

New Student Checklist

Admissions Requirements

Review your Admissions Acceptance Letter and **check your admittance status located inside the SWAN Portal** (www.clayton.edu) and Click on New Students box to activate your SWAN Portal account; your admissions status is located inside the PROSPECTIVE STUDENT or ADMITTED STUDENT TAB

Please complete the following requirements

PRIOR to ORIENTATION:

- ✓ Immunization Record
- ✓ Final High School Transcript
- ✓ Final College Transcript
- ✓ Verification of Lawful (for tuition purposes only; students who claim to Ga. Residents) claim to be Ga. Residents)
- ✓ Permanent Resident Card (if applicable)

<http://clayton.edu/admissions>

Financial Aid

You are highly encouraged to submit your Free Application for Federal Student Aid (FAFSA). Please adhere to all Financial Aid deadlines which can be found on the website at: <http://clayton.edu/financial-aid>. If you have questions regarding your financial aid status, please contact the Financial Aid Office via e-mail or (678) 466-4185. **Accept your aid even if it is prior to your scheduled orientation date** in efforts to ensure that all documents are submitted timely. Once you attend orientation, you will be able to disburse your aid at the end of the course registration process.



New Student Orientation

Please ensure that you register for your required orientation session. Visit the website at <http://clayton.edu/orientation> in order to view deadlines and other helpful time-sensitive information. If you need to bring outstanding Admissions documents to your required orientation session, please do not reschedule your session- you can submit your documents to Admissions during the session.

Orientation allows an opportunity to:

- ✓ Learn about degree requirements and register for courses
- ✓ Take a campus tour
- ✓ Get your official campus ID
- ✓ Sign up for your parking decal www.clayton.edu/orientation
- ✓ Meet other new students, faculty and staff

What to bring to orientation?

Express Sessions: (*Transfer, Nontraditional, and Dual Enrollment Students*)

- ✓ An official ID (driver's license, passport, school issued ID)
- ✓ Comfortable Shoes and Clothing for walking
- ✓ Official and sealed documents for Admissions Office
- ✓ Housing contract paperwork and deposit if you have not already submitted the information
- ✓ Pen or Pencil and notepad
- ✓ License Number and Vehicle Model/Make Information for Your Parking Decal

Freshman Sessions: visit www.clayton.edu/orientation to view your information for Premiere I and II sessions.

100% Distance Learning: visit www.clayton.edu/orientation/online to view your orientation information.

Testing Requirements

If applicable, view your acceptance letter and please contact Testing Center in order to complete testing BEFORE attending orientation or visit their website at www.clayton.edu/testing. CLEP and other resources are also available at the Testing Center.

Housing Requirements

Clayton State University offers wonderful amenities in their Laker Hall and Clayton Station residential communities. All freshman students are required to live on campus* (some exemption statuses apply) and should review the housing website for requirements and deposit/registration deadline information. Freshmen are required to review the website in order to complete appropriate paperwork and forms PRIOR to attending their orientation session.

Transfer/Nontraditional students who need assistance regarding on-campus housing options, please contact Clayton Station.

**Please note that housing deadlines may be earlier than orientation deadlines; please check the housing website: www.clayton.edu/housing

Special Accommodations

Special accommodations for individuals with disabilities can be requested via the Disability Resource Center. To request assistance, please call the Disability Resource Center at (678) 466-5445. If you need assistance at your orientation, please contact DRC at least 72 hours PRIOR to attending.