

# New Charger Checklