



# 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 [southwestern.edu/admission/next-steps/deposited-students](https://southwestern.edu/admission/next-steps/deposited-students).

 = required to complete enrollment

## MARCH

**By March 1: Submit FAFSA**


[fafsa.ed.gov](https://fafsa.ed.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 15, 2020.


## PRIOR TO MAY 1 OR UPON DEPOSIT

**Mark Move-In/Welcome Week on Calendar  
August 15, 2020**

 **Sign up for Sprog Orientation and submit  
your First-Year Seminar preferences**

[southwestern.edu/visit](https://southwestern.edu/visit)

**June 22–23, June 24–25, June 26–27**

 **By June 1: Review and complete your 'First-Year Students -  
Preferences for Housing'.**

Login to [my.southwestern.edu](https://my.southwestern.edu) and click on WebAdvisor to submit your application.

*\*Please note: The date of submission of your housing form will drive your residence hall preferences being fulfilled.*

 **Due June 1: Submit important health information**

[southwestern.edu/health-center](https://southwestern.edu/health-center)

Submit immunization records (including meningitis in the past 5 years), TB test within the last 12 months and health history. Please go to the Health Center website and 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 insert 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, 2020. *\*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 2024 Facebook page to keep up-to-date on events, announcements, and exciting opportunities!

**Meal plans on campus**

[sodining.sodexomyway.com/my-meal-plan](https://sodining.sodexomyway.com/my-meal-plan)

You will automatically be enrolled in a 12-meals-per-week meal plan upon completion of the "First-Year Students: Preferences for Housing" document. Changes to your meal plan can be made via WebAdvisor through 5 p.m., on Friday, August 28, 2020.

**Phishing awareness**

[southwestern.edu/phishing](https://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:

 **Establish SUEID and Password**

In your admission portal, you will find your SUEID and temporary password. Review the instructions for establishing your password and complete. Bring your SUEID and password to Sprog Orientation.

 **Take a Foreign Language Placement Exam**

[southwestern.edu/academics/advanced-placement-credit](https://southwestern.edu/academics/advanced-placement-credit)

This is the first step you must take before registering for classes at Sprog Orientation.



- 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 SUID and password to log into WebAdvisor. A walk-through on removing the holds can be found at <https://tinyurl.com/removeholds>.
- Review the *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*  
The Southwestern University Emergency Notification System (ENS) allows the University to communicate with you in times of immediate need. Visit to 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 1st 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.
- By June 17**  
First-Year Seminar placements are announced. Begin working on your summer assignment.
- Week of June 22, 2020: Attend Sprog Orientation**
- Meet your roommate and select your room at Sprog**  
When you attend Sprog, you will have the opportunity to tour each first-year residence hall to select your room and meet your potential roommate. We will do our best to honor all requests, however, they are not guaranteed. You will receive a confirmation email or your finalized placement in early July.
- 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 Financial Aid Self Service portal.
- By June 27: Complete Stafford Loan Entrance Counseling and a Stafford Loan Master Promissory Note**  
*studentloans.gov*  
Students who plan to use Direct Subsidized and/or Unsubsidized Stafford Loans should complete Stafford Loan Entrance Counseling and a Stafford Loan Master Promissory Note.
- By June 27: Complete a Direct PLUS Loan Application and a Direct PLUS Loan Master Promissory Note**  
*studentloans.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.
- By August 1: Submit Final Transcript Form**  
*Form found on the jump drive.*  
Share the Final High School Transcript Request Form with your high school counselor to initiate your transcript to be sent. If you have taken any dual-credit courses, we also need official transcripts from the college or university.
- By August 1: Submit AP/IB scores to obtain credit**  
Contact the College Board and/or International Baccalaureate to send your AP/IB scores to qualify for and obtain college credit (if applicable).

**Understanding Your Tuition Bill & Charges**


*southwestern.edu/e-bill-instructions*

Your Fall 2020 e-bill will be released **June 30, 2020**.

