Checklist for Success

Welcome to Southwestern University! Please explore our exciting list of enrollment-related events and deadlines. We hope this helps you as you start your journey to Georgetown. If you have any concerns or questions, please call 1.800.252.3166, or for additional information, visit www.southwestern.edu/admission/next-steps/deposited-students.

☐ = required to complete enrollment

MARCH

☐ By March 1: Submit FAFSA
   fafsa.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. FAFSA forms received after the March 1 priority deadline will be processed on a funds available basis. 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 16, 2023.

PRIOR TO MAY 1 OR UPON DEPOSIT

☐ Mark Move-In/Welcome Week on Calendar
   August 19, 2023

☐ By June 1: Review and complete your 'First-Year Housing Registration Form via the Housing Director'.
   https://tinyurl.com/SUPirateHousing
   (Once you click on the link, you may need to refresh the page.)
   *Please note in early June, Residence Life will communicate further instructions via your SU email about the roommate and housing selection process.

☐ By June 1: Complete New Student Questionnaire
   (https://southwestern.qualtrics.com/jfe/form/SV_a6OqfrsCWEgQsG)
   You will be pre-registered in at least two courses prior to Sprog. One will be your First Year Seminar (FYS). The other course will be an introductory course for your intended major, when possible. If you are undecided about your major, we will register you in a

☐ Sent June 1: For student-athletes ONLY
   Look in your SU email for a message from the athletic training staff and healthy roster containing an electronic medical record that is required to be completed and submitted by August 1, 2023.
   *Please note: This is different from the required paperwork for Health Services.

MAY

☐ #BeSouthwestern!
   Follow us on Twitter and Instagram—@SouthwesternU—and/or the Southwestern Class of 2027 Facebook page to keep up-to-date on events, announcements, and exciting opportunities!

☐ Meal plans on campus
   sudining.campusdish.com/mealplans
   Students living in first year housing will be required to enroll in a meal plan when completing the First-Year Housing Registration Form. Changes to your meal plan can be made via The Housing Director until 5 p.m., on Friday, September 1, 2023.
   (http://tinyurl.com/SUPirateHousing)

☐ 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

PRIOR TO SPROG ORIENTATION:

☐ By June 1: Required health records must be submitted
   southwestern.edu/health-center
   Submit immunization records (including meningitis in the past 5 years), and COVID-19 vaccine and TB test within the last 12 months. Please go to the Health Center website and log into the patient portal using your SUeID and password, and upload the required documents.

CONTACT: Office of Admission 1.800.252.3166 southwestern.edu/admission admission@southwestern.edu
general education course. Please complete the following survey to ensure appropriate pre-enrollment.

- **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 within 5-7 days. Instructions for completion of this electronic process will be sent to your SU email beginning June 2023 from scholarships@southwestern.edu.

- **Due June 1: Provide permission to view billing, financial aid, or grades**
  [https://selfservice.southwestern.edu/Student/PersonProxy](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.

- **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](https://www.southwestern.edu) to upload your photo.*You will receive your Pirate Card at Sprog.
  (*Log into Google from a browser using your Southwestern email/password to access the link.)

- **Complete Vehicle Registration for Parking Decal**
  The parking fee will be billed each semester for all registered students, whether residing on or off-campus, who will be parking a vehicle on campus at any time, using the online form. You may register up to two different vehicles. The parking decal will be issued and mailed to your SU Mail Box. You may opt-out of the parking fee before each semester begins through the Vehicle Waiver form that resides on the Campus Parking Information page (additional information available later in this packet).

- **Take a Foreign Language Placement Exam**
  [southwestern.edu/academics/language-placement](southwestern.edu/academics/language-placement)
  This is the first step you must take before registering for classes at Sprog Orientation.

- **Clear holds from your account**
  [my.southwestern.edu](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/aCNtUSeNE_A](https://youtu.be/aCNtUSeNE_A).

