PRIOR TO JUNE 1 OR UPON DEPOSIT

☐ Mark Move-In/Welcome Week Dates on Calendar
  August 13, 2022 - Move-In
  August 15, 2022 - Required Welcome Week

☐ ⚠️ Sign up for Sprog Orientation and submit your Advanced-Entry Seminar preferences
  southwestern.edu/visit
  June 20–21, June 22–23, June 24–25

☐ By June 1: Review and complete your Incoming Transfer Housing Request Form.
  southwestern.edu/life-at-southwestern/office-of-residence-life/
  The Transfer Housing Request Form can be found at the bottom of the above website under the “Fall 2022 Information” section.
  *Please note: Residence hall preferences are assigned according to the date you submit this form.

☐ ⚠️ Due June 1: Required health records must be submitted
  southwestern.edu/health-center
  Submit immunization records (including meningitis in the past 5 years), TB test within the last 12 months. Please log into the patient portal using your SUeID and password, and upload the required documents. More information may be found on the Counseling and Health Center file on your jump drive.

☐ ⚠️ Due June 1: For student-athletes ONLY
  Look in your SU email for a message from the athletic training staff containing an electronic medical record that is required to be completed and submitted by July 1, 2022.
  *Please note: This is different from the required paperwork for Health Services.

☐ By June 1: Submit FAFSA
  fasfa.gov
  If you plan to apply for need-based financial aid and have not yet submitted a Free Application for Federal Student Aid (FAFSA), you should do so immediately. Call 800.252.3166 for assistance.

☐ If you are selected for verification, you will be notified via your Southwestern email address. Verification documentation requirements will be indicated on that email. These documents are due by June 15, 2022.

PRIOR TO SPROG ORIENTATION:

☐ ⚠️ By June 7: Complete New Student Questionnaire
  https://southwestern.qualtrics.com/jfe/form/SV_0TaQ7x3jn0kr1zg
  You will be pre-registered in two courses prior to Sprog. One will be your Advanced-Entry Seminar (AES). The other course will be an introduction course for your intended major, when possible. If you are undecided about your major, we will register you in a general education course. Please complete the following survey to ensure appropriate pre-enrollment.

☐ Establish SUeID and Password
  In your admission portal, you will find your SUeID and temporary password. Review and follow the instructions for creating your password. Bring your SUeID and password to Sprog Orientation.

☐ Upload your photo for your Pirate Card
  The Pirate Card is your key to campus life at Southwestern University. It’s your ID, key, and money all wrapped into one. Please click here to upload your photo. You will receive your Pirate Card at Sprog.

☐ Complete your parking pass registration
  All registered students, whether residing on or off-campus, who will be parking a vehicle on campus at any time, must register the vehicle with SUPD using this form. You may register up to two different vehicles. You will be billed the parking fee on a semester basis or you may opt-out of the parking fee before each semester begins (additional information available later in this packet).

☐ Take a Foreign Language Placement Exam
  southwestern.edu/academics/language-placement
  If you have not started a language or plan to change your language sequence, take the exam prior to Sprog Orientation.
Checklist (cont.)

☐ Clear holds from your account
my.southwestern.edu
Both the Student Handbook and Payment Terms Agreement must be read and accepted before you can register. Use your SUeID and password to log into Self Service. A walk-through on removing the holds can be found at https://youtu.be/aCNqUSENE_A.

☐ Complete Scholarship Thank You Letter
The University’s policy to thank scholarship donors requires you, as a recipient, to complete our electronic thank you note process prior to your scholarship funds being posted to your student account. Upon completion of your thank you note, the University will apply the portion of your financial aid award, funded by these private donors, to your account. Instructions for completion of this electronic process will be sent to your SU email from scholarship@southwestern.edu.

☐ Due June 1: Provide permission to view billing, financial aid, or grades
https://selfservice.southwestern.edu/Student/PersonProxy
Assign Proxy Access to a parent, guardian, or other individual for whom you wish to grant access to your billing, financial aid, or grade information.

☐ Review the Student Handbook
southwestern.edu/life-at-southwestern/student-handbook/
Familiarize yourself with campus services, policies, procedures, and our Honor Code. Understanding the University’s offerings for you—and expectations of you—will help prepare you for a successful transition.

☐ Sign up for emergency alerts
southwestern.edu/emergency-alerts
The Southwestern University Emergency Notification System (ENS) allows the University to communicate with you in times of immediate need. Learn about ENS and provide your contact information.

