New Student Checklist

☐ Connect to Your Online Resources
  o Start at www.rollins.edu/directories.
  o **Office 365** email is the official mode of communication from Rollins – check it frequently.
  o **FoxLink** is the online student portal for financial aid, registration, and more
  o **Blackboard** is the online learning software utilized by some professors

☐ Register for Classes
  o Register online via FoxLink (Registration & Student Records tab). Don’t forget to complete the pre-registration “Hamilton Holt Check-In” first.

☐ Print a Detailed Class Schedule from FoxLink
  o Accessible via FoxLink. You will need this to get your R-Card and purchase books.
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☐ Obtain Your R-Card
  o All students are required to obtain an R-Card.
  o Visit the Campus Security office to pick yours up. Bring a photo ID and a copy of your schedule.
  o Your R-Card serves as your college identification and shows your R-Number. It also can serve as a debit card for dining and retail on campus.
  o There is no charge for your first R-Card.

☐ Get your Parking Decal
  o Available at the Campus Security office for $70 per year or $35 per semester.
  o Your R-Card will allow you unlimited access to the SunTrust Parking garage.
  o Read the rules and regulations about campus parking carefully.

☐ Buy Your Books
  o Available from the Rice Family Bookstore or eFollet online.
  o Through FoxLink, you can FLEX money onto your R-Card to use financial aid to pay for your books.
  o Bring your student schedule with you if you plan to purchase books from the campus bookstore.

☐ Pay the Tuition
  o Make sure you have enough Financial Aid and/or
  o Pay online by credit card (MasterCard, Discover, and American Express) or
  o Pay online or in person by check or
  o Go to http://www.rollins.edu/finance/bursar/index.html to pay online.

☐ Complete Mandatory Online Title IX Training
  o Email a copy of your completed certificates to holtstudentservices@rollins.edu and include your name and R-Number.
  o Your student account will be placed on hold if you do not complete this training before Fall classes begin and submit your certificates.