NEW STUDENT CHECKLIST

Congratulations and welcome!

	Can be done from home	Must be done on campus	It depends
Read your Offer of Admission carefully, from start to finish. It has important information about: • how to get in touch with your admissions advisor • the start and end date of your program • information on whether your offer is *conditional* or *final* Then refer to the Guide to First Year (undergraduate students) or the Graduate Student Guide (graduate students) for your next steps.	✓		
If your offer is conditional, check your to-do list in My Student Centre for a list of pending documents. Submit any outstanding documents – some can be submitted via My Student Centre, others must be mailed in.	✓		
If you are an **international student**, start your application for a CAQ and a Study Permit (even if your Offer of Admission is conditional). Refer to the ISO Pre-Departure Guide for detailed steps.	✓		
Get to know your Student Centre on the Student Information System. My Student Centre is the SIS (Student Information System) self-service dashboard located in the MyConcordia portal. From here, you can manage all your student-related tasks online: registering for or dropping courses, using automated waitlists, building a personalized schedule, paying fees, checking your grades and more.	✓		
Download the Concordia app for quick access to key information	✓		
Seek academic advising (if need be) from your program or faculty advisor. The requirements for academic advising vary across faculties and programs. Check with your department, sometimes an in-person meeting is required, other times you may need to attend a group advising session or watch an advising video. If your program requires you to seek advising, you won't be able to register for classes until you've fulfilled the advising requirement.			✓
Read about your program requirements and other important university policies in the: Undergraduate Calendar (bachelor degrees and certificates) Graduate Calendar (master and PhD programs) These are THE references documents at the university, they will come in handy!	✓		

Register for Fall and Winter courses at the same time. Or, if you're starting your program in the Winter term, you only have to register for Winter courses. Use the web registration guide for help.	✓		
Organize funding (loans, bursaries, scholarships), if need be: Undergraduate Graduate – newly admitted students are automatically considered, there is no application process. Note: Limited funding is available for international students	✓		
Take care of your health! Look into the details of your insurance coverage and ensure your vaccines are up-to-date. Concordia also has an on-campus medical clinic.	✓		
For out-of-towners, **consider your housing options**. Concordia has 3 on-campus residence options, and the CSU Off-Campus Housing and Job Bank (HOJO) can tell you about your tenant rights and provide information about different neighborhoods if you'd like to live off campus.	✓		

ONCE YOU HAVE REGISTERED FOR COURSES:

	Can be done from home	Must be done on campus	It depends
Get your Student ID card (you will need it to use the libraries, ride the Shuttle bus, write exams, use the printers, and much more). Go to Birks Student Service Centre, LB-185 to get your card.		✓	
Get your Opus Card if you plan on using **public transit**.	✓		
Get your **(text)book** list and purchase your books and supplies.			✓
Pay your tuition fees on time. Find out more about: • A tuition fee calculator • Answers to frequently asked questions • Fee payment deadlines • Information on how fees are billed Paying through your MyConcordia is the quickest and easiest way, but some credit/debit cards are not supported through the online payments system. In that case, payment can be made in person at Birks (cash not accepted).			✓
Learn how to plan your **budget**.	✓		

Set up your **university e-mail account** which allows you to download Office 365 ProPlus Suite for free.	✓		
Load your ID card with some cash to access Concordia's **printing** services.		✓	
Reserve a **locker** through MyConcordia (if you want one).	✓		

GETTING READY FOR THE BIG DAY:

	Can be done from home	Must be done on campus	It depends
Connect with a Welcome Crew Mentor. You can always ask the Welcome Crew for help with the transition into university and all throughout your first year, at any time. But you can also request to be paired with a specific Mentor for individual help navigating the first few weeks of university life and beyond!	✓ Request a Welcome Crew Mentor online	✓ Drop by the Welcome Crew Office for in-person help too	
Go on a campus tour – be it a Faculty-specific tour, General Campus tour or self-guided tour to find out where to study, hang out, eat and get assistance.	✓ Register for a tour online	✓	
Sign up for and attend orientation activities.	✓ The signing up is all online	✓	
Get familiar with the libraries before classes start to ease in to your study sessions.	✓	✓ Library orientations take place in person too	

DURING YOUR FIRST WEEKS OF CLASS:

	Can be done from home	Must be done on campus	It depends
Look at your **class schedule**, available on My Student Centre. Show up in advance (unless you're taking online courses) to find your classroom and settle in.	✓	✓	
Take some time to **meet your professors** after class or during their office hours. It's a good way to get noticed, especially if you plan to ask them for academic references, letters of support for funding or if you're seeking a TA job.		✓	

Be mindful of important deadlines. Bookmark this link and enter any important dates in your agenda.	✓		
Pick up a Concordia Student Union (CSU) agenda (or your Faculty's student association agenda). It contains tons of useful info including important dates, resources and a campus map.		✓ Hall building, H-760	

CAN'T WAIT TO SEE YOU ON CAMPUS!

HAVE QUESTIONS? CONTACT US:

WELCOME CREW

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