

BE PHOENIX READY!

NEW STUDENT TO-DO LIST



TO DO IN SIS (STUDENT INFORMATION SYSTEM)

- ☐ **Login to your accounts** - Make sure you can access everything you need!
- ☐ **Parking Permit - (Green Bay campus)**
 - Need a permit? Add your license plate into SIS under *Parking Permits*.
 - Skipping parking? Opt out by **Sept. 14**.
- ☐ **Set up electronic refunds** - funds in excess of charges can be direct deposited to your bank account.
- ☐ **Update emergency contacts** - keep campus notified of your emergency info.

AVOID DELAYS IN FINANCIAL AID

- ☐ **Complete federal loan borrower requirements** - Loan Entrance Counseling and Master Promissory Note (MPN).
- ☐ **Submit any financial aid verification items** - some students need extra paperwork - check your To Do List in SIS.
- ☐ **Accept your loans in SIS** - click on *Accept/Decline Awards* in SIS to accept loans for the academic year.
- ☐ **Report any outside scholarships** - fill out the Outside Aid Report.

BE READY FOR YOUR CLASSES

- ☐ **Get your books** -
 - go to the *Order Textbooks* link in SIS.
 - use your 9-digit student ID # to charge books to SIS.
 - watch for an email from the Access Bookstore Program (if applicable).
- ☐ **Submit documentation to Student Accessibility Services** - for students with documented disabilities who need accommodations.
- ☐ **Request your final transcript** - must be sent by your previous school to UWGB.
 - proof of graduation from high school
 - final grades from previous college

GET YOUR BUDGET READY

- ☐ **Calculate your costs** - put together your budget and have a plan to cover your anticipated costs.
- ☐ **Search for on-campus jobs** - federal work-study and on-campus positions can be found using Handshake.
- ☐ **Look into other funding options** - scholarships, Parent PLUS Loan, private educational loans.
- ☐ **Check your balance in SIS** - make sure all charges are paid by **Sept. 16 at 4:30pm CST** to avoid late fees.

FALL 2025