- For detailed explanations on each section of your tuition bill, see *southwestern.edu/business-office/student-accounts/understanding-your-billing-statement/*
- 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](mailto:studentaccounts@southwestern.edu) to let us know about your plan.





## JULY

- July 1: Post office box information**  
Look for your SU post office box and postal service information in an email to your SU email address. *\*Please note: Packages may be sent to this box after August 1, 2020, and the post office will hold for your arrival.*
-  **Mid-July: Review Welcome Week**  
[southwestern.edu/life-at-southwestern/welcome-week/new-student](https://southwestern.edu/life-at-southwestern/welcome-week/new-student)  
Get a sneak peek at what to expect during Welcome Week including when and where you need to be for Pirate Training, your First-Year Seminar, advising, and more.


### 3 Waivers for Optional Charges: Deadline is July 16.

[southwestern.edu/business-office/student-accounts/waivers-for-optional-charges](https://southwestern.edu/business-office/student-accounts/waivers-for-optional-charges)

- 1. Optional Dewar Tuition Insurance—Annual Waiver**  
**The waiver must be completed no later than July 16, 2020.**  
[tuitionprotection.com/southwestern](https://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 16, 2020.**  
[eiiastudent.org/institution/southwestern-university](https://eiiastudent.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 2020–21 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. If taking student health insurance, early enrollment is highly recommended. Students who complete the early enrollment will ensure you have access to your ID card on August 10, the effective date of the policy. Information about the University’s health insurance program, including current coverage options and a link to the waiver form, is online. Rates for 2020–21 will be released in the spring.
- 3. Optional Vehicle Registration—Waiver Required Each Semester.**  
**The waiver must be completed no later than July 16, 2020.**  
[tinyurl.com/parkingwaiver](https://tinyurl.com/parkingwaiver)  
All students are automatically charged a vehicle registration charge of \$100 per semester. If you are bringing a car to campus and did not complete your registration at Sprog Orientation, you need to complete it online. 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.

- Sign up for direct deposit:**  
[southwestern.edu/business-office/student-accounts/student-account-refunds](https://southwestern.edu/business-office/student-accounts/student-account-refunds)  
To facilitate a smooth student payroll and/or refund of funds from your student account, we suggest establishing a direct deposit between SU and your personal bank.
-  **July 17, 2020: Fall Payments due**  
Payment due dates are listed online at [southwestern.edu/business-office/student-accounts](https://southwestern.edu/business-office/student-accounts)  
Please note that Spring 2021 tuition will be due on December 11, 2020.
- July 27, 2020: Late-Payment Fee**  
[southwestern.edu/business-office/student-accounts/late-payment-policy/](https://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.
-  **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 and relationship violence and promote healthy decision-making around alcohol and drug use in college (**must complete before you move in to your residence hall room**).

## AUGUST

-  **August 15: Move In!**  
Incoming first-year 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 in the check-in process and answer questions. To ease campus congestion, residence halls will become available from 9–10 a.m. for last names A–L and 10–11 a.m. for last names M–Z.

### A FEW EXTRA TIPS FOR OUR INTERNATIONAL STUDENTS

- 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.



### 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 opportunities for your student and to invite you to events on campus and in your area.

- Mark your calendar for **Move-In, August 15.**
- Attend Sprog Orientation** with your student!  
**June 22-23, June 24-25, June 26-27**
- Complete the Parent Information Form.**  
This allows the University to communicate with you throughout your student's Southwestern career.  
*[southwestern.edu/parentinfoform](http://southwestern.edu/parentinfoform)*
- By June 12: Register online for Student & Parent Sprog Orientation.**  
*[southwestern.edu/visit](http://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 and dates for **Send-Off Parties**, hosted by current parents, in locations around the state of Texas.
- Obtain parent access to student information.** SU cannot release a student's educational or financial record unless authorized by law or unless the student consents to the disclosure in writing. The form allowing parent access to student information can be found at *[southwestern.edu/academics/records-registrar/transcript-request-other-forms](http://southwestern.edu/academics/records-registrar/transcript-request-other-forms)*.