

# Checklist for Incoming First Year Students

## **A Paid Deposit Opens the Door to NJIT**

Once you make the decision to attend NJIT, make sure to pay your deposit to ensure your acceptance is complete. We invite students to our freshman orientation after they pay their deposits and they have taken placement tests. **If you were admitted with a major you longer wish to pursue, the last day to change your major is June 1 - you MUST contact the Admissions Office.**



## **Register with the Student Disability Services website by May 1 (if applicable)**

Required for students seeking housing or academic accommodations (such as additional test-taking time) due to a physical disability, learning disability or medical condition. Information and forms available on the Student Disability Services website [www.njit.edu/counseling/services/disabilities.php](http://www.njit.edu/counseling/services/disabilities.php).

## **Sign up for the Placement Tests**

All first-time students must take placement exams to ensure their coursework during the first semester reflects their academic abilities. Be sure to bring the Advanced Placement/College Credit Form (if applicable). This will inform us of any Advanced Placement or college credit that will affect your first-year courses. Placement information and registration are online at [www.njit.edu/placements](http://www.njit.edu/placements).

## **Request a UCID: University Computing ID**

You will need a UCID and PIN to complete most of the online forms described below, so it is important to request a PIN as soon as possible. Please also note that, once created, your [@njit.edu](mailto:@njit.edu) e-mail account will become the official address through which NJIT administration, staff and faculty will contact you. So be sure to check this account regularly.

## **Attend Connections Miniversity**

Connections Miniversity (CMV) is a mandatory interactive overnight orientation program for new NJIT undergraduate students. During the program, you will meet current NJIT students, faculty and staff to explore skills necessary to be

successful at the university - both academic and social. Connections Miniversity is mandatory for all incoming NJIT freshmen.

## **Vaccinations and a Physical Exam**

You must meet all immunization and proof of physical examination requirements. This means you need to present verification that all required vaccinations have been administered and also provide evidence that a physical examination was done within the past year. An online form is available online that can be presented to your primary care physician or school nurse to complete. To print out the verification forms for vaccinations and physical examinations, please go to the NJIT Health Services Website at [www.njit.edu/healthservices/immunizations.php](http://www.njit.edu/healthservices/immunizations.php) or call Health Services at (973) 596-3621.

## **Provide Proof of Health Insurance**

All students are required to have health insurance. If you are already insured, go to the Health Services Website at [www.njit.edu/healthservices](http://www.njit.edu/healthservices) and click on the box labeled "Health Insurance." Please call (973) 596-3621 if you have any questions. **Please note that you will be billed for NJIT Health Insurance if you do not provide proof of coverage prior to the start of classes. Students have until the first week in October to waive the NJIT insurance online.**

## **Obtain A Parking Permit**

If you plan to park a car on campus visit the website [www.njit.edu/parking/rules.php](http://www.njit.edu/parking/rules.php). You must have a UCID (which you obtained prior to Connections Miniversity) in order to register. If you are using public transportation, plan out your route and purchase tickets at [www.njtransit.com](http://www.njtransit.com).

## **Consider Purchasing a Meal Plan**

Even if you are not required to do so, purchasing a meal plan will save time and money. Please visit the Gourmet Dining Services website at <http://www.gourmetdiningllc.com/index.php> for meal plan options for both commuter (off campus) and resident students.





- ❑ **If you are living on campus, check the Residence Life website**  
This website contains suggestions on how to prepare for living on campus and what to bring. Visit [www.njit.edu/reslife/halls.php](http://www.njit.edu/reslife/halls.php)

or call (973) 596-3039 with any questions.

- ❑ **If you are commuting, go to the C.A.R.S. website**  
Here you will find tips for commuters and learn about special commuter events and services. Visit [www.njit.edu/cars](http://www.njit.edu/cars) for information or call (973) 596-3693.

- ❑ **Pay the fall tuition and fee bill**  
A link to your tuition and fee statement will be posted to your Pipeline account in early August. If you are not paying your bill yourself, you are responsible for setting up Authorized Payers. See the NJIT Bursar's website for more information, [www.njit.edu/bursar](http://www.njit.edu/bursar).

- ❑ **Reply to the Dorman Honors College Fall Retreat invitation**  
A time honored tradition, the Albert Dorman Honors College welcomes the incoming Honors College students with an overnight retreat. The retreat introduces new students to the faculty and staff within the college, as well as its most active and involved students. Make sure to reserve your slot for the retreat by the deadline - contact Lois Hulin in the Honors College at [hulin@njit.edu](mailto:hulin@njit.edu) if you have questions about the date.

- ❑ **Purchase or rent textbooks in advance**  
Students can avoid long lines and have their textbooks when classes begin. Order online from our bookstore and have the books wrapped and ready for you to pick up without waiting. Please look for an email message with the subject: "How to get your class schedule" within the month of August with instructions on how to get your schedule & books.

- ❑ **Especially For Parents: Attend Family Orientation on Tuesday, August 30**  
Meet other new NJIT parents and family members, and learn more about how you can be supportive of your son's or daughter's college experience. Plan to come to NJIT Day 2011 on Saturday, October 1 and celebrate with your new NJIT family!

# "...I'm accepted at NJIT, now what do I do?"



## Checklist for Incoming First Year Students



**Center for First Year Students**  
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