- **Review the Student Handbook**
  [southwestern.edu/life-at-southwestern/student-handbook/](southwestern.edu/life-at-southwestern/student-handbook/)
  Familiarize yourself with campus services, procedures, and our Honor Code. Understanding the University's offerings for you—and expectations of you—will help prepare you for a successful first year.

- **Sign up for emergency alerts**
  [southwestern.edu/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 by accessing the Self Service tab in my.southwestern.edu. Use the far left tab and click on User Options. Select User Profile to edit or add information related to Emergency Notifications.

- **Review Crime Statistics**
  [southwestern.edu/life-at-southwestern/safety-security/annual-security-reports](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](southwestern.edu/computer-info)
  Through arrangements with both Apple and Dell, Southwestern students have the ability to buy discounted technology items and recommended software.

- **By June 19**
  First-Year Seminar (FYS) placements are announced. Begin working on your summer assignment.

- **June 16-17, 20-21, or 22-23: Attend Sprog Orientation**

- **By June 26: Complete a Texas Residency Form**
  Students receiving a Tuition Equalization Grant (TEG) must complete and return this form. Refer to your financial aid award letter to determine whether you are a TEG recipient.

- **By June 26: Report any scholarships from outside organizations**
By June 26: Complete Direct Loan Entrance Counseling and a Direct Loan Master Promissory Note

By June 26: Complete a Direct PLUS Loan Application and a Direct PLUS Loan Master Promissory Note

By August 1: Submit Final Transcript Form

By August 1: Submit AP/IB scores to obtain credit

Understanding Your Tuition Bill & Charges

JULY

After July 1: Post Office Box Information

Mid-July: Housing Assignments

Mid-July: Review Welcome Week

Student Account Optional Charges & Waivers

Optional Dewar Tuition Insurance

Enroll or Waive Student Health Insurance

Payments from 529 Plans and Texas Tomorrow

CONTACT: Office of Admission 1.800.252.3166  southwestern.edu/admission  admission@southwestern.edu
including current coverage options is online.

** Early enrollment –
Early enrollment is highly recommended if you decide to keep the SU Student Health Insurance plan. Students who complete early enrollment will ensure they have access to their health insurance ID card on August 10, the effective date of the policy.

** Waiver –
Students who have health insurance coverage that meets the necessary requirements may waive the SU Student Health Insurance plan. Complete the waiver no later than July 13, 2023 to reverse the charge from your tuition statement.

*Please note: health insurance information requested for the waiver on the EIIA website is in addition to the required paperwork for SU Health Services and/or SU student-athletes.

Optional vehicle registration - waiver required each semester.

VEHICLE REGISTRATION LINK: https://docs.google.com/forms/d/e/1FAIpQLScRmfyXpl_sO9rGEFCm3XZ81nXiOi7nWunI4UGDN59ww3yFG/viewform
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. Complete the waiver no later than July 13, 2023 to reverse the charge from your tuition statement.

Sign up for direct deposit:
southwestern.edu/business-office/student-accounts/student-account-refunds
In Self-Service, set up direct deposit bank information to receive student account refunds and reimbursements.

July 14, 2023: Fall Payments due
Payment due dates are listed online at southwestern.edu/business-office/student-accounts
Please note that Spring 2024 tuition will be due on December 8, 2023.

July 24, 2023: 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 the account is paid in full, a payment plan is set up, or there is confirmed financial aid noted on the account.

A FEW EXTRA TIPS FOR OUR INTERNATIONAL STUDENTS

- Acquire Student Health Insurance.
- Confirm with Office of Study Abroad & International Student Services that all immigration paperwork has been completed for a successful arrival to 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.
- International students should make plans to arrive early for International Student Orientation. Please make travel plans to arrive to campus by 5 p.m. on Thursday, August 17 by 5 p.m.
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 19.
   Register for Move-In Day events by August 14.

☐ Attend Sprog Orientation with your student!
   June 16-17, June 20-21, June 22-23

☐ 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!
   Join Southwestern University Parents Facebook group 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.