Semester checklist

Are you doing everything you need to? This checklist will guide you through the important tasks of your first year at VCU.

**Housing checklist**

- Locate your floor’s resident assistant.
- Write down your RA's name and contact information.
- Sign up for on-campus housing lottery (December).
- Attend on-campus housing lottery room pick.
- Find off-campus housing at www.usca.vcu.edu/offcampus.

**Financial checklist**

- Make sure you are current on all student account balances (this can delay your registration).
- Sign financial aid award letter.
- Reapply for financial aid (March or April prior to every year returning) at www.fafsa.org.

**Campus checklist**

- Know the building where your major is located.
- Locate the following buildings: Founders Hall, Ginter House (Office of Financial Aid) and the James Branch Cabell Library.

**Administrative needs**

- Complete all immunization requirements and necessary shots. Visit www.students.vcu.edu/health/immunization/requirements.htm for more information.
- Obtain a parking permit at www.bsv.vcu.edu/vcupark.
- Obtain a student VCU e-mail address at www.vcu.edu/sci/newacct.
- Visit the New Student Programs Web site, www.students.vcu.edu/compass.
Advising needs

- Locate your current academic advisor.
- Write down your advisor’s name and contact information.
- Schedule your first advising appointment.
- Drop/add classes during the first week of the semester.
- Check for early alerts.
- Meet with your advisor and decide to stay or withdraw from any classes.
- Withdraw from classes by the 10th week of the semester.
- Check eServices, www.eservices.vcu.edu, each month for holds preventing registration for the next semester.
- Meet with your advisor prior to registration to confirm class selection.
- Have a full-time schedule (minimum 12 credits) within one week of classes starting.