NEW STUDENT CHECKLIST

TO DO NOW: Check KU Email and MyKU

☐ **Pay Advanced Registration Deposit (ARD)**

The $300 Advanced Registration Deposit can be paid through your applicant portal.

☐ **Create an FSA ID and Complete the FAFSA**

Visit **https://studentaid.gov** to create your FSA ID (student and parent) which is used to sign and log in to all federal aid websites. The FAFSA is available on the same website. KU's priority filing date is Feb. 15. The PA state grant filing deadline date is May 1.

☐ **Submit Scholarship Letters and Checks**

Share outside awards with the Office of Student Accounts each semester. Mail checks to the Office of Student Accounts at **www.kutztown.edu/studentaccounts.**

☐ **Finalize Housing Plans**

Complete roommate matching in My College Roomie (**https://kutztown.mycollegeroomie.app**) or complete a campus housing residency exception found here: **www.kutztown.edu/residencyrequirement**.

☐ **Register for New Student Orientation**

After paying the ARD, sign up for the required orientationprogram by visiting **www.kutztown.ed/orientation**. A parent/family orientation program is also available.

☐ **Download MyKU App**

Visit your mobile app store and search Kutztown University for the MyKU Mobile app. Download and enjoy its many useful features!

☐ **Enroll in Payment Plan (optional)**

Use the projected costs from the financial aid award letter or the costs provided online under Affordability to enroll in a payment plan. Payment plan options are available beginning in April. To sign up for a payment plan, go to MyKU **(https://myku.kutztown.edu)** > KU Financial Account tile > Payment Dashboard. *Easy to adjust later.*

☐ **Request Academic and Campus Accommodations**

If you received disability support services in high school through an IEP or 504 plan or had accommodations while enrolled at another university, you may be able to receive similar support at KU. If you have a disability and have not needed or received prior accommodations, but anticipate needing support in order to have equal access to programs, services, or facilities, you may also request services through the Disability Services Office (DSO). To request accommodations: **www.kutztown.edu/DSO/accommodations**.

☐ **Take Aleks Math Placement Assessment**

Taking the Aleks Math Placement Assessment is mandatory for all new students. This will guarantee proper placement in a math course if your major requires it. Visit **www. kutztown.edu/accepted** to find the link for the Placement.

• Take CAPE Language Placement Assessment (optional). You may earn up to 9 credits. Please visit **www.kutztown.edu/modern-languages** (click on Placement).

• Submit Advanced Placement Scores. Timely submission will assure you are placed in the appropriate classes. Go to **www.kutztown.edu/registrar** (click on Student Information > New Student Information).

☐ **Submit Requested Documents**

The Office of Financial Aid Services may request information which will be posted on My KU **(https://myku.kutztown.edu)** on the KU Tasks tile under To Do items. To view any messages, check Messages on the same tile.

JUNE: Check KU Email and MyKU

☐ **Final High School Transcripts**

Inform your high school counselor to send final official transcripts to KU's Office of Admissions (**admissions@kutztown.edu**). Financial aid cannot be disbursed without final official transcripts.

☐ **Manage Loans**

1) To reduce or cancel loans complete the student loan change form on the Financial Aid web page under Forms at **www.kutztown.edu/financialaid**.

2) All first-time borrowers must complete Entrance Counseling and the Master Promissory Note to receive Direct Stafford loans at **https://studentaid.gov**

3) Additional loan options include Parent PLUS loans (for parents of dependent students) at **https://studentaid.gov** or private alternative loans, options at **www.elmselect.com.**

☐ Using Military Benefits

- Apply for VA GI bill benefits early. The process can take 6-8 weeks. Students using VA benefits transferred by a parent must submit their own application at **www.va.gov/education/how-to-apply**

- Air and Army National Guard – contact your military unit for EAP application and deadline.

- Submit official CCAF and military transcripts to KU for evaluation of college credit (JST – **https://jst.doded.mil/jst/home**).

  Visit **www.kutztown.edu/veterans**.

☐ Disability Services

Students who have paid their Advanced Registration Deposit (ARD) and are in need of academic, housing and/or dining accommodations should complete the Accommodation Request Form, available at **www.kutztown.edu/DSO.** Begin the process before the start of each academic semester. For more information: **DSO@kutztown.edu.**

☐ Bills Posted on MyKU

Bills are posted online only in MyKU **(https://myku.kutztown.edu)** > KU Financial Account tile > Payment Dashboard > Your Bills. Fall bills are posted in mid-July and due August 4.

☐ Make Your "Intent to Attend" on MyKU

Once the bills are prepared, locate the double-sized tile Intent to Attend, change the NO to a YES and click Save.

☐ Select a Meal Plan

Starting July 3rd, select a meal plan by completing the Meal Plan Application on the MyKU Housing page. Students living in traditional style halls must select a MyTime Dining 24/7 meal plan option.

☐ Obtain Your KU I.D. Card

You will receive an email with instructions on how to obtain your KU ID card after attending orientation at **www.kutztown.edu/kucard.**

☐ Complete Your Online Medical Forms

Visit **pnc.kutztown.edu** and log-in using your MyKU user name and password (do not use your full email address!). Click on Forms, and complete and submit the seven forms. Please note: Students living on-campus will not be allowed to move into their residence hall until the 'Options for Meningitis Compliance' form is completed.

AUGUST: Check KU Email and MyKU

☐ Bills Due First Week

Review instructions and the many ways to pay bills at **www.kutztown.edu/makingpayments**.

☐ Request a Bookstore Account Online Mid-Month

If your financial aid will generate a refund, you may be eligible for a Bookstore Account from the KU Campus Store. To set up a bookstore account, go to **www.kubstore.com/bookstore-account.**

☐ Select Refund Preference

BankMobile will be mailing a personal code and instructions needed to set up a refund preference (**https://bankmobiledisbursements.com/refundchoices**). Create your preference today! More information is online at **www.kutztown.edu/studentaccounts**.

☐ Attend Welcome Weekend

Welcome Weekend is part of the orientation experience for new students.

☐ Purchase a Parking Permit

Log in to your MyKU account **(https://myku.kutztown.edu)**, click on Vehicle Services and follow the prompts. Visit **www.kutztown.edu/parkingpermits** for more information.

☐ Easily Shop Your Course Materials for Classes

KU Campus Store automatically generates a custom Virtual Shelf which compiles all the books and course materials you need for the upcoming semester with the lowest priced options available in our store: **www.kubstore.com/virtual-shelf.**

SEPTEMBER: Check KU Email and MyKU

☐ Attendance Confirmation

Attendance in class is very important to your success. Your financial aid cannot be disbursed until your class attendance is confirmed. Financial aid amounts may be reduced or removed based on attendance.