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.

= required to complete enrollment

**MARCH**

☐ By March 1: Submit FAFSA
  fasfa.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
  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 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
  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
  sudining.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
  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
  This is the first step you must take before registering for classes at Sprog Orientation.
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 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
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

1. Optional Dewar Tuition Insurance—Annual Waiver
The waiver must be completed no later than July 16, 2020. 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
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
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
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
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/
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

☐ By June 12: Register online for Student & 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 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.