Transfer Students: Take These Steps to Ensure a Smooth Transition to FSU

________ Medical History Immunization forms; Health Insurance, which are required by North Carolina State Law and were provided with your letter of admission, must be submitted to Student Health Services. Failure to submit these documents will delay your registration. –Also, you are required to have health insurance. Your fees will include a charge for FSU Student Health Insurance, unless you sign an Insurance Waiver Form at Student Health Services in Spaulding Infirmary either during registration or not later than 10 working days after the last day of registration (August 21). To receive the insurance waiver, you must present proof of insurance to Student Health Services. Any questions? Please call 910-672-1454.

________ On-Campus Housing - If you wish to reside on campus, you must submit a Housing Application Form with a non-refundable $125.00 housing processing fee (cashier’s check or money order only). On-campus housing is extremely limited. Apply as soon as possible. Applications must be submitted by July 1, 2002 to receive priority in the assignment of housing. After this date, housing will be assigned if space is available. You will be notified by the Office of Residence Life about the status of your housing application. Any questions? Call 1-888-539-1616.

________ Financial Aid - If you are seeking financial aid, you must complete the FREE Application for Federal Student Aid (FAFSA) and submit it to the Federal Processor by the deadline indicated on the application. Any additional information requested by the FSU Office of Financial Aid must be submitted promptly. Please note that if financial aid has not been awarded by the time of registration, you will be required to make at least a minimum payment at the time of registration. Any questions? Call the Office of Financial Aid at 910-672-1325 or 1-800-368-4210.

________ Profile Examinations - You are required to complete profile examinations if you do not have at least 30 or more transfer credits, including six hours of university-level mathematics and six hours of university-level English. If you are unsure about whether you are required to take the exams or not, you should take them to avoid any possible delays in registration. Failure to complete the exams, if required, will delay your registration. If you must complete the exams, you may schedule an appointment to take them by computer or you may take them on Saturday, August 3 or Thursday, August 15. Use the enclosed form to register for one of these dates. If you have questions about testing, or if you wish to schedule an appointment to complete the exams by computer, call University Testing Services at 910-672-1301.

________ Transfer Evaluation Data Form – You must have this document, which indicates FSU credit awarded for previous courses, when you are advised. You may call the Admissions Office 910-672-1371 to have your transfer credits evaluated prior to registration. Appointments are available Monday through Thursday, 9:00 a.m. – 4:00 p.m. Failure to have your transfer credits evaluated prior to Orientation will delay your registration on Friday, August 16.

________ New Transfer Student Orientation - Friday, August 16, at 8:15 am in the Shaw Auditorium in the School of Business and Economics Building – During this program, you will receive instructions and information regarding advisement and registration. Students who attend Orientation will register on Friday, August 16. Any questions? Call 910-672-1201.

________ Academic Advisement - During Transfer Student Orientation you will receive information about where to go for academic advisement, which will begin immediately after the Orientation program. You must obtain a signed course assignment card from the advisor. Important advisement note: If you transferred in fewer than 30 hours you are required to complete UNIV 110, University Studies. If you transferred in fewer than 60 hours, you are required to complete PHIL 110, Critical Thinking. If you have served or are currently serving in the military, you are exempted from the Health/Physical Education Requirement. (You must submit Form DD 214 to the Director of Admissions to receive this credit.)

________ Registration, Bills, Vehicles, Books, Student ID - You must complete registration at the Helen T. Chick Building. (Note: If you have not submitted your medical immunization forms, you must go to the Spaulding Infirmary before you will be able to register.) The steps are: A. Present your signed Course Assignment Card at the “Data Entry Station.” B. Proceed to the "Tuition Calculation" and "Bill Clearance" stations to take care of your financial obligations. C. Register vehicle(s) to be parked on campus, if necessary. D. Go to Bookstore to obtain books. Hardback books are rented; paperback books must be purchased. E. Obtain your ID at the Rudolph Jones Student Center.

________ Declare Major - If you are transferring in 30 or more hours, you should declare your major this semester. (If you have fewer than 30 hours, you will declare your major as part of your University Studies class.) To declare your major officially, complete the on-line Application for Declaration of Major, which is accessible under the "Student Life" page from the FSU Home Page: http://www.uncsfu.edu.

_______ Begin Classes on Wednesday, August 21