

New Student Checklist

Congratulations on becoming a Bison!

We're so excited for you to begin your journey with us at Lipscomb! Before you start, there are a few items you need to check off. We know there are many steps, but we'll do our best to guide you through the process. If you have any questions along the way, we're here to help! Feel free to reach out and ask, and we'll get you where you need to go!

IMMEDIATE NEXT STEPS:

- Pay your enrollment fee **by May 1!**
- Register for New Student Orientation (NSO)

ARE YOU AN INTERNATIONAL STUDENT?

- Submit your Form I-20

TWO ESSENTIALS FOR FUTURE COMMUNICATION:

- Sign into your myLipscomb account
- Sign into your Lipscomb email

WHAT ABOUT MY CLASSES?

Complete the following to get your class schedule:

- Complete your Pre-Registration Form
- Fill out your Financial Responsibility Form
- Attend an English Placement Workshop*
*for test-optional students or students with below a 22 on the ACT English section
- Take the Math Placement Test*
*for test-optional students or students hoping to improve their math placement
- Accept Honors College spot (if offered)
- Sign your Empower Contract (if needed)
- Submit your dual enrollment transcripts (if applicable)
- Familiarize yourself with Slingshot (bookstore automated book delivery system)
 - Opt out of the service, if not needed, **by August 1**

SAFETY, SECURITY, PRIVACY AND HEALTH:

- Submit your Immunization Records via Med+Proctor
- Register your vehicle
- Obtain your Student ID during QuestWeek
- Submit your FERPA authorization

LIVING ON CAMPUS?

- Pay your housing fee
- Submit your housing application. *This must be completed on a computer, and your login is the letters/number before the @ of your Lipscomb email.*
- Submit your roommate preference **by May 1**
- Sign up for a Move-In Day. *Sign-up will be sent to your Lipscomb email in July.*

LIVING OFF CAMPUS?

- Have a parent/guardian email housing@lipscomb.edu to verify living arrangements

WHAT ABOUT MY FINANCIAL AID AND BILL?

- File your FAFSA at [FAFSA.gov](https://fafsa.gov)
- Review your financial aid offer
 - Accept direct loans, if applicable
 - Complete entrance counseling
 - Complete master promissory note
- Add Lipscomb to your TSAC Portal (Tennessee residents only)
- View your bill
- Add your parent(s) as an authorized user if they are assisting with your bill
- Set up a payment plan (if needed)

PREPARE TO COME TO CAMPUS:

- New Student Orientation is **June 6, 9, 13 or 27**
- Move-In is **August 11 and 12**
- QuestWeek is **August 12-17**

Access via: [Bison Portal](#) [myLipscomb Portal](#)



For more information, visit:
lipscomb.edu/admitted-students