Orientation Checklist for New Students

Before Orientation

☐ **Activate your Washburn account**
  Tech support available at support@washburn.edu or 785.670.3000

☐ **Review orientation guide & videos**

☐ **Submit final transcript(s)**
  If you earned dual credits in high school or earned college credit from a previous institution, send an official transcript to Washburn. (We do not accept faxed transcripts.)
  
  **Mailing address:** Washburn University, Office of Admissions,
  1700 SW College Avenue, Topeka, KS 66621
  
  **Email:** etranscripts@washburn.edu

☐ **First-year housing requirement**
  Complete one of the two options:
  a. Room and board contract* & Meningitis form
     *Consider living in a Learning Community for Leadership, Honors, or First-Generation
  b. First-year housing requirement exemption form
     Log into MyWashburn > Student Life > Residential Living

☐ **Answer Tuberculosis screening questions**

☐ **Complete math placement test (non-math majors)**
  For all majors except Biology, Business, Chemistry, Clinical Lab Science, Computer Science, Forensic Anthropology, Kinesiology (BS only), Mathematics, Middle School Math Education, Medical Lab Science, Physics & Engineering, Pre-Law (MA 116), Radiologic Technology

☐ **Submit student ID photo**
  Download the GET app to upload a photo for your student ID card: Photo guidelines
  App Store       Google Play

☐ **Military education benefits**
  If you plan to pay for college with military education benefits, review instructions online.

☐ **Academic accommodations**
  To provide appropriate accommodations for students with disabilities, you must complete a Service Request Form at least two months before services begin.
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After Orientation

☐ Review your financial aid
  a. Double check financial aid award & accept/decline funds for academic year
  b. Report non-Washburn scholarships in MyWashburn
     Log into MyWashburn > Financial Services > Financial Aid

☐ Set up direct deposit for financial aid refunds

☐ Review Washburn email each week before fall semester

☐ Download Navigate app
  View class schedule, schedule appointments with advisors, find study buddies & tutoring
  App Store  Google Play

☐ Discuss FERPA with parent(s) or guardian(s): FERPA Release Form

☐ Complete Sexual Violence Awareness training
  Instructions will be sent to your Washburn email account after orientation

☐ Log into D2L before classes start
  Desire2Learn (D2L) is a portal used both in-person and online classes

☐ Weeks of Welcome (WOW)
  Free activities, food, entertainment, and giveaways from August to October

Important Dates

July 1 – Available on-campus jobs open for fall 2021 semester
July 16 – Deadline to reserve textbooks for 5% discount
July 21 – Charges for tuition & fees posted in WU-View
  Log into MyWashburn > Financial Services > Student Account Information
July 28 – Charges for room & meal plan posted in WU-View
August 13 – Direct deposit refunds available
August 19 – Move-In Day for students living on-campus
August 21 – University classes begin
September 3 – Payment deadline for fall bill & last date to set-up a payment plan