New Student Checklist

This checklist outlines the two New Student Mailings sent to students and parents in May. Links to the electronic forms noted below are accessible from the New Student Website (go.carleton.edu/new) under “Checklist and Deadlines.”

FOR STUDENTS

Records to be sent to Carleton

Due June 15 sent by agency
- Request AP /IB Scores and/or Prior College Transcripts

Due July 1 sent by school
- Final Transcript Request

Connecting to Carleton

From the Dean of the College Office mailed mid-May
- Cover Letter
- New Student Checklist
- Technology @ Carleton

Electronic Information

go.carleton.edu/new under “Checklist and Deadlines”

- Loan and Financing information
- Grant Hub Proxy Access for Parent/Guest
- Bookstore Flyer: Order Textbook and Course Materials
- Address Update Form

June 1 online
- Housing & Roommate Questionnaire
- Disability Accommodation Form
- Media Relations Form
- Student Privacy Notification (FERPA) optional

July 1 online
- Tuberculosis (TB) Risk Assessment
- Immunization Form/Record Submission
- Language Placement

August 1 online
- Argument & Inquiry (A & I) Seminar Pre-registration
- Math Placement
- Advising Questionnaire
- Varsity Athlete Medical & Eligibility Forms
- Chemistry placement exam
- Observational Drawing Placement

August 15
- Health Insurance Required
- Opt-in/Waive online
- Religious Preference Form online
- Paying for Carleton/Tuition Payment Due online or mail

For Parents

From the Dean of Students Office Mailed mid-May
- Cover Letter
- Parents Advisory Council Letter
- Student Accounts and Tuition Information Guide

Electronic Forms
- Family Guide
- OneCard Information
- Parent Orientation Schedule
- Transportation

Due August 15
- Parent Information Update and Volunteer Questionnaire (online)
- Paying for Carleton/Tuition Payment Due

September 1 online
- First Year Prep—4 Online Courses watch for email Aug 15
- First Year Student Survey watch for email Aug 15
- Music Performance Interest Form
- Non-Payroll Direct Deposit Bank Account Authorization
- New Student Photo Book optional
- Emergency Notification Service

If working
- Apply Work Earnings to Tuition Authorization online
- Payroll Direct Deposit Bank Account Authorization online
- Eligibility Verification (Form 1-9, see page 3) before first day of work, in person
Contacts

Academic Departments
go.carleton.edu/academics

Accessibility Resources
go.carleton.edu/disability
ext. 4464
oar@carleton.edu

Address Changes
go.carleton.edu/contact
ext. 4195
addresses@carleton.edu

Admissions
go.carleton.edu/admissions
ext. 4190
admissions@carleton.edu

Advising Director
go.carleton.edu/advising
ext. 4311
docoffice@carleton.edu

Athletics
go.carleton.edu/athlete
ext. 4447
hjaines@carleton.edu

Bookstore
go.carleton.edu/books
ext. 4153
bookstore@carleton.edu

Computing/Email
go.carleton.edu/its
ext. 5999
helpdesk@carleton.edu

Dean of College
go.carleton.edu/dean
ext. 4300
docoffice@carleton.edu

Dean of Students
go.carleton.edu/dos
ext. 4075
dos@carleton.edu

Financial Aid
go.carleton.edu/sfs
ext. 4138
financialaid@carleton.edu

Health Promotion
go.carleton.edu/ohp
ext. 4495
healthpromotion@carleton.edu

Human Resources
go.carleton.edu/hr
ext. 4830
hr@carleton.edu

Intercultural Life
go.carleton.edu/oil
ext. 4896
rfaulkner@carleton.edu

International Student Life
go.carleton.edu/international
ext. 4013
ecody@carleton.edu

Language Placement
go.carleton.edu/language
ext. 4252
mtge@carleton.edu

Math Placement
go.carleton.edu/math
ext. 4360
mathplacement@carleton.edu

OneCard
go.carleton.edu/onecard
ext. 5384
onecard@carleton.edu

Payroll
go.carleton.edu/business
ext. 4283
payroll@carleton.edu

Registration
go.carleton.edu/registrar
ext. 4288
registrar@carleton.edu

Religious Life
go.carleton.edu/chaplain
ext. 4003
cbensen@carleton.edu

Residential Life
go.carleton.edu/reslife
ext. 4072
reslife@carleton.edu

Shipping Questions
go.carleton.edu/mail
ext. 4151
mailservices@carleton.edu

Student Accounts (tuition)
go.carleton.edu/business
ext. 4165
studentaccounts@carleton.edu

Student Activities
go.carleton.edu/activities
ext. 4462
sao@carleton.edu

Student Employment
go.carleton.edu/studentemployment
ext. 4138
studentemployment@carleton.edu

Transportation
go.carleton.edu/transportation
ext. 4636
infodesk@carleton.edu

Student Health Insurance
go.carleton.edu/business
ext. 4165
ckoen@carleton.edu

Student Health & Counseling
go.carleton.edu/shac
ext. 4080
shac@carleton.edu

Personal Property Insurance
GradGuard Renters Insurance
1-888-541-4853
gradguard.com

CARLETON-ENDORSED OUTSIDE SERVICES

Student Health Insurance
Wellfleet Student
1-877-657-5030
wellfleetstudent.com
mailed to students in June

Human Resources
Go carleton.edu/hr
ext. 4830
hr@carleton.edu

Math Placement
Go carleton.edu/math
ext. 4360
mathplacement@carleton.edu

Religious Life
Go carleton.edu/chaplain
ext. 4003
cbensen@carleton.edu

Student Activities
Go carleton.edu/activities
ext. 4462
sao@carleton.edu

Transportation
Go carleton.edu/transportation
ext. 4636
infodesk@carleton.edu