

Graduate Student Checklist

COMPLETE FIRST SEMESTER:

- Obtain student email & Self-Service login info** sent to the personal email provided on admissions application.
- Complete FERPA Consent Form** electronically to allow CU to release information to designated individual(s).
- Enroll in PayMyTuition eRefunds** for direct deposit of credit balances instead of a paper check.
- Add an Authorized User** in PayMyTuition to give designated individual(s) online billing/payment access.
- Sign up for Campus Emergency Alerts.**

COMPLETE EVERY SEMESTER/ACADEMIC YEAR:

- Submit FAFSA** (each academic year): campbell.edu/financial-aid
- View/accept awards via Self-Service portal; complete loan process via studentaid.gov
- Obtain Bill Clearance** before the first day of class each semester to avoid schedule drops by completing the following:
 - Sign Financial Responsibility Agreement** (each semester)
 - Complete Student Financial Check-In Form** (each semester)
 - Pay in full or set up a PayMyTuition payment plan** (each semester):
 - Payment due August 5 (fall) and January 5 (spring)
- View Account Statement** (each semester): Log into PayMyTuition often to view electronic, real-time statements by term
- Waive/Enroll in Student Insurance** (each academic year): Portal is open July 1 – Aug 31 (fall) & Dec 1 – Jan 31 (spring).
*CPHS & CUSOM students only. Insurance is optional for all other graduate/professional students.
- Register online for a parking pass** (each academic year)
- 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** through the Registrar's Office
- Check CU student email** weekly for important communications

Helpful links and Bill Clearance info are on our website ⇒



Contact Information

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

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

Visit our webpage for more information: www.campbell.edu/student-financial-services/

Follow us on Facebook and Instagram! [@campbell.sfs](#)