



Now that you have been successfully admitted to UIW, please take time to review the following checklist. Please keep in mind, not all checklist items may apply to you.



### **Obtain your Student ID**

Campus Life - Marian Hall (210) 829-6034

There is no charge for the first ID card. You must bring your driver's license or state identification card and your current UIW class schedule.



### **Housing**

Office of Residence Life - Marian Hall (210) 829-6034

<http://www.uiw.edu/housing/>

If you plan to live on campus, you must complete a housing application and submit a \$225 housing deposit. Your priority for a housing assignment is based on the date we receive your housing application and the \$225 housing deposit. Meal plan options are indicated on the housing application and are based on housing assignments.

You are encouraged to purchase renter's insurance to protect your personal property/PCs.



### **Financial Aid**

Chapel Building –First floor (210) 829-6008

<http://www.uiw.edu/finaid/index.htm>

Submit your completed 2009-10 FAFSA and 2009-10 UIW Student Information Form (SIF). Review your Financial Assistance Award Letter for additional steps and/or requirements. If you have questions/concerns, contact the Office of Financial Assistance to speak with a Financial Aid representative.



### **Academic Advising**

- **Transfer students** are highly recommended to attend orientation, however, if you are unable to attend an orientation date, please contact the University Advising Center at **(210) 805-5814** to schedule an appointment for advising/registration. \*Please note not all majors complete advising/registration through the University Advising Center.
- **Returning/Non-Degree Seeking Students** contact the University Advising Center at **(210) 805-5814** to schedule an appointment for advising/registration.



### **Business Office**

Administration Building Room 190 (210) 829-6043

<http://www.uiw.edu/busoff/index.htm>

- Obtain a copy of your invoice
- Parking decals are available online, if applicable
- Set up a meal plan—plans are also available for students not living on campus
- Complete a letter of intent for a university laptop

- Submit an insurance waiver on-line [sas-mn.com](http://sas-mn.com), if you have your own insurance
- Set up a payment plan for tuition balances

Please observe deadlines (waivers, payment plan, parking decals, laptop), which are published on the Business Office quick link and the schedule of classes catalog.



### **UIW Bookstore**

McCombs Center- 4th floor (210) 829-6056

<http://www.bkstr.com/Home/10001-10725-1?demoKey=d>

Purchase your books at the UIW Bookstore or reserve them online. Make sure to take a copy of your class schedule. Students needing assistance paying for books and supplies should contact the Office of Financial Assistance.



### **Official Documents**

Registrar's Office AD 129 (210) 829-6006

All Official Transcripts, AP Exam & CLEP Exam scores must be submitted to the Registrar's Office by **January 25, 2010**.



### **Submit Immunization/Health Records**

Health Services (210) 829-6017

<http://www.uiw.edu/health/>

All students living on-campus must submit their current immunization/health history records to the Health Services Office prior to the start of classes, January 11, 2009.

### **Attacking Bacterial Meningitis**

For several sessions, the Legislature has heard testimony from parents whose youngsters have died or been maimed by bacterial meningitis. The disease attacks young people and is easily spread among students living in close quarters where food and drink may be shared. At first, the Legislature required that public institutions educate incoming students about the disease and provide vaccines during orientation. Legislation also encouraged ICUT institutions to provide educational materials and information about the disease and the vaccine to its students.

The Legislature is preparing to take another step by requiring incoming students who live in college housing to be immunized. Exceptions will be made for students who cannot take the vaccine for health reasons or for reasons of conscience. The bill will apply to public and private institution students who enroll on or after January 1, 2010.



### **Attend Laptop Orientation**

In order to receive your laptop purchased through UIW, you **MUST** participate in a laptop orientation.

Use the link following link for additional information and to register for one of the laptop orientation dates/times: [http://support.uiwtx.edu/Computer/laptop\\_program.html](http://support.uiwtx.edu/Computer/laptop_program.html)



### **Go to Class**

Spring 2010 classes begin **January 11, 2010**. We hope that you have a very successful semester and journey at the University of Incarnate Word. Remember we - faculty, staff and administrators - are here to assist you; do not hesitate to ask questions.