

## New Online Student Checklist SPRING 2016

## **Preparing for Life as a Student**

- □ The Registrar's Office will notify you of your CIU email account activation. Your CIU email will be the official method of communication between CIU and you. Access your email by clicking the Student Webmail link on my.ciu.edu Student section. This will take you to a Gmail log-in page. Enter your entire email address (username@mailbox.ciu.edu) and my.ciu.edu password to log-in, not just your username.
- □ **Contact the Academic Success Center** to document any needs requiring special assistance or accommodations. Phone: (803) 807-5611, Email: <u>academicsuccess@ciu.edu</u>
- **Review the New Student Orientation materials** emailed to you in early December.

## **Registering for Classes**

- Registration is available November 1, 2015 and closes 5 days before your course begins. After communicating with your advisor and receiving clearance, log-in to my.ciu.edu and go to the Registrar tab to register. <a href="https://my.ciu.edu/ics/Registrar/Registration.jnz">https://my.ciu.edu/ics/Registrar/Registration.jnz</a>
- □ Visit our eCampus and find your courses on <u>ecampus.ciu.edu</u>. Course access will open one week before the start of your class.
- □ Order textbooks online once you have registered for your classes. <u>http://ciu.textbookx.com/</u>

## **Paying Your Bill**

- □ Complete the 2015-2016 Free Application for Federal Student Aid (FAFSA) <u>https://fafsa.ed.gov/</u> and review CIU's financial aid information. <u>http://www.ciu.edu/admissions-aid/financial-aid</u>
- Review and accept your Financial Aid Award and submit any additional required documents by using your my.ciu.edu log-in to access "My Financial Aid." <u>https://my.ciu.edu/ics/Prospective\_Students</u>
  Phone: (803) 807-5036, Email: <u>finaid@ciu.edu</u>
- Pay tuition and fees or sign up for a payment plan before the first day of class to retain your classes. Review your bill for proper charges by using your my.ciu.edu log-in.
   <a href="https://my.ciu.edu/ICS/Student\_Accounting">https://my.ciu.edu/ICS/Student\_Accounting</a> Phone: (803) 807-5016, Email: <a href="https://cluation.org">CluAccounting@ciu.edu</a>