

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.