Fall orientation check list for first year students

Time has been scheduled on your orientation agenda for you to visit various offices under the heading Taking Care of Business. Please try to visit these offices at your designated times. However, if you are unable to do so, you may visit these offices at another time.

Items on this list should be taken care of in the first two days of the semester so you can eat, get into your room, be paid (student employment), receive financial aid, and access your e-mail account.

Academic Advising and Registrar’s Office, Academic Services Building (CSB) or Quad (SJU)

___ Add/Drop a Class (Registrar's Office - Quad 163 (SJU) or ASB 208B (CSB))
___ Class Schedules (Academic Advising - Quad 155 (SJU) or ASB 210B (CSB))
___ Change of Major (Academic Advising - Quad 155 (SJU) or ASB 210B (CSB))

Residential Life Office, 2nd Floor Mary Commons (CSB). 2nd Floor Sexton Commons (SJU)

___ Keys & Room Check-In

Bookstore, Mary Commons (CSB) & Sexton Commons (SJU)

___ Classes at SJU: Purchase your books at Sexton Commons
___ Classes at CSB: Purchase your books at Mary Commons

Foodservice, Gorecki Dining Center (CSB), Lower Level Quad next to Refectory (SJU)

___ Meal Plan Questions and Changes

Financial Aid Office, Main 244 (CSB), Quad 154 (SJU)

___ Loans - If applicable, signing a loan check
___ Student Employment Forms (Students with Work Awards)

Information Technology (IT) Services, Clemens Library Computer Lab (CSB), Lower Level Quad (SJU)

___ Stop by IT Services if you are having trouble with your e-mail/network account.

Security, Mary Commons (CSB), Lower Level Tommy Hall (SJU)

___ Parking Permits
___ ID Cards (If not done prior to arriving as preferred)

Student Accounts Office, Main 230 (CSB), Quad 148 (SJU)

___ Payment arrangements or questions about your bill