New Student Orientation Checklist
for students entering SIU in the spring semester

- **Access the online system to reserve a New Student Orientation date.**
  - After reserving your date, check your email regularly for a confirmation of date, program reminders, and other helpful information.

- **Claim your Network ID**
  - Your **Network ID** is your university-wide login information, which you will use to register for classes, access your Bursar account, and take care of other items. Your Network ID is “SIU” followed by your dawgtag number (siu85xxxxxxx).
  - Multi-Factor Authentication (MFA) is a two-step authentication process that increases security for your SIU credentials and accounts. To set up your MFA, follow [these instructions](#). If you have any questions, please contact the [Office of Information Technology](#).

- **Check SalukiNet** to manage your class schedule, plan your finances, and check the “Must Do” list for important, time-sensitive items.

- **Access your Math Placement Test through MyCourses**
  - The Math Placement Test is required for most incoming students. To complete the test, you must log on to MyCourses and select the “Math Placement” course on your MyCourses homepage. Click on “Content” to find the test and instructions. Transfer students who are required to take the test should email Dr. Thara Lowndes at tlowndes@siu.edu to receive access.
  - *If you have transferred in credit for the prerequisite to the course you want to take at SIU with a grade of C or better or if you will be entering SIU with a transferable college course equivalent that satisfies the lowest level math requirement for your major, then you may not have to take the math placement exam. You can contact your advisor for further clarification. All incoming students with no transferable math credit must take the placement test.*

- **Schedule Your Academic Advisement Appointment**
  - Contact your academic advisement office to schedule an appointment to be advised prior to orientation.

- **Take the Foreign Language Placement Test**
  - Get credit for what you know and find the right class for you. Note that the foreign language test is not required.

- **Complete the Immunization Compliance Form**
  - All students are required to be in compliance with the immunization requirements. The form must be submitted to avoid any registration holds. It can be mailed, emailed or faxed to the Immunization Compliance office.

- **Review your Financial Aid Package on SalukiNet**
  - You can access your award package by searching Financial Aid on SalukiNet. The Financial Aid Office is open from 8:00 a.m. – 4:30 p.m. Monday through Friday and can be reached at 618.453.4334 or via email at fao@siu.edu.
• **Sign up for the installment payment plan on SalukiNet.**
  o The Bursar’s Office offers an [installment payment plan](#) for small fee per semester that divides your bill up into four payments per semester if enrolled by July 30th for the fall semester and December 30th for the spring semester. Enrollment becomes available 15 days prior to the deadline. You must re-enroll in the plan each semester. The Bursar’s Office is open from 8:00 a.m. – 4:30 p.m. Monday through Friday and can be reached at 618.453.2221 or via email at bursar@siu.edu.

• **Complete your Housing Contract**
  o A Housing Contract is required to reside on campus. The student housing policy can be found [here](#). For questions, contact University Housing at housing@siu.edu or 618/453-2301. Review University Housing’s [packing list](#) and begin packing for your big move to SIU!

• **Check your SIU email address**
  o Your email address will automatically generate 24 hours after you register for classes. If you provided a recovery email address when claiming your Network ID, your SIU email address will be sent to the recovery email account. Your SIU email address can also be accessed by logging in with your Network ID (SIU85XXXXXXXX) and password at netid.siu.edu. Click the “My Profile” tab and look for the “SIU Email” field. **Once you register for classes, your SIU email address is the primary way SIU will contact you.** It’s important to check it often for campus updates.

• **Submit an Official Copy of Your Final Transcripts**
  o To avoid any registration holds and for your financial aid to be disbursed, an official copy of your final transcript must be submitted once you are done taking classes at your current institution. High school transcripts should be sent to Undergraduate Admissions and college transcripts to Articulation and Evaluation. If you attend an earlier orientation date, you may not be able to take this step just yet.

• **Student ID**
  o View this [video](#) for more information on obtaining your student ID card.

• **Access Degree Works through SalukiNet** by searching Degree Works to monitor your degree progress.