

STUDENT CHECKLISTS



Admitted Student Checklist



1. Activate your campus student portal as soon as possible. In addition to e-mail, the campus portal is one of the primary means which campuses use to communicate with students important updates and deadlines, programs and services (e.g., BroncoDirect, mycsulb.edu). Your campus account will help you access online student updates, deadlines and appointments.
2. Most campus communications will come via e-mail. Check and read your e-mail regularly. To avoid campus e-mails going to the spam folder, add campus e-mail address(es) to your e-mail contact list.
3. Keep a copy of all correspondence.
4. Submit your "Intent to Register/Deposit" to the campus by the posted deadline.
5. Register and take the ACT/SAT if you have not already taken the test. Many campuses have strict deadlines for these tests. Consult your campus test office for test dates and deadlines.
6. If you are required to participate in the Early Start Program (ESP), complete the SMART Page, and register for ESP courses early.
7. If you are required to participate in ESP, follow ESP course placement direction from the campus you will be attending in the fall.
8. Submit the application for student housing. Please note that students should submit housing applications during the admission application time period. Submit lease agreements and/or deposits.
9. Respond immediately to all requests for follow-up information and/or documents from the financial aid and admissions office. Follow all deadlines and requirements for tuition and housing payment or financial aid.
10. Meet immunization requirements. Contact the Student Health Center on campus for further information.
11. Register for new student orientation.
12. Register for classes online.
13. Submit final official transcripts by the campus deadline.