

New Student Checklist

Registration

- Register as a student at my.msoe.edu
- Set up your MSOE email account
- Submit a picture for your student ID card
- Check your MSOE account for your fall class schedule
- Review information for new students in your MyMSOE account

Academics

- Submit official final high school and/or college transcript(s)
- Submit AP/IB/PLTW transcript(s)
- Complete the Emergency Contact Information form
- Complete the Family Educational Rights & Privacy Act (FERPA) Non-Disclosure form (optional)
- Complete the Grade Release form (optional)
- Complete the Hometown Newspaper Release form (optional)
- Update your admission counselor with a permanent email address and/or home address

Housing/Residence Life

- Submit a Housing Application
- Check your MyMSOE account for your roommate assignment information
- Review what to bring and what to leave at home at msoe.edu/what-to-pack
- Plan your packing list
- Review the Raider Plan at msoe.edu/raider-plan

Financing Your Education/ Financial Services

All these forms are located on your MyMSOE account

- Accept your Financial Aid Award Offer
- Complete the Federal Loan Process at studentloans.gov (if accepting loans)
- Complete the Financial Responsibility Acceptance form (required)
- Complete a Release of Student Financial Information form (optional)
- Review student employment information at msoe.edu/studentjobs
- Review alternative loan options at msoe.edu/altloan

- Complete the credit balance authorization form (optional)
- Complete the direct deposit form (optional)
- Look for scholarship opportunities on the Money Monday Blog msoe.edu/mmblog
- Authorize a parent or other to view/pay your bill (optional)

Please note: The university's standard method of communication is through email to your MSOE email account. Please check this account regularly and respond accordingly.

Student Accounts Email Notifications

- Charges for the term have been billed
- You owe a balance
- Finance charges are put on your account
- Refund checks are available/deposited

Financial Aid Email Notifications

- Aid is added or removed from your account
- Loan funds are disbursed to your account
- Scholarships you qualify for are available
- Forms are incomplete or missing

Bill Due Dates for 2018-2019

Fall Term–Sept. 17, 2018

Winter Term–Dec. 10, 2018

Spring Term–March 18, 2019

Additional Forms/Information

- Submit a Health Record form on MyMSOE
- Complete physical exam
- Complete Music Program registration form
- Register for RAVE Emergency Alerts at msoe.edu/rave
- Visit bookstore.msoe.edu to review your textbooks