

GETTING STARTED – NEWLY ADMITTED STUDENT ACTION ITEM CHECKLIST

Matriculation

- Confirm your intent to enroll to become a Matriculated student.
 - a. Log into the admissions portal and sign your [Matriculation Agreement](#).
 - b. Your records will be updated over the next few business days,

Account Activation

- Activate your [Rowan Network Account](#).
 - a. If this your first time activating a Rowan network account, select “I need to set or reset my password” to create your Rowan Network Account password.
 - b. Submit a [ticket for support](#) if you are unable to set up your Rowan Network Account.
- After your Rowan Network Account has been successfully activated, log in to your [Rowan email account](#).
 - a. Per Rowan policy, all official University correspondence is sent only to your Rowan email address.
 - b. Students can [setup an auto-forward](#) to send their Rowan @students.rowan.edu (Gmail) address to a personal email account.

Required New Student Documentation

- Make Sure Your Financial Aid Is in Order (If Applicable)
 - a. For more details and the most up-to-date information about financial aid, please visit the [Financial Aid Office website](#) or email the Rowan Global Financial Aid Office at: globalfinaid@rowan.edu.
- Make sure you meet all Health Form Requirements
 - a. Detailed information (including deadlines) and forms can be found at the [Wellness Center site](#).
 - b. Failure to meet these requirements may result in a financial penalty and/or a registration hold on the student’s account.
 - c. You can reach the Health and Wellness Center at wellnesscenter@rowan.edu or 856-256-4333 for more information.
- See if the Health Insurance Waiver applies to you
 - a. Matriculated, full-time Rowan Global students who wish to waive the University health insurance coverage must [follow these instructions](#) before classes begin.
 - b. New Jersey state law requires all matriculated, full-time students to have health insurance (either privately or through the University).
 - c. The University will automatically bill any student who does not complete the following waiver process (noted above in point a).
- Notify Disability Services (If Applicable)
 - a. Accommodations for any Rowan course are approved on a case-by-case basis according to a [student’s disability and documentation](#).

- Get Your RowanCard
 - a. Information on how to receive your RowanCard can be found at the [RowanCard ID Production webpage](#).
 - b. RowanCards allow students to use various services on campus such as printing, the RowanBucks program, meal plans, etc.
 - c. [RowanCard](#) is the official photo identification of the University.
 - d. RowanCards for online program students are also encouraged and will be mailed to students after the end of the official drop/add period.

Awareness of the Office of the Registrar

- Review “[What the Registrar Does](#)” Handout (2 pages)
 - a. You might not have any immediate action steps with the Registrar during your first semester, but being familiar with the basics of the services that the Registrar’s Office manages will make for a MUCH more smooth and efficient academic experience over the course of your studies.

Register for Classes, Bill Payment, and Books

- Register for Classes - Review the following sections in this Handbook for details:
 - a. Planning Your Graduate Studies
 - b. Registration Tips and Support
 - c. Frequently Asked Questions
- Pay Your Bill
 - a. Every time a student registers for a course, a charge is generated and placed on the student’s account. Each student’s official bill is posted to their self-service account under the Bursar tab.
 - b. NOTE: No other bill will be mailed before classes begin; therefore, it is important that students check their self-service account regularly and make payment arrangements in a timely manner.
 - c. See additional information on Tuition, Fees, and Payment in the FAQs section of this Handbook.
- Purchase Books and Other Course Materials
 - a. Visit the [Rowan Bookstore](#) website to learn which books are required for your courses.
 - b. Students can choose to purchase their books through the [Rowan Bookstore](#) or another store of their choosing.

Attend Classes

- Attend Course(s)
 - a. Attend course(s) during the dates and times listed in [Rowan’s Section Tally](#) and/or as specified by the professor.
 - b. See the FAQs section on “Face to Face vs. Hybrid vs. Online Courses” for more information on what to expect for class meeting days/times.