

Undergraduate Student Checklist

COMPLETE FIRST SEMESTER:

- Obtain student email & Self-Service log-in info** sent to the personal email provided on Admissions application.
- Access Magnus Health Portal** (link emailed upon acceptance): Complete medical assessment & immunization records.
- Complete FERPA Consent Form** electronically 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).
- Reserve your Camel Direct Rental Textbooks** for an affordable flat rate per semester.
- 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 PayMyTuition 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

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

76 Small Lane
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

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

Follow us on Facebook and Instagram! [@campbell.sfs](https://www.facebook.com/campbell.sfs)