

NEW STUDENT TO-DO LIST

First-Time Freshman

Phase One

- Respond to the Offer of Admission & pay the Enrollment Deposit**
Log into [Broncoville](#) to accept or decline our offer of admission.
- Note Your Banner ID and FSU Email**
Your Banner ID number and your FSU email address are on your acceptance letter and in [Broncoville](#).
- Connect with the VA (Optional)**
If you plan to use military benefits, contact military@uncfsu.edu or veterans@uncfsu.edu for assistance.
- Submit the FAFSA (Optional)**
Visit StudentAid.gov. The FAFSA opens October 1st each year.
- Set Your FSU Email Password**
 1. [Click this link to get your default password.](#)
 2. [Sign in to your FSU Email.](#)
 3. Follow the prompts to set up two-factor authentication.
 4. [Click this link to change your password.](#)*For help: 910.672.4357.*
- Confirm Residency Classification**
Check your acceptance letter for your residency classification. If you do not agree with it, visit the NC Residency Determination Service at ncresidency.org. Your residency determines your tuition rate.
Changes must be made by 45 days after the [first day of class to be effective for the current semester.](#)

Phase Two

- Log Into FSU Engage**
FSU Engage is a key resource for current students. View your bill, access Canvas, check your FSU email, and more. Sign in using your FSU email and password.
- Register for New Student Orientation**
Use [Broncoville](#) to register for the orientation date that works best for you - registration will open during the fall. You'll receive more information in your email after you RSVP.
- Apply for Housing (Optional)**
Use [FSU Engage](#) to access the housing portal if you want to live on campus. The housing portal opens in the spring of each year.

Phase Three

- Upload Your Medical Records**
 1. Log into the [FSU Medical Portal](#).
 2. On the Forms tab, complete the New Health History Form.
 3. Download the Immunizations Record Page 6.
 4. Have Page 6 completed and signed by your doctor.
 5. On the Immunization tab, enter your immunization dates using your Immunization Record.
 6. On the Uploads tab, upload your Immunization Record Page 6.
Your immunizations are due within 30 days of registering for classes.
- Submit Your Final HS Transcript**
Once your transcript shows your final grades and graduation date, send an official copy to the Office of Admissions. *We strongly recommend sending it electronically.*
Students who attended a NC high school can send their transcripts through cnc.org.
- Submit Any College Transcripts (Optional)**
If you earned college credit while in high school, submit official copies of your transcripts to FSU.
- Make an Appointment with Advisor (Optional)**
If you missed **all** of the New Student Orientation dates, [contact your advisor](#) to make an appointment and get registered for classes.
- Apply for Parking (Optional)**
Visit the [Parking Portal](#) to purchase your permit.

Phase Four

You must have registered for classes to complete the steps in Phase 4.

- Enroll/Waive FSU Health Insurance**
Go to [FSU's student health insurance website](#) to enroll in or waive FSU health insurance. You must enroll/waive each semester. *You will be automatically enrolled if you do not waive FSU health insurance.*
- View Your Bill**
In [FSU Engage](#) look under the Balances widget to view your bill. If you think your bill doesn't accurately reflect financial aid, scholarships, or employer sponsorship, contact Financial Aid at finaid@uncfsu.edu.
If you think your bill is wrong for some other reason than financial aid, contact Student Accounts at studentaccountsreceivable@uncfsu.edu.
- Get Your Student ID Card**
You can get your student ID card starting one week before the first day of class. [Sign in here to complete the process.](#) Pick your ID card up in person from the Bronco Card Office.
- Rent Textbooks**
Visit the FSU Bookstore to [rent your textbooks.](#)
- Access Bronco Navigate (Communicate with Your Advisor)**
Click the Launch Bronco Navigate button in the Academic Profile widget in FSU Engage.
- Register for Handshake**
In FSU Engage, under Tools, click Student Affairs. Then click on Handshake.