

# USI Screagle CHECKLIST

You've done your happy dance, posted on all of the socials and shared the excitement with your friends and family. **You're officially a Screaming Eagle!**

HERE ARE YOUR NEXT STEPS:

## Activate MYUSI Account:

1. Go to **my.usi.edu** and click "Need help signing in?"
2. Click "Activate Account"
3. Provide required information to activate account.
4. Follow steps as prompted to create account password.
5. Set up multifactor authentication—visit **USI.edu/it/mfa** for further instructions

## Apply for FINANCIAL ASSISTANCE:

*Available in October.* Complete the Free Application for Federal Student Aid (FAFSA).  
**fafsa.gov** | USI's School Code: **001808**

## Submit ENROLLMENT DEPOSIT:

*Available in October.* Pay your enrollment deposit to secure your spot in the class.  
**USI.edu/commit** | **enroll@usi.edu** | **812-464-1765**

## Reserve UNIVERSITY HOUSING:

*Available in December.* Complete the housing application and contract online via myUSI through the Housing icon.  
**USI.edu/housing** | **living@usi.edu** | **812-468-2000**

## Enroll in CLASSES:

Meet with an advisor and enroll in classes. Instructions for how to schedule your appointment will be sent via email.  
**enroll@usi.edu** | **812-464-1765**

## Participate in ORIENTATION:

Learn more about USI and what it's like to be a Screagle. Parents/guardians are welcome and encouraged to participate.  
**USI.edu/orientation** | **orientation@usi.edu** | **812-465-7167**



## *Submit* IMMUNIZATION FORMS:

Students entering USI for the first time and/or living in student housing must meet the immunization requirements of the University and Public Law 192 enacted by the 1993 General Assembly. Forms are available online.

**USI.edu/healthcenter/new-students**

**Completed forms can be submitted by any of the following methods:**

- Return to the University Health Center • Fax to 812-465-7170 • Email to [immunizations@usi.edu](mailto:immunizations@usi.edu) • Bring to Orientation

## *Submit* FINAL TRANSCRIPTS:

Send your final official\* transcript to USI Undergraduate Admissions to verify your graduation. Submit AP/Dual Credit documentation prior to attending Orientation to receive accurate academic advising.

### ADVANCED PLACEMENT (AP)/DUAL CREDITS:

Submit official AP scores and final official\* transcripts from the institution(s) through which you are receiving the credit. To see how your credit transfers to USI, view your official evaluation via myUSI using the DegreeWorks icon. Allow up to two weeks for evaluation after final documents are received.

To see how credit may transfer to USI prior to the official evaluation, use the Transfer Equivalency Self Service (TESS) tool.

**USI.edu/tess**

*\*Official transcripts have an official school seal, stamp and/or signature from the institution. Official transcripts must be sent from the institution(s) attended directly to Undergraduate Admissions via mail or electronically to [enroll@usi.edu](mailto:enroll@usi.edu).*

## *Complete* SEXUAL MISCONDUCT PREVENTION/TITLE IX TRAINING:

Prior to the start of the semester, you will receive an invitation to complete our mandatory Sexual Misconduct Prevention/Title IX online training. This training program provides important information on the topics of sexual misconduct including sexual harassment, stalking, interpersonal violence and sexual assault. Training covers strategies aimed at preventing and responding to situations, as well as ways to seek individual assistance or help friends who are involved in difficult situations surrounding alcohol or other drugs and sexual misconduct. The program is interactive and should be completed prior to your arrival on campus.

## *Register your* VEHICLE:

Students living on campus are required to register their vehicle with USI Public Safety and obtain a parking permit decal. Commuter students do not need a permit, but are encouraged to register their vehicle to receive timely notification in the event of damage or other urgent issues involving their vehicle. All students are required to read and comply with USI Traffic and Parking Regulations.

**Regulations and online registration forms are available at [USI.edu/parking](http://USI.edu/parking).**

## *Activate* RAVE ALERT:

USI Rave Alert communicates with students via email, text and voice message about emergencies, severe weather and other incidents impacting the University community. All students automatically receive email messages. Students can opt in to text and voice messages via myUSI using the Rave Alert icon after registering for classes.

## *Purchase* TEXTBOOKS:

Book lists are available in August and December. Students can visit the Campus Store in person or order textbooks online. The Campus Store also offers used books and rental options when possible.

**<https://usi.bncollege.com/shop/university-southern-indiana-campus/home>**

## *View/Pay* BILL:

Available in August and January. Bills can be viewed online via myUSI using the TouchNet icon. Payment plans are available through the Bursar.

**USI.edu/bursar | [bursar@usi.edu](mailto:bursar@usi.edu) | 812-464-1842**