

Undergraduate 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
 - View/accept awards via Self-Service portal; complete loan process via studentaid.gov
- ☐ **Access Magnus Health Portal** (upon admission):
 - Complete medical assessment & submit immunization records (check student email for more info)
- ☐ **Waive/Enroll in Student Insurance** (each academic year): More info sent to CU email & on Bursar's Office website.
 - Waive online to remove charge or enroll in school policy. Portal is open July 1 – Aug 31 (fall) & Dec 1 – Jan 31 (spring).
- ☐ **Complete FERPA Consent Form** (complete once): To release information to designated individual(s)
 - Submit electronically via 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
- ☐ **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 or set up a TouchNet payment plan** (each semester): campbell.edu/bursars-office
 - Payment due August 5 (fall) and January 5 (spring)
- ☐ **Register online for a parking pass** (each academic year): campbell.edu/campus-safety
- ☐ **Sign up for Campus Emergency Alerts:** campbell.edu/campus-safety
- ☐ **Reserve your Camel Direct Textbooks:** via campbell.bncollege.com
 - Rental program for required textbooks, lab manuals, and computer codes for an affordable flat rate per semester
- ☐ **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
- ☐ **Moved? New phone number? Update your info:** campbell.edu/registrar/

Helpful Contact Information

Admissions

McLeod Admissions & Financial Aid Building (1st Floor)
40 T.T. Lanier St.
910-893-1290 / admissions@campbell.edu

Registrar's Office

J.A. Campbell Administrative Building: 143 Main St.
910-893-1265 / registrar@campbell.edu

Campus Safety & Parking Services

520 Leslie Campbell Ave.
Campus Safety Non-Emergency: 910-893-1375
Parking: 910-893-1550 / parking@campbell.edu

IT Services Help Desk

Self-Service/Student Email Help
Bryan Hall: 95 Dr. McKoy Rd. Suite 9
910-893-1208 / helpdesk@campbell.edu

Residence Life

Sauls Hall: 44 Harmon Rd.
910-893-1546 / residencelife@campbell.edu

Bookstore (Barnes & Noble)

Camel Direct Textbooks
Britt Hall: 85 Main St.
910-893-1450 / sm091@bncollege.com

Student Financial Services – Bursar's Office & Financial Aid

McLeod Admissions & Financial Aid Building (2nd Floor)
40 T.T. Lanier St.
910-893-1244
sfs@campbell.edu