

# Orientation Checklist for New Students

## Before Orientation

**Activate your Washburn account**

Tech support available at [support@washburn.edu](mailto: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](mailto: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](#)