 **Readmit Student Checklist**

**Please complete each of the following steps to ensure a successful return to Clayton State University.**

**Ensure access to your student email and DUCK accounts by logging in to the SWAN at clayton.edu/students.**

If you need assistance with this process, contact the HUB. The HUB is located on the first floor of the University Center and is Clayton State University’s technical support department. To set up your Clayton State University email address, call and speak to a HUB representative.

(678) 466-4357

http://www.clayton.edu/hub

 **Meet with your academic advisor for registration.**

Contact the Center for Advising & Retention to schedule an appointment with an advisor. (678) 466-4081 <http://www.clayton.edu/advisingcenter>

 **Speak with the Office of Financial Aid.**

The Office of Financial Aid is located in room 102 of Edgewater Hall. Students seeking financial aid must fill out a FAFSA (Free Application for Federal Student Aid). Counselors are available to answer questions and provide assistance.

(678) 466-4185

<http://www.clayton.edu/financial-aid>

 **Speak with the Bursar’s Office.**

The Bursar’s Office is located in room 278 of Edgewater Hall. Payments for tuition and fees are made to the Bursar’s Office. It is the student’s responsibility to ensure that any required payments are made by the fee payment deadlines. If the fees are not paid by the established deadlines, the student’s classes will be dropped.

(678) 466-4295

<http://www.clayton.edu/bursar>

**Obtain an updated Laker ID card (if you have an ID card with a student number beginning with 900, you do not need a new card).**

The LakerCard Center is located on the first floor of the University Center, adjacent to the Lakeside Dining Hall. The LakerCard functions as a student ID, library card, on-campus debit card, and an access card to different locations and events on campus.

(678) 466-4215

<http://www.clayton.edu/auxiliaries/LakerCard>

 **Obtain a parking decal from the Department of Public Safety.**

The Department of Public Safety is located in room 207 of Edgewater Hall. Students who park on campus must have a valid parking permit. Permits and parking regulations must be obtained from the Department of Public Safety.

(678) 466-4050

<http://www.clayton.edu/public-safety>