

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 [*Enrollment Services*] or
Have assessment test waived* [*Transfer Center*]
- Review Academic Calendar for important dates
- Apply for Financial Aid [www.fafsa.ed.gov]
- Arrange for payment of classes.
- Determine course schedule for upcoming semester
[Course Schedule at www.saintpaul.edu]
- Complete a **New Student Orientation** (online or in-person)

Registration, View/Print Class Schedule and View/Print/Pay bill can all be completed online using your [eServices account](#)

- [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 ID** [*ID Office*]
Students must present a state or government issued photo ID. The 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 Parking Permit just prior to or during the first week of class [*Tuition Office*] or buy a discounted Bus Pass [*Bookstore*]
- Arrange for any necessary disability accommodations prior to the start of classes [*Disability Services*]
- Fill out Direct Deposit Authorization Form [*Tuition Office*]
- 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