

New Student Checklist

To Do

- Apply to the College www.saintpaul.edu/apply
- Send in any additional documents that the College has requested
- Take the ACCUPLACER assessment test – check in at Enrollment Services or
Have assessment test waived – see Transfer Center
- Review [College Calendar](#) for important dates
- Apply for Financial Aid www.fafsa.gov
- Arrange for payment of classes
www.saintpaul.edu/Tuition
- Determine course schedule for upcoming semester at
www.saintpaul.edu/CourseSchedule
- Complete a New Student Orientation (online or in-person)
- Use your [eServices account](#) to do the following:
 - [Complete registration](#)
 - [View / print class schedule](#) Make sure to print a fresh copy the day before classes start.
 - [View / print / pay bill](#)
- Set up Saint Paul College [Student E-mail](#) account
- Get [Student Photo ID](#) (Photo ID Office)
Students must present a state or government issued photo ID. The Photo ID Office verifies that you are registered for the upcoming semester.
- Buy books and supplies (Bookstore)
If using a Financial Aid book voucher, fill out and submit the [Book Voucher Request online](#).
- Plan a weekly schedule including class times, homework times, work schedule, and personal time (get a planner!)
- Establish an effective homework location

You may also want to...

- Buy a **Contract Parking Access Card** (Tuition Office) or buy a discounted Bus Pass (Bookstore)
- Arrange for any necessary **disability accommodations** prior to the start of classes
[Disability Services](#)
- Activate your Saint Paul College card at
www.saintpaulcollegecard.com
- Have any **previous college credits** evaluated for transfer (Restrictions apply)
[Transfer Center](#)
- You are strongly encouraged to have **health insurance** as you are responsible for the costs of personal healthcare, including injuries. You may purchase student Health Insurance made available through [the Minnesota State Colleges and Universities State insurance plan](#). (select “Minnesota Community & Technical College”).
- Arrange for **child care** [Child Care Center](#)
- Visit resources like the [Academic Support Center](#) and the [Career & Placement Center](#) to see what they have to offer.

To do once classes begin...

- Verify your course registration by accessing your eServices account.** You are financially responsible for all courses for which you have registered. You must drop courses you do not wish to attend during the drop/add period, which ends during the fifth day of the term.
- View / print class schedule**
Check your [eServices account](#) to view your class schedule each day during the first week of school.