portal is open July 1 – August 31 (fall) & December 1 – January 31 (spring)
  - International students required to enroll
- ☐ **View OnDemand Statement** (each semester): Log into TouchNet often to view electronic, real-time statements per term
- ☐ **Enroll in TouchNet eRefunds:** Direct deposit option of refunding any credit balances in lieu of a paper check. Two-step verification required.
- ☐ **Add an Authorized User:** Give designated individual(s) online payment access in TouchNet
- ☐ **Pay in full by first day of class or set up a TouchNet payment plan** (each semester): [campbell.edu/bursars-office](http://campbell.edu/bursars-office)
  - TouchNet payment plan first installment due by August 5 (fall) and January 5 (spring)
- ☐ **Request Book Bucks Transfer:** Advance excess financial aid funds to Camel Card to purchase books from the Campus Bookstore. Submit the form at [campbell.edu/bursars-office](http://campbell.edu/bursars-office).
- ☐ **Purchase GradGuard Tuition Insurance** (each semester): Optional insurance coverage for educational costs following a medical withdrawal. Enroll via the link in TouchNet or [gradguard.com](http://gradguard.com)
- ☐ **Register online for a parking pass** (each academic year – if applicable): [campbell.edu/campus-safety](http://campbell.edu/campus-safety)
- ☐ **Sign up for Campus Emergency Alerts:** [campbell.edu/campus-safety](http://campbell.edu/campus-safety)
- ☐ **Moved? New phone number? Update your info** with your program's Registrar.

View Bill Clearance information and requirements at: [www.campbell.edu/bursars-office/payments/bill-clearance/](http://www.campbell.edu/bursars-office/payments/bill-clearance/)

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### **Helpful Contact Information**

#### **Campus Safety & Parking Services**

520 Leslie Campbell Ave.

Campus Safety Non-Emergency: 910-893-1375

Parking Services: 910-893-1550

[parking@campbell.edu](mailto:parking@campbell.edu)

#### **Bookstore (Barnes & Noble)**

Britt Hall: 85 Main St.

910-893-1450

[sm091@bncollege.com](mailto:sm091@bncollege.com)

#### **IT Services Help Desk**

Self-Service/Student Email Help

Bryan Hall: 95 Dr. McKoy Rd. Suite 9

910-893-1208

[helpdesk@campbell.edu](mailto:helpdesk@campbell.edu)

#### **Residence Life**

Sauls Hall: 44 Harmon Rd.

910-893-1546

[residencelife@campbell.edu](mailto:residencelife@campbell.edu)

#### **Student Financial Services – Bursar's Office & Financial Aid**

McLeod Admissions & Financial Aid Building (2<sup>nd</sup> Floor)

40 T.T. Lanier St.

910-893-1244

[sfs@campbell.edu](mailto:sfs@campbell.edu)

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Visit our webpage for more information:  
[www.campbell.edu/student-financial-services/](http://www.campbell.edu/student-financial-services/)

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