

**FALL 2023**

# PRE-ORIENTATION CHECKLIST



## REGISTER FOR STUDENT ADVISING

P.A.W.S. is an unforgettable orientation experience welcoming new Bulldogs into the Fisk story. Our goal is simple: we want to connect you with the Fisk community as you set your college trajectory to align with your goals and dreams. P.A.W.S. is your Fisk beginning designed to get you on the right start.

On behalf of the Student Affairs team, congratulations on your admission to Fisk University! We cannot wait for you to experience all Fisk has to offer and look forward to seeing your growth and development. Know that before you even step foot on Fisk's welcoming campus, we are cheering you on and want you to succeed as you make this transition into the Bulldog community.

Part of helping you succeed is helping you prepare for your Fisk experience. Preparing. Advising. Welcoming. Students. (P.A.W.S.) is Fisk's Orientation Program designed for that purpose.

Here are the main components as you transition to Fisk.

### **SUMMER ADVISING | Attend 1 summer advising sessions**

June 5th-8th

June 12th-15th

June 19th-22nd

June 26th-29th

A-E <https://calendly.com/mtutt-1/15min> (Tutt)

F-I <https://calendly.com/ablack-19> (Black)

J-M <https://calendly.com/ejack80/15min> (Jackson)

N-Q <https://calendly.com/d/z6k-vx8-j3r/15min> (Davis)

R-U <https://calendly.com/rthompson-21/15min> (Thompson)

V-Z <https://calendly.com/sandrews-19/reg23> (Andrews)

## SIGN UP FOR FISK ALERTS



Fisk Emergency management system is Fisk University's emergency messaging system. Starting on June 1, 2023, you will be able to sign up to receive text alerts and emails in the event of a campus closure or emergency. When the time comes, please add your cell phone number to the Fisk Alerts system. [Fisk University Alerts - Sign up \(everbridge.net\)](https://everbridge.net).

**STARTING IN JUNE 2023**



**FALL 2023**

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## COMPLETE HOUSING FORM



Due Date: As soon as you receive your enrollment confirmation email. Once you have been officially accepted to the university and paid your enrollment deposit, it's time for you to complete your online housing application through your myFiskaccount. Click here to learn more about residence life at Fisk University. [Residence Life - Fisk University](#)

**DUE DATE: AS SOON AS YOU RECEIVE YOUR ENROLLMENT CONFIRMATION EMAIL**

## SUBMIT IMMUNIZATION FORMS



Fisk University requires all students utilize their Health Portal to complete the Fisk Medical History, Immunization Records, and verification of health insurance, and manually enter all dates from Immunization records by the end of Summer Orientation session. Submit your immunization documents here [FISK UNIVERSITY](#).

**DUE DATE: MAY 15, 2023**

## SUBMIT FINAL OFFICIAL HIGH SCHOOL AND/OR COLLEGE TRANSCRIPT



Fisk University requires all students to submit their final OFFICIAL high school and/or college transcript that includes their full name and graduation date.

Please submit these documents to your assigned admissions counselor.  
Last name G-L, A+D: Jay Wilson [jwilson@fisk.edu](mailto:jwilson@fisk.edu)  
Last name M-R, B+E: Alexis Butler [abutler@fisk.edu](mailto:abutler@fisk.edu)  
Last name S-Z, C+ F: Samuel Stockard [sstockard@fisk.edu](mailto:sstockard@fisk.edu)

**DUE DATE: AUGUST 1, 2023**

## REGISTER FOR FISK'S LEADERSHIP AND SERVICE OPPORTUNITIES



The Fisk Office of Student Activities and Career Development and Planning offices a great way for First Year Students and Transfer Students to continue their leadership journey at Fisk. It's also a great way for new leaders to get involved and begin to learn and practice leadership.

Students who take advantage of campus-wide leadership development opportunities will have a chance to participate in various training and development workshops, retreats, conferences, and other challenging experiences to prepare for leadership roles on and off campus.

Start now! If you are interested in more leadership development experiences at Fisk, [Training and Development - Fisk University](#) and let us know!

Email us at [servicelearning@fisk.edu](mailto:servicelearning@fisk.edu) if you have questions or concerns once you've arrived on campus. We're happy to help!

**NEXT  
PAGE**





**FALL 2023**

# PRE-ORIENTATION CHECKLIST

## CONFIRM YOUR MAJOR



New students may view their major through “Major Maps” after their enrollment confirmation/deposit has been processed by student accounts. To access MajorMaps, [Major Maps - Fisk University](#), and instructions.

Once you register for classes, you may access the change of major form on the Registrar’s website and follow the instructions as provided if you wish to change your major in the future. Students who are enrolled in classes will send the change of major form to the Registrar’s office for processing.

