NEW GRADUATE STUDENT CHECKLIST

☐ Accept Your Offer of Admission
To accept your offer of admission, please return to the applicant portal through https://myku.crm.kutztown.edu/apply and on the applicant dashboard, you will see your offer listed. Use the pull-down option to submit your decision.

☐ Activate Your KU Email Account
After you accept your offer of admission, please allow two business days to log into your KU email account. KU offices only use this email address to contact you about important information regarding billing and essential steps you must take before beginning classes at KU. Log into the email account by using the gold box with the “K YOU” logo button on the top right-hand corner of our website. Your KU email address is your user ID with “@live.kutztown.edu”

☐ Contact Your Advisor
Within 2-3 business days after accepting your offer of admission, you will receive an email with your advisor’s name and contact information. This information can also be found on My KU at the start of your first semester. Please contact your advisor to discuss your curriculum prior to registering for classes.

☐ Complete the FAFSA
Review the graduate student aid options available to all degree-seeking graduate students. If you plan on applying for federal student loans, complete the Free Application for Federal Student Aid (FAFSA) available at https://studentaid.ed.gov. Graduate students are eligible for unsubsidized Stafford Loans.

☐ Search for Graduate Assistantships
The graduate assistantship website has a list of all available assistantship opportunities across the campus each semester. All admitted, degree seeking graduate students (minimum of six credits) are welcome to apply. www.kutztown.edu/graduateassistantships

☐ Register for Classes
Once you communicate with your advisor, registration for classes is completed through MyKU (https://myku.kutztown.edu). Your network ID and password will allow you to enter the site. Please keep in mind that login information is case sensitive. Once in MyKU, make sure you are on the “KU Student Homepage” and select the enrollment tile. Enrollment for each term becomes available around the middle of the term preceding it.

☐ Bills and Payment Plans
After registration is complete, bills are generated about a month and a half prior to the start of the semester. Payment for the course must be received by the time the semester begins. Bills are posted online only in MyKU (https://myku.kutztown.edu) > “KU Financial Account” tile > “Payment Dashboard” > Your Bills. The sooner your registration occurs, the sooner you can set-up a payment plan (optional) or submit the paperwork for employer reimbursement deferment request.
Visit www.kutztown.edu/makingpayments for additional information.

☐ New Student Orientation
Orientation information is sent to admitted students ahead of an in-face event in the series of four email messages. This will be distributed to the email account that was used to apply. Each individual, regardless of your intention of studying face-to-face or remotely, will be invited to campus to meet faculty, staff and colleagues.

☐ Regularly Check KU Email and MyKU
Remember to check your MyKU and KU email accounts frequently for important messages.

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

- 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

- **Easily Shop Your Course Materials for Classes**
  Each semester, KU Campus Store will automatically generate 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](http://www.kubstore.com)

- **Obtain Your KU I.D. Card (optional)**
  The KU Card Office will send you a link which allows you to upload a photo for your KU Student ID.
  ID cards can be used for discounts at local retailers or to add Bear Bucks. You may pick up your card in the Academic Forum #107 or request it be mailed to you by contacting them at kucard@kutztown.edu

- **Request Academic and Campus Accommodations**
  If you received disability support services or accommodations while enrolled at a college or 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 request services through the Disability Services Office: [www.kutztown.edu/DSO/accommodations](http://www.kutztown.edu/DSO/accommodations)

- **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](http://www.kutztown.edu/DSO).
  Begin the process before the start of each academic semester. For more information: DSO@kutztown.edu.

- **Information Technology**
  The IT department provides helpful email information for current students, including how to configure email on your mobile device. Please visit [www.kutztown.edu/IT > FAQs > Office 365](http://www.kutztown.edu/IT > FAQs > Office 365).
  If you need assistance linking your KU email account to your personal email account, don’t hesitate to reach out to: helpcenter@kutztown.edu.

- **Parking on Campus**
  Vehicle information may be found here: [www.kutztown.edu/parkingpermits](http://www.kutztown.edu/parkingpermits).