☐ Review Crime Statistics
southwestern.edu/life-at-southwestern/safety-security/annual-security-reports
The Annual Security Report is published every year by October 1 and contains three years of selected campus crime statistics and certain campus security policy statements in accordance with the Clery Act. The Clery Act is designed to assist the campus community in making decisions which affect personal safety by requiring institutions of higher education to provide certain campus security information to current students, prospective students, and employees annually.

☐ Buy the right computer
southwestern.edu/computer-info
Through arrangements with both Apple and Dell, Southwestern students have the ability to buy discounted technology items and recommended software.

☐ #BeSouthwestern!
Follow us on Twitter and Instagram—@SouthwesternU—or the Southwestern Class Facebook pages to keep up-to-date on events, announcements, and exciting opportunities!

☐ Meal plans
sudining.sodexomyway.com/my-meal-plan
If you are living on campus, you will automatically be enrolled in a 12-meals-per-week meal plan. Off-campus students can sign up for a 5-meal lunch plan, if desired. Changes to your meal plan can be made via Self Service through 5 p.m. on Friday, August 26, 2022.

☐ Phishing awareness
southwestern.edu/phishing
While we keep a safe technological environment, occasionally, phishing emails will be sent broadly to the campus community asking for passwords, money, or more. Southwestern will NEVER ask you for your password via email, and you should not send money to anything that feels suspicious, even if it says it is from Southwestern. If ever uncertain, always validate any questionable requests by contacting the InfoDesk at 512.819.7333.

JUNE

☐ By June 16: Advanced-Entry Seminar placements are announced

☐ Week of June 20, 2022: Attend Sprog Orientation

☐ By June 27: Complete a Texas Residency Form
southwestern.edu/scholarships-financial-aid/important-dates-policies-forms
Students receiving TEG must complete and return this form. Refer to your financial aid award letter to determine whether you are a TEG recipient.

☐ By June 27: Report any scholarships from outside organizations
southwestern.edu/scholarships-financial-aid/self-service-information
Use your Self Service Financial Aid portal.

☐ By June 27: Complete Direct Loan Entrance Counseling and a Direct Loan Master Promissory Note
studentaid.gov
Students who plan to use Direct Subsidized and/or Unsubsidized Loans should complete Direct Loan Entrance Counseling and a Direct Loan Master Promissory Note.
By June 27: Complete a Direct PLUS Loan Application and a Direct PLUS Loan Master Promissory Note
studentaid.gov
Parents who plan to use a Direct PLUS loan should complete both a Direct PLUS Loan Application and a Direct PLUS Loan Master Promissory Note.

Understanding Your Tuition Bill & Charges
For detailed explanations on how to access your e-bill and how-to videos, see southwestern.edu/business-office/student-accounts/understanding-your-billing-statement/

June 1: Set up authorized payers to see eBill and make payments.
southwestern.edu/live/files/9481-2021-set-up-payerspdf

After July 1, review your e-bill through your Transact portal
southwestern.edu/live/files/9488-2021-transact-payment-portal-instructionspdf
Your fall 2022 e-bill will be released on June 30, 2022.

After July 1: Payment Plan Registration
southwestern.edu/business-office/student-accounts/payment-plan
Create a no-interest, no-credit-check, flexible monthly payment plan. A $25 non-refundable application fee is required upon enrollment.

Payments from 529 Plans and Texas Tomorrow
Please contact the Business Office at 512.863.1928 or studentaccounts@southwestern.edu to let us know about your plan.

J U L Y

July 1: Post office box information
An email will be sent to your SU email address with details on postal service information and where to find your SU post office box information in your self service portal. *Please note: Packages may be sent to this box after August 1, 2022, and the post office will hold for your arrival.

Complete the following optional waivers: Deadline is July 14.
southwestern.edu/business-office/student-accounts/waivers-for-optional-charges
For students who deposit after June 1, please contact the business office regarding waiver deadline.

1. Optional Dewar Tuition Insurance—Annual Waiver
The waiver must be completed no later than July 14, 2022.
waiver link: tuitionprotection.com/southwestern
The Tuition Refund Plan provides coverage of tuition, room, and board when you elect to withdraw from school due to a medical or mental health illness before the semester is complete. All students are automatically enrolled in the Dewar Tuition Refund Plan for the academic year.

