

# new student checklist

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## To Do

- Apply to the College [saintpaul.edu/apply](http://saintpaul.edu/apply)
- Send in any additional documents that the College has requested
- Take the **ACCUPLACER assessment test** – check in at Enrollment Services or have assessment test waived
- Review **College Calendar** for important dates
- Apply for Financial Aid [fafsa.gov](http://fafsa.gov)
- Arrange for payment of classes [saintpaul.edu/Tuition](http://saintpaul.edu/Tuition)
- Determine course schedule for upcoming semester at [saintpaul.edu/CourseSchedule](http://saintpaul.edu/CourseSchedule)
- Complete a **New Student Orientation** (online or in-person)

Use your **eServices account** to do the following:

- Complete registration**
- View / print class schedule** Make sure to print a fresh copy the day before classes start.
- View / print / pay bill**
- Sign up to receive text messages** about important campus information.
- Set up Saint Paul College **Student E-mail** account
- Get **Student SPC Card** (Room 1360) Students must present a state or government issued photo ID. The SPC Card Office (Room 1360) verifies that you are registered for the upcoming semester. The SPC Card functions as your photo ID and parking access card.
- Buy books and supplies (**Bookstore**) If using **Financial Aid** funds for purchasing books, review the **Financial Aid Book Charging Process**.
- Plan a weekly schedule including class times, homework times, work schedule, and personal time (get a planner!)
- Establish an effective homework location

## you may also want to...

- Buy a discounted **BUS PASS** available for purchase (**Bookstore**)
- Arrange for any necessary **DISABILITY ACCOMMODATIONS** prior to the start of classes: [saintpaul.edu/AccessDisabilityResources](http://saintpaul.edu/AccessDisabilityResources)
- Activate your **BankMobile Vibe Card**
- Have any **PREVIOUS COLLEGE CREDITS** evaluated for transfer (Restrictions apply) [saintpaul.edu/Transfer](http://saintpaul.edu/Transfer)
- Visit resources like the **Academic Support Center** and the **Career & Placement Center** to see what they have to offer.

## To Do once classes begin...

- VERIFY YOUR COURSE REGISTRATION BY ACCESSING your eServices account**
  - You are financially responsible for all courses for which you have registered.
  - You must drop courses you do not wish to take during the drop/add period.
- VIEW / PRINT CLASS SCHEDULE**  
Check your **eServices account** to view your class schedule each day during the first week of school.