

NEW STUDENT CHECKLIST

- _____ Subscribe to the SLIS student **Listserv** (see instructions on our website, www.slis.kent.edu, under FAQ's, "What is the SLIS Listserv?") This is very important. Postings are sent to the ListServ regarding course information, section additions, class cancellations, job openings, registration reminders, graduation application deadlines, etc.
- _____ Please plan on checking your kent.edu **email** account on a regular basis. You may also forward your kent.edu email to a personal account through Web For Students, accessible from the Kent homepage, <http://flashline.kent.edu>. Note: Your Kent email account will be assigned shortly before your first semester.
- _____ Information regarding the **New Student Orientation** which is held in August will be mailed to your home in mid-July. After you receive information about the in-person orientation, please be sure to RSVP your attendance (form and email address will be included.) If you are unable to attend orientation in Kent or Columbus, a Virtual New Student Orientation may be found on our website under People, Students, Incoming Students.
- _____ **Forms** – for a list of SLIS forms (Program Statement, Request for Workshop Credit, Request for Transfer Credit, etc.) go to the SLIS website under Forms and Downloads.
- _____ If you need to review the **Student Handbook**, you may view it on our website under Forms and Downloads.
- _____ Obtain **Parking Permits**.
- Kent students: go to <http://www.kent.edu/parking/> or visit Parking Services in Room 123 of the Michael Schwartz Center.
 - Columbus students: go to our website under Locations, Columbus.
 - 12-12-12 students: check your distance learning site on our website to determine if a parking permit will be required by going to Locations, 12-12-12 Sites or call 330-672-5842.
- _____ Before **registration** begins (which will be announced on the SLIS ListServ), go to the SLIS website, Courses and Schedules, to view the course schedules. Print the upcoming semester schedule to use as a worksheet. Also, please review the Enrollment Policy found on this same website. Follow the "How To Register for Classes" sheet provided in your information/advisor letter packet and found on our website under Forms and Downloads, Incoming Students.
- _____ During your first semester, **contact your advisor** to discuss your **Program Statement**. Both you and your advisor will need to sign your Program Statement and a copy needs to be placed in your file before you have completed nine hours. Faculty office hours and contact information are available on our website under People, Faculty and Staff.
- _____ **Flashcard ID** –The *Flashcard* ID can be used as a library card at most academic libraries, to access services such as Student Recreation & Wellness Center (SRWC), athletic events and purchase goods and services on campus and at stores around the campus area. You will need to complete the form that is available on our website under Forms and Downloads, Incoming Students.