NEW STUDENT CHECKLIST

HOUGHTON UNIVERSITY

PICK → PREP → PAY → PACK

We are excited that you have decided to attend Houghton University! To make your move to campus as smooth as possible, we have created this checklist for you. Each of these items should be completed **prior** to your arrival on campus in August. Your full checklist, along with a personalized status update, is provided here: Houghton.edu/Checklist

Scan here to get started!

PICK...YOUR HOUSING PREFERENCE AND SCHEDULE

- ☐ Submit your **Enrollment Profile & Housing Preference Form** online
- ☐ Submit a **Course Preference Form** online
  Once you have submitted your course preferences, a member of the Faculty Advising Team will put together a schedule and email it to you. If you have any questions, please just reply directly to the email.

PREP...YOUR PAPERWORK

- ☐ Setup your Houghton Email Account. We will automatically create your account after receiving your enrollment deposit. You will receive an email within 1-2 business days with instructions to set up your Houghton account.
- ☐ If you are a U.S. Citizen, apply for Federal Aid by completing your **Free Application for Federal Student Aid (FAFSA) online.**
- ☐ If a NY State resident, submit a **TAP (Tuition Assistance Program) Application online.**
- ☐ Take action on health insurance: health insurance is REQUIRED for international students (excluding Canadians) and athletes taking at least 12 hours of credit and strongly encouraged for all other students.
- ☐ **Due by June 15:**
  - ☐ If you receive an outside scholarship, please submit this information to Student Financial Services.
  - ☐ Review your bill and complete the **Billing and Financial Permissions form online** using your Houghton University email and password.
- ☐ **Due by August 1:**
  - ☐ Access **Health Forms** online and submit.
  - ☐ Submit your **Final High School Transcript** and **Official College Transcripts**.

PAY...YOUR BILL ... BUY YOUR BOOKS

- ☐ Complete the **Family Education Rights and Privileges Act (FERPA) form** if you would like Houghton University to be able to speak with a parent/guardian regarding your education/financial information.
- ☐ If you are borrowing using Federal Loans, complete **Entrance Counseling and Master Promissory Note online.**
- ☐ Notify Student Financial Services If you are applying for a Federal PLUS Loan or private loan. We must receive notification of the approved application by **August 4**.
- ☐ Enroll in monthly payment plan, if applicable
- ☐ Send direct payment by mail or online at: **mycollegepaymentplan.com/Houghton**
- ☐ **Due by August 10th: Payment Deadline**
- ☐ Complete these steps by **August 11** and watch for an email from the admission office that says "You did it - Start Packing!"
- ☐ **Buy your books online.**

PACK...YOUR VEHICLE!

- ☐ Review Houghton's **Technology Recommendations** and **Packing List**

Student Financial Services
SFSO@houghton.edu
Call: 585-567-9328
Text: 585-567-9610

Keep going!
You're doing great.