



Student Enrollment Checklist

Welcome to Southwestern College!

Completing this checklist of items will make your transition to being a student at Southwestern College as smooth as possible.



Some of the things on the list may be confusing. Your Admission Counselor is your primary point of contact and a great place to start if you have questions. If you are a returning student, direct your question to the office listed.

AT LEAST 30 DAYS BEFORE YOU ARRIVE (All Students)

(If you are a returning student, try to have this done before finals week of Spring semester.)

- Complete Financial Aid File
 - Complete the Free Application for Federal Student Aid (FAFSA).
 - Sign and return the financial aid award letter.
 - Complete verification documents (if required).
 - Sign student loan paperwork (if required).
 - Sign parent loan paperwork (if applicable).
 - Review [Financial Aid Handbook](#) – particularly section on [keeping your financial aid](#)

BEFORE YOU ARRIVE (New Students)

With the Office of Admissions....

- Follow the procedures to be admitted to the college.
 - Complete an [admission application](#).
 - Order and mail all final official high school and college transcripts.
 - Pay your tuition deposit.
- Make an enrollment appointment.
- Request a [Self Service Account](#) and update your password ([YouTube Tutorial](#)). Your username and/or System ID is your Southwestern College Student ID with no dashes or spaces.
 - Find and check the profile information for accuracy.
 - Find your advisor (Advisor information is located on the classes tab under the schedule view. See the bottom of this document if you don't know who your advisor is.)
 - Confirm your financial aid is ready to disburse to your account.
 - Invite authorized users to your Self Service account and e-payment areas. Assign and designate which area of Self-Service each user has permission to view.

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BEFORE YOU ARRIVE (New Students), cont.

With Your Advisor.....

- Meet your academic advisor and enroll in classes.
- Communicate any special service requests you may have to [Disability Support Services](#).

With the Office of the Registrar....

- Complete [Family Educational Right to Privacy Act](#) (FERPA) paperwork.

With Residence Life....

- After you have enrolled for classes, sign up for housing.
- After you have enrolled for classes, select your meal plan.
- Read pre-arrival housing Information (Mailed to on-campus students only in the summer.)

With Student Accounts....

- Confirm payment arrangements on your student account. (A paper bill will **not** be mailed to you. The information you need is located on Self Service.)
- Obtain your student identification card – Student ID. (New students only)

On Your Own....

- Search the college's bookstore, [MBS Direct](#), to discover the books you will need for your courses.
- Buy Your Books (ship them to this address: 1820 Warren Ave, Winfield KS 67156). A box will be assigned when you arrive.
- Make contacts for [on and off campus jobs](#) (if applicable).
- Determine the older adults/mentors in your life who will serve as your support system while in college.
- Discuss medical insurance plans with your support system.
- Discuss banking plans with your support system.

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WHEN YOU ARRIVE (All Students)

With SC HelpDesk....

- Obtain your laptop. (Laptop distribution begins approximately one week prior to classes starting.)
- Set up your first.last@sckans.edu email account on laptop and phone. (This email is your official channel for all school communications. [Online tutorial.](#))
- Set up your mailbox at the mail center.

With Residence Life....

- Check into your residence hall.
- Attend student orientation. (New students only)

With Campus Security....

- Obtain a parking permit from campus security (if applicable).

On Your Own....

- Log into your Self Service account to review your class schedule.
- Locate your classrooms by walking to the buildings where your class is located.
- Locate your academic advisor's office.
- Locate the library and review the online tutorial on library services.
- Review the career services website.
- Locate the student success center.
- Review your class syllabi. (You will get your course syllabus on the first official day of classes.)
- Calendar important assignment and test due dates.

AT LEAST 30 DAYS BEFORE THE END OF EACH SEMESTER (All Students)

With Your Advisor....

- Meet with your advisor to enroll for the spring semester.
- Review your academic plan to ensure you are on-time for graduation

With the Office of Financial Aid...