2. Optional Student Health Insurance—Annual Waiver
The waiver must be completed no later than July 14, 2022.
waiver link: eia.org/institution/southwestern-university
All Southwestern students are required to have health insurance as a condition of enrollment. All students are automatically charged for the University’s student health insurance plan annual premium (12 month coverage) for the 2022-23 academic year. Students who have health insurance coverage through a parent or a family member may waive the University-sponsored health insurance if the coverage meets the requirements. Information about the University’s health insurance program, including current coverage options and a link to the waiver form, is online. Rates for 2022-23 will be released in the spring.

waiver link: swu.mobi/parking-waiver
All students are automatically charged a vehicle registration charge of $100 per semester. If you are bringing a car to campus you must complete your automobile registration prior to Sprog Orientation. If you are not parking a vehicle on campus, the charge may be waived each semester by completing the Vehicle Registration Waiver form found at the link above.

July 25, 2022: Fall payments due
Payment due dates are listed online at southwestern.edu/business-office/student-accounts
Please note the Spring 2023 tuition will be due on December 19, 2022. For students who deposit after June 1, please contact the business office, after completing registration, regarding your fall payment due date.

July 25, 2022: Late-payment fee
southwestern.edu/business-office/student-accounts/late-payment-policy/
Late-payment penalties are assessed when students fail to pay their current charges by the due dates. A late-payment fee of $100 is charged to all unpaid accounts. Students with past-due balances may be dropped from classes and will not be allowed to move into on-campus housing until paid. For students who deposit after June 1, the late payment date will be adjusted.

Sign up for direct deposit
southwestern.edu/business-office/student-accounts/student-account-refunds
Complete the secure direct deposit set up process for your student account.
Late July: Complete two interactive online courses
You will receive an email to your SU email address linking you to the online courses, which address critical issues such as sexual assault prevention, healthy relationships, and healthy decision-making related to alcohol and drug use in college (must complete before you move in to your residence hall room).

AUGUST

Join PirateConnect
pirateconnect.southwestern.edu
Join the PirateConnect platform to expand your Southwestern network and explore diverse career options by joining the six career communities within the platform.

Connect with your roommate
Living on campus? Reach out to your roommate—do you want to coordinate room decor? What appliances and electronics are each of you planning to bring on move-in day? Communication over the summer can lay a positive framework for the year to come.

August 1: Submit updated college transcript
To receive credit for courses taken in the spring or summer, be sure to request final transcripts from your college or university.

August 1: Submit AP/IB scores
Contact the College Board and/or International Baccalaureate to send your AP/IB scores to qualify for and obtain college credit (if applicable).

August 14: Move-in
Incoming transfer students should label all items with their name, residence hall building name, and room number. Residence Life staff will be available from 9–11 a.m. to aid the check-in process and answer questions. To ease campus congestion, residence halls will be available from 9–10 a.m. for last names A–L and 10–11 a.m. for last names M–Z.

August 16: Required Welcome Week
southwestern.edu/life-at-southwestern/welcome-week/transfer-student
See complete Welcome Week schedule for all program events and location.

A FEW EXTRA TIPS FOR OUR INTERNATIONAL STUDENTS

Acquire Student Health Insurance

Confirm with the Office of Study Abroad & International Student Services that all immigration paperwork has been completed for a successful arrival in the United States and Texas.

Watch for specific emails from the Office of Study Abroad & International Student Services to learn about International Student Orientation and pre-arrival programming.

TO OUR SU PARENTS/FAMILY MEMBERS
As a parent or family member of an incoming student, you are an important part of the Southwestern community. Below are a few steps that will assist in your family’s transition this fall. The Office of Alumni and Parent Relations will communicate with you regularly to share helpful information and invite you to events on campus and in your area.

Mark your calendar for Move-in, August 13.
Register for Move-In Day events by August 7.

Attend Sprog Orientation with your student!
June 20–21, June 22–23, June 24–25

Complete the Parent Information Form.
This allows the University to communicate with you throughout your student’s Southwestern career. southwestern.edu/parentinfoform

By June 1: Register online for Student and Parent Sprog Orientation
southwestern.edu/visit

#BeSouthwestern!
Like our Southwestern University Parents Facebook page to keep up-to-date on events and announcements.

Check your email all summer for tips, virtual programming, and dates for Send-Off Parties, hosted by current parents, in locations around the state of Texas.

Obtain parent access to student information. The disclosure of a student’s academic and financial records is prohibited by law without the express written consent of the student. Students have the ability to provide proxy access to this information through Self Service at selfservice.southwestern.edu/student/personproxy. For more information, see the FERPA document within the deposit packet.