

New Student Checklist

TO DO

Before Registration Begins

- [Apply to Saint Paul College](#)
 - » Write down your [Star ID](#) (ex: sp1600mn)
- Apply for [FAFSA](#) annually and [scholarships](#) each semester (check deadlines)
 - » Write down your FAFSA ID, password, and save key
 - » Saint Paul College FAFSA code: 005533
- Connect with [Admissions](#) about course placement
- Check the Dashboard page on [eServices](#) to ensure there are no holds preventing registration
- Review the [Online Course Catalog](#) for your major
- Outline your non-school commitments and determine the time you can devote to school – each credit taken requires about 3 hours weekly for coursework (ex: 3 credit class = 9 hours of coursework)
- [Check when registration begins](#) for new students
- Download [Navigate](#) app from the [App Store](#) or [Google Play](#)
- Sign up for a [New Student Orientation](#) session

You may also want to...

- Have any previous college credit [evaluated](#) for transfer (restrictions apply)
- Select your refund preference with Disbursements, a technology solution, powered by [BMTX, Inc.](#)
- Buy a discounted bus pass, available for purchase at the Bookstore
- Arrange for any necessary [disability/learning accommodations](#) prior to the start of classes
- Visit resources like the [Academic Support Center](#) & [Career Services](#)
- Note important dates throughout the semester found on the [College Calendar](#)

TO DO

When Registration Begins

- [Register for Courses](#)
 - » View/print course schedule (eServices > Courses & Registration > View/Modify Schedule)
- Check eServices for a financial aid status letter
 - » Login to [eServices](#) > click Financial Aid on left > click View Your Aid Application Letter in blue
 - » If you have a letter: print, read and fill it out
 - » Use Microsoft Office Lens ([App Store](#) or [Google Play](#)) to convert photos to PDF
 - » Submit letter to the [Financial Aid Secure Uploader](#)
 - » Check eServices two weeks after submission for updates and accept financial aid award
- Determine [payment option\(s\)](#) to utilize
- Activate and check your Saint Paul College student email 24 hours after registration – once registered, all college communication will go here
 - » Download the Outlook email app from the [App Store](#) or [Google Play](#)
- Bring your course schedule & government issued ID to get a SPC Card (serves as your photo ID and parking permit) from Admissions & Financial Aid (Room 1300)
- Follow these [instructions](#) to buy course books & supplies via the [Bookstore](#) after registering – if using [Financial Aid](#) funds, review the [Financial Aid Book Charging Process](#)
- [Sign up to receive text messages](#) about important campus information

TO DO

Once Classes Begin

- Log-in to [D2L Brightspace](#) to review/print course syllabi and start coursework
- Complete the required Sexual Violence Prevention Training on D2L
- Review the [Satisfactory Academic Progress Standards](#)
- Check your [SPC Outlook email](#) daily

Note: You are financially responsible for all registered courses. You must drop courses you do not wish to take during the drop/add period - see eServices for add/drop dates for your specific course.

Note: Underlined texts are hyperlinks, click for more information, resources, and handouts.