

Checklist for New Graduate Students

Getting Started

- ☐ Complete [Initial Login](#)/Password Reset for Clarke Accounts
- ☐ Add your Clarke email to your phone ([iPhone](#) | [Android](#)) or forward your Clarke email to your personal email
- ☐ Sign up for [Student Alert Notifications](#) through [MyInfo](#) to get texts/emails about university emergencies, delays, or cancellations
- ☐ Put the date for your in-person orientation with your graduate department in your calendar (if applicable)
- ☐ Start checking your Clarke email regularly. All information will come through your Clarke account.
- ☐ Know where to find your Student ID number: on the first page of your program evaluation in [MyInfo](#)
- ☐ Complete the [Student Health Form](#), the [Missing Person Information Form](#), and the [Emergency Contact Form](#)
- ☐ Email your immunization record to healthservices@clarke.edu and review the [Health Services](#) webpage
- ☐ Complete Mandatory Sexual Violence Awareness training (you will receive an email from SafeColleges)
- ☐ Review your graduate program's student handbook: [DPT](#) | [DNP](#) | [MSW](#) | [MAE](#)
- ☐ Review [Graduate Student Welcome](#) webpage for important information you should know

Technology/IT Support & Resources

- ☐ Download FREE Microsoft Office Suite and/or Kaspersky anti-virus license [here](#)
- ☐ Get a discount on [Apple or Dell products](#)

Finances

- ☐ Pay your tuition bill or set up a payment plan through [MyInfo](#) before the first day of classes

Academics

- ☐ [Register for classes](#) in [MyInfo](#) after course registration opens (if instructed to do so in your welcome email)
- ☐ [Purchase your textbooks](#) when they become available up to two weeks prior to the start of classes. Please note that you need to pay by credit card to take advantage of the textbook rental option.
- ☐ Review and/or print the [Academic Calendar](#) and the [Academic Catalog](#) for future reference
- ☐ Submit your final official undergraduate transcripts to Clarke University prior to the start of classes (if not submitted with Admission application)

Campus Life

- ☐ Review [parking & permit](#) information, [Parking FAQs](#), and the [Parking Map](#). Students wishing to park in campus lots during the fall/spring semesters Monday-Friday must [purchase a parking permit](#).
- ☐ Review [graduate housing](#) information (if needed)

After Arriving on Campus

- ☐ If you can no longer take a course, be sure to drop the course in [MyInfo](#) or complete the [Add/Drop form](#)
- ☐ Check out the [Commuter Lounge](#)
- ☐ Check out the [Writing Center](#), [The Marc \(Academic Resource Center\)](#), [Library Resources](#), [Accommodation Services](#), and don't forget about the free [Counseling](#) services!
- ☐ Install [lab printers](#) on your personal device so that you can print wirelessly to a campus printer

Note: This is not a comprehensive checklist. There may be other department-specific tasks you must complete.