

# UNDERGRADUATE NEW STUDENT CHECKLIST

---

- ☐ **Apply at [simpsonu.edu/apply](https://simpsonu.edu/apply)**
  - ☐ **Submit transcripts - email [transcripts@simpsonu.edu](mailto:transcripts@simpsonu.edu)**
  - ☐ **Log in to your Student Portal, Self-Service, Student Planning and Student Email accounts at [portal.simpsonu.edu](https://portal.simpsonu.edu)**  

**Trouble logging in? Contact IT**  
(530) 226-4940 OR [helpdesk@simpsonu.edu](mailto:helpdesk@simpsonu.edu)
  - ☐ **Pay your advanced tuition deposit**
    - ☐ Pay directly to your account through 'student finance self-service'
    - ☐ [Selfservice.simpsonu.edu/student/finance/payments](https://selfservice.simpsonu.edu/student/finance/payments)
  - ☐ **Confirm class schedule**  

**Contact Registrar**  
(530) 226-4111 OR [registrar@simpsonu.edu](mailto:registrar@simpsonu.edu)
  - ☐ **Complete your Pre-Registration forms at [portal.simpsonu.edu/pregistration](https://portal.simpsonu.edu/pregistration)**
    - ☐ Parking Permit, Student Handbook Acknowledgement, Veteran Status, Emergency Contact Information, Photo & Video Release, Privacy Information, Title IV Authorization
  - ☐ **Confirm housing information**
    - ☐ Complete house app, roommate questionnaire, and select meal plan

**Contact Res Life**  
(530) 226-4177 OR [reslife@simpsonu.edu](mailto:reslife@simpsonu.edu)
  - ☐ **Access Financial Aid Self-Service**
    - ☐ Complete FAFSA for Simpson (FAFSA Code: 001291)
    - ☐ Review and accept your award letter AND loans

**Contact Financial Aid**  
(530) 226-4621 OR [financialaid@simpsonu.edu](mailto:financialaid@simpsonu.edu)
  - ☐ **View/Pay your account balance through "Student Finance Self Service"**  

**Contact Student Accounts**  
(530) 226-4777 OR [studentaccounts@simpsonu.edu](mailto:studentaccounts@simpsonu.edu)
  - ☐ **Upload picture of your student ID card at [directory.simpsonu.edu/photo](https://directory.simpsonu.edu/photo)**
  - ☐ **Confirm Math and English Placement Exams**
    - ☐ English Placement – [my.simpsonu.edu/pages/English-placement](https://my.simpsonu.edu/pages/English-placement)
    - ☐ Math Placement – [my.simpsonu.edu/pages/aleks-math-placement](https://my.simpsonu.edu/pages/aleks-math-placement)
  - ☐ **Submit Official Transcripts**
  - ☐ **Buy textbooks - Simpson University Bookstore ([simpsonu.ecampus.com](https://simpsonu.ecampus.com))**
-