NEW STUDENT CHECKLIST

Fall Semester Entry

✓	ACTION ITEM
☐	**Register for New Student and Family Orientation** Deadline: by August 12 (or upon confirmation to the University thereafter) Orientation is required for all incoming students and the student fee to attend is included in your enrollment deposit to the university. Students also have the option to register a parent/guest to attend Orientation with them (max 2 guests). There is a <u>non-refundable</u> Family Orientation fee of $60 per person to attend which includes meals and program materials. For questions, email the Office of Orientation and Transition Programs at orientation@pacific.edu. **[Click Here](#) to access the Admitted Student portal to register for Orientation**
☐	**Activate your Pacific Login ID, Email and Password** Deadline: within 30 days after receiving email communication Incoming students must activate their Pacific login credentials before they can access internal portals and online tools. This information will be communicated through your Pacific email account. For login help or other technical support, email the Pacific Technology Helpdesk at helpdesk@pacific.edu. **[Click Here](#) to follow instructions to activate.**
☐	**Apply for Housing and Submit SSD Accommodations (if needed)** Deadline: by May 1 (or upon confirmation to the University thereafter) For questions relating to living on-campus, email Residential Life and Housing at iamhome@pacific.edu. For assistance with accommodations of any kind, email Services for Students with Disabilities at ssd@pacific.edu. **[Click Here](#) to access MyPacific to connect to the Housing portal.**
☐	**Complete New Student Survey** Deadline: within 30 days after receiving link to participate Incoming students will complete a pre-matriculation assessment that will help the Pacific community to prepare your academic schedule, connect you with university resources tailored to your interests and needs. Watch your Pacific email account for an email pertaining to this survey. For questions, email the Office of Orientation and Transition Programs at orientation@pacific.edu.
☐	**Review and Accept Your Financial Aid and Scholarship Award** Deadline: within 30 days after receiving financial offer letter Once available, login to your MyPacific portal under the Financial Aid section to review your awards letter. For questions, contact the Office of Financial Aid at financialaid@pacific.edu. **[Click Here](#) to access the MyPacific portal to view your awards.**
☐	**Sign-Up for PacificCONNECT Emergency Notification System** Deadline: before arrival to campus for New Student Orientation PacificCONNECT is a campus-wide emergency notification system that provides enhanced emergency communications, and keeps all students, staff and faculty better informed. All incoming students are strongly encourage to register for this notification system to ensure you are in the loop during any form of emergency on-campus. For registration questions, email the Pacific Technology Helpdesk at helpdesk@pacific.edu. **[Click Here](#) to follow instructions to sign-up.**

NEW STUDENT CHECKLIST

Fall Semester Entry

✔	ACTION ITEM

☐ **Complete Placement Exams and Submit Final Transcripts**

Deadline: by June 1 (or upon confirmation to the University thereafter)

Incoming students must complete placement exams depending on their subject area and major. All incoming students (all majors) will need to take a writing placement in addition to required exams in Chemistry, Foreign Language, Math, or Music depending on their major. Final transcripts and relevant standardized test scores should also be submitted to your Admitted Student Portal upon availability. For questions about Placements, email the Office of General Education at placement@pacific.edu.

[Click Here](#) to access Placement FAQ and General Education resources.

☐ **Enroll in a Payment Plan and Pay your University Bills**

Deadline: by August 1 (or upon confirmation to the University thereafter)

Incoming students can access their Student Accounts portal to pay their housing and tuition bills, set up a payment plan, and grant access to their account to authorized users. For questions, email Student Accounts at studentacounts@pacific.edu.

[Click Here](#) to access the ePay portal to pay your University bill.

☐ **Provide Proof of Immunization and Health Insurance**

Deadline: by September 6

Review the University's immunization requirements and submit proof of vaccinations. You must complete the requirements, or an academic hold may be placed on your account. All students are also required to be enrolled in a comprehensive health insurance plan. Provide proof of coverage via family insurance plan or enroll in the Student Health Insurance Plan (SHIP). For questions, email Student Health Services at studenthealthservices@pacific.edu.

[Click Here](#) to access the Health Services portal to submit your documents.

☐ **Complete Pre-Orientation and University Compliance Trainings**

Deadline: before arrival to campus for New Student Orientation

All incoming students must go through pre-Orientation and university education programs that cover topics including campus resource awareness, emergency preparedness, alcohol use, sexual assault, domestic violence, dating violence, and bystander awareness. Watch your Pacific email account for instructions on how to complete these trainings. For questions, email the Office of Orientation and Transition Programs at orientation@pacific.edu.

☐ **Complete I-20 and Student Visa Process (International Students only)**

Deadline: before arrival to campus for New Student Orientation

For questions, email the Pacific Global office at ips@pacific.edu.

☐ **Submit Photo for Pacific ID Card**

Deadline: before arrival to campus for New Student Orientation

Watch your Pacific email account for an email from the Pacific Card Office with instructions to use CloudCard, an online photo submission tool. For questions, email the Pacific Card office at pacificcard@pacific.edu

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