**DUE DATE: JUNE 1, 2023**

## FINANCIAL AID CHECKLIST



Once you have been officially accepted to the university and paid your enrollment deposit, you will want to make sure you are taking care of all the key financial processes. Click here see the Financial Aid Checklist:

- File the 23/24 FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov)
- Log in to the Bulldog “Self-Service” portal and review your award letter in the Financial Aid portal
- Accept/Decline your aid for Fall 23 and Spring 24 within the Financial Aid portal
- If you Accept your student loan(s), complete two required tasks:
  - (1) Entrance Loan Counseling and (2) Master Promissory Note (MPN) at [www.studentaid.gov](http://www.studentaid.gov)
- If your FAFSA has been selected for Verification, please go to the link provided to you in the email sent to you from Inceptia.
- If you are a Tennessee state resident and you would like to be considered for Tennessee State Scholarship fund(s) eligibility - you will need to ensure that Fisk University’s school code is listed first on your FAFSA along with setting up a student portal account on the TSAC website. <https://www.tn.gov/collegepays/tsac-student-portal.html>
- If you have been awarded outside scholarships, please email a copy of the Scholarship letter(s) in pdf form to Ms. Shawn Caulder @ [SCaulder@fisk.edu](mailto:SCaulder@fisk.edu) and Ms. Kim Driggers @ [kdriggers@fisk.edu](mailto:kdriggers@fisk.edu)
- If the student needs additional assistance the parent can apply for a parent PLUS loan at [www.studentaid.gov](http://www.studentaid.gov) and/or the student can apply for a private loan at [www.elmselect.com](http://www.elmselect.com)

**NEXT  
PAGE**





**FALL 2023**

# PRE-ORIENTATION CHECKLIST

To schedule a zoom meeting with Mr. Daniel M. Tramuta to review your financial aid award letter, associated tasks, alternative financing options, etc., go to:

- o [www.fisk.edu](http://www.fisk.edu)
- o Click on Admissions
- o Click on Office of Financial Aid
- o Scroll down to the link: "Book an Appointment."

**DUE DATE: MUST BE COMPLETED PRIOR TO YOUR ARRIVAL ON CAMPUS.**

## ORDER YOUR TEXTBOOKS



Textbook Brokers is FiskUniversity's completely online textbook ordering system designed to offer a seamless, price competitive and direct-ship service for all your textbook needs. The portal for ordering will be open from July 12th through July 31st. You will learn more about Textbook Brokers at Fall orientation as well as email communication to your iFisk account. In the meantime, please visit [Fisk University Book Store \(textbookbrokers.com\)](http://Fisk University Book Store (textbookbrokers.com)) for full details.

**DUE DATE: JULY 31, 2023**

## REGISTER YOUR VEHICLE



If you plan on bringing a vehicle to campus in the fall, make sure you register with campus security. [Fisk University Student Vehicle Registration 2022-2023 \(office.com\)](http://Fisk University Student Vehicle Registration 2022-2023 (office.com)).

**DUE DATE: AUGUST 1, 2023**

## STUDENT ACCOUNTS CHECKLIST



### Being FISK-ally Responsible with Your Education

The Office of Student Accounts welcomes you to the Fisk Family and is excited to help you along your educational journey by providing fiscal guidance, accurate information, and great customer service. In starting this journey, we would need a few of the items below prior to move-in day. You will receive the items listed below in an email from [studentaccounts@fisk.edu](mailto:studentaccounts@fisk.edu).

- The Financial Responsibility Form: The Financial Responsibility Form explains the student's responsibility in relation to their ledger balance. This form must be signed by the student acknowledging that they understand they are responsible for any balance due to Fisk University. The form should be reviewed, signed, and returned to the Office of Student Accounts at [studentaccounts@fisk.edu](mailto:studentaccounts@fisk.edu) by 07/15/2023.

**NEXT  
PAGE**





**FALL 2023**

# PRE-ORIENTATION CHECKLIST

- Fisk University Schedule of Fees 2023-24: This is an itemized schedule of fees for the 2023-24 Academic Year. This schedule can also be found on the Fisk University Website at <https://www.fisk.edu/wp-content/uploads/2023/04/Schedule-of-Fees-2023-24.pdf>.
- Fisk University Cost Estimator: The Cost Estimator allows you to get an estimation of fees for the semester by choosing the factors below:
  - Status - (New Student/Returning Student)
  - Degree Path –(Undergraduate/Graduate)
  - Term - (Fall 23/Spring 24)
  - Occupancy - (Single/Double/Commuter)

By choosing those individual inputs the estimator will provide an estimated cost. You will also be able to hard key your provided financial aid package and other outside sources of aid to get an estimated remaining balance.

- Pay Fisk Fees: Bills are due by July 31, 2023. This can be accomplished via Direct Payments to Fisk University to cover outstanding balances or via Payment Plans. Information related to Payment Plans will be shared later. This is due to migration to a new system that will better serve our student population.

In Closing the Student Account Office will host 4 sessions in the coming weeks for incoming Fiskites and their Families. The Dates can be found below. Correspondence regarding scheduling your 20-minute session will be provided via email by May 05, 2023. These sessions do not negate our availability in the lead up, during, or after these sessions. We are available to answer your questions at [studentaccounts@fisk.edu](mailto:studentaccounts@fisk.edu).

## **Session Dates:**

June 15th, 2023 – 8:00 AM – 5:00 PM

June 16th, 2023 – 8:00 AM – 5:00 PM

July 21st, 2023 – 8:00 AM – 5:00 PM

July 22nd, 2023 – 8:00 AM – 5:00PM

## **PAY FISK FEES**

Make sure you pay your bills by July 31st to avoid late fees or withdrawal from Fisk University

**DUE DATE: JULY 31, 2023**

