"To Do" Checklist; Spring 2010

For New International Students after arrival on campus.

Please review with care!

REGISTERING FOR COURSES

If you have met the English Language Proficiency Standard:

Meet with your Academic Advisor to discuss the courses you will take this semester and prepare a registration form.

- ***Graduate Students*: You may meet with your academic advisor during the Advising Days, January 4-6, 2010. ISO will post specific advisor hours and room numbers on the bulletin board in the ISO. After you have received your registration form with the approved courses from your academic advisor, go to the Registrar's office (2nd floor, Courthouse Commons) to complete registration.**
- ***First-Year Undergraduate Students*: You will receive a course schedule from the ISO after your arrival.**
- ***Undergraduate Transfer Students:* If prior to arrival you have submitted the required transcripts, syllabi, and course catalogs, your schedule will be sent to you by post or available from the ISO after you arrive. If you bring the required documents with you, the University will work to prepare a schedule before the first day of classes, which should then include any adjustments required for language study.**

If you have NOT met the English Language Proficiency Standard:

- **Regardless of class status, you must FIRST participate in the English Language Assessment Exams. The first exam is scheduled for January 5, Palumbo Hall 2200, 2205, 2210, 8am. Please be prompt. Your schedules will be created and distributed on January 8th from the ISO.**

PAYING TUITION AND FEES

Go to the Cashier's Office to make arrangements to pay all tuition and fees. You should pay your bill in full, or arrange for a deferment of any balance. New students *will not be charged* a late fee for making payment before the purge date (January 15), but you should settle all financial requirements as soon as possible. (Do not pay the insurance fee if you intend to take an alternative policy to Gannon's coverage.) ESL students, remember that your tuition will differ from other students and that Gannon scholarship funds will not apply toward ESL coursework tuition.

If you are receiving a scholarship (such as from the Saudi Arabian, Libya, or Iraqi Cultural Mission), please check with the Cashier's office to make sure all required documents have been submitted. You will be asked to sign a confirmation form to complete registration.

ENTERING THE GANNON NETWORK

Set up your Network/computer access. *The ISO will give you a temporary password, BUT!*

ESL Students: You will also receive a Network ID and be able to enter the Network upon arrival to campus.

Non-ESL Students: You must wait **24 hours after completing your Registration (*Pre-registered non-ESL undergraduates will be able to enter the Network upon arrival). Please come to the ISO for assistance in looking up your Network ID and password.**

To enter the Network for the first time, go to a Gannon computer lab (such as in the Waldron Campus Center basement; do not try the Electrical Engineering Lab on 3rd floor Zurn*) and log into the desktop using your:

1) Network ID
2) Temporary Password (see the ISO if you do not have yours yet)
3) Select the LAKEERIE domain using the drop down menu
4) Click on Internet Explorer and key in the following Web address:
http://my.gannon.edu
5) Log into the my.gannon.edu portal using again your Network ID and the temporary password. Follow the steps for reviewing computer usage policy and other security issues, for creating a personal Network password, and setting up a set of questions which will allow you to reset or retrieve a forgotten password.

***Students who would like to use the Electrical Engineering Lab computers must apply for access directly with Mr. Bob Teliski, 3rd floor Zurn. You must have your Network ID**

☐ **STUDENT PHOTO ID (Cost: $10.00)**

Your registration form will list your Student ID number. Please follow the instructions below:
***ESL Students*: You may go to the Campus Security Office to create your Gannon University Photo Identification Card (ID) upon arrival. The Campus Security Office is next to the Student Health Services on 6th Street at Sassafras Street.**
***Non-ESL Graduate and Unregistered Transfer Students*: 24-hours after registering for classes, you may go to the Campus Security Office to create your Gannon University Photo Identification Card (ID).**
***Non-ESL Pre-registered Undergraduate Students*: Those who confirmed admission before the Admissions deadline may go to Campus Security for the Student Photo ID after completing registration. If you confirmed your admission *after* the Admissions deadline, please consult with the ISO about when you will be able to secure your Student Photo ID. Please note that if you will live on campus, the Student Photo ID will serve as your access key to the Residence Hall and room to which you have been assigned, as well as for a city bus pass.**

☐ **HEALTH INSURANCE**

If you will not participate in the University health care insurance group, you must present documentation for an alternative (and comparable) policy to the Student Development Office in the Student Services Building (in the basement) *before* the deadline of January 15, 2010. If you will be enrolling the in the University health care insurance group, you will receive more information at orientation.

☐ **HEALTH FORM TO STUDENT HEALTH SERVICES**

Take your completed Health Form to the Student Health Center, corner of 6th Street and Sassafras (Harborview Building), if you have not sent it by post earlier. (This is the form that you had your physician complete and sign in your home country.) This must be submitted to receive campus health services. You may also submit the form during the compulsory TB screens during International Student Orientation (or by arrangement).

☐ **LOCAL BANKING**

Set up a bank account in Erie as soon as possible. Many of the banks in Erie are located just a block away from campus on State Street. A list of nearby banks is available from the ISO. In most cases you should be able to establish a checking and savings account by presenting your immigration documents and your letter of admission to Gannon.

☐ **PERMANENT HOUSING**

***Undergraduate Students* in University Housing: Residence Halls open the Sunday evening (January 3, 2010) before Orientation. Please complete required housing documents and arrange to pay your room and board charges through the Cashier's office before this time. You will meet with a Student Living or ISO staff member to receive keys, etc.**

***Graduate Students* Gannon does not offer housing for graduate students; however, there are many options for housing around the campus area. Check the links online or come by the ISO for an apartment listing guide and check our bulletin board for some listings. There are also guides for turning on utilities and signing a lease.**

☐ **INTERNATIONAL STUDENT ORIENTATION – MANDATORY!**

Gather all immigration documents and health forms together and bring them with you to the required International Student Orientation, *Thursday, January 7*, in the Zurn Science Center Room 104. The full schedule is online.