- Renew your FAFSA for upcoming school year.
- Check your Self Service financial aid screen for missing documents to ensure your aid is ready to go for the spring semester.

With Residence Life....

- Prepare for residence hall closing.
- Notify the Office of Residence Life if you are moving off campus.

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FINAL SEMESTER

With the Office of the Registrar....

- Apply for graduation.

With the Office of Financial Aid...

- Visit the Office of Financial Aid for student loan exit counseling (if applicable).

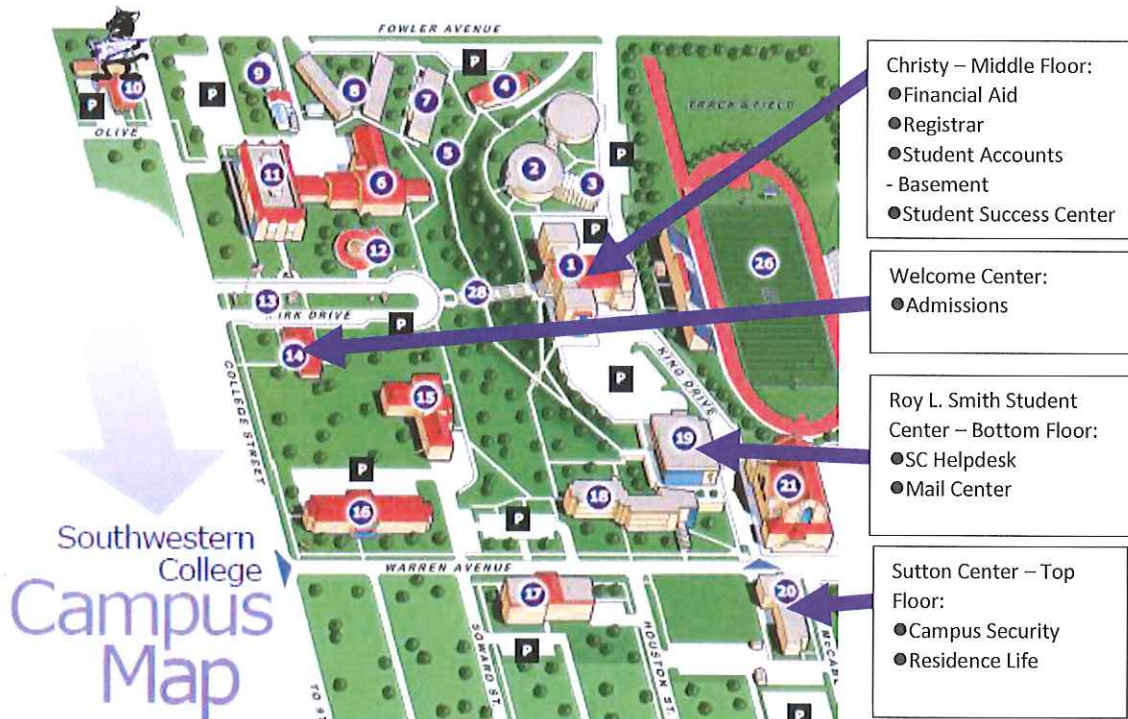
With the SC Helpdesk....

- Complete the graduation laptop buyout process.

On Your Own...

- Attend Grad Finale (typically held annually during the spring semester).
- Obtain your graduation cap, gown and announcements.

LOCATIONS OF IMPORTANT OFFICES



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WHO IS MY ADVISOR?

Your initial college advisor is assigned to you by the Office of Admission based on your expressed academic interests. Once you are enrolled for classes, you can find the name of your advisor at the bottom of your class schedule in Self Service. Contact your advisor by email firstname.lastname@sckans.edu if you have questions regarding your schedule. Keep in mind that most faculty have the summer off and may or may not be immediately available during the summer months.

If you would like to change your advisor (or your major), you may do so by contacting the Office of the Registrar and completing the Declaration/Change of Major & Change of Advisor form expressly for this purpose. Please note that you should acquire the permission of your new advisor before you switch.