

NEWLY ADMITTED INTERNATIONAL STUDENTS

ACTION ITEM CHECKLIST

1. Matriculation

- To matriculate into the MBA program, please see your acceptance email for the Matriculation Signature Page, and return within 3 to 5 business days by emailing it to iGrad@rowan.edu.

2. Account Activation

- Activate your [Rowan Network Account](#).
 - a. 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. All official University correspondence is sent only to your Rowan email address, so please log in to your Rowan email address frequently.

3. Required New Student Documentation

- Verify with the International Center that all necessary documents and requirements have been completed
 - a. Any questions regarding: F-1 Visa, CPT/OPT, housing and funding should be directed to the International Center
 - b. Please contact Katelyn Sullivan at sullivankm@rowan.edu or (856)256-4995 for International Center assistance
- Ensure that you meet all Rowan 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.
- Notify Disability Services (If Applicable)
 - a. As a Rowan University student, you are entitled to course accommodations for any Rowan course if a disability has been documented.
 - b. Accommodations are approved on a case-by-case basis according to a [student's disability and documentation](#).
- Get Your RowanCard
 - a. [RowanCard](#) is the official photo identification of the University and should be carried at all times.
 - b. The RowanCard will be how you utilize printing and meal services on campus.

4. 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.

5. Register for Classes and Buying/Renting Textbooks

- Once steps 1 through 4 are completed, you will register for your first semester of courses
 - a. Please email GraduateBusinessStudies@rowan.edu to make an appointment with an academic advisor
 - i. An appointment is necessary to discuss your plan of study, foundation course requirements and which courses you will register for during your first semester
 - ii. Any questions or concerns you have about the MBA program, elective courses, concentrations and much more can be discussed during the meeting with your academic advisor
- 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.

6. 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.

The Graduate Business Programs Office welcomes you!