**NEW STUDENT CHECKLIST**

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

- **Register for Classes**
  - June 1 (noon) – June 4 (5:00) via [FoxLink](http://www.rollins.edu/directories).

- **Print a Detailed Class Schedule from FoxLink**
  - Accessible via [FoxLink](http://www.rollins.edu/directories). You will need this to get your R-Card and purchase books.
  - You will need this to obtain your R-Card and purchase books. Be sure to check the schedule prior to the start of classes in case any classrooms or times have changed.

- **Obtain Your R-Card**
  - All students are required to obtain an **R-Card**.
  - Visit the [Campus Security](http://www.rollins.edu/directories) office to pick yours up. Bring a photo ID and a copy of your schedule.
  - 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.
  - There is no charge for your first R-Card.

- **Get your Parking Decal**
  - Available at the [Campus Security](http://www.rollins.edu/directories) office for $70 per year or $35 per semester.
  - Your R-Card will allow you unlimited access to the SunTrust Parking garage.
  - Read the [rules and regulations](http://www.rollins.edu/directories) about campus parking carefully.

- **Buy Your Books**
  - Available from the [Rice Family Bookstore](http://www.rollins.edu/directories) or [eFollet](http://www.rollins.edu/directories) online.
  - Through [FoxLink](http://www.rollins.edu/directories), you can FLEX money onto your R-Card to use financial aid to pay for your books.
  - Bring your student schedule with you if you plan to purchase books from the campus bookstore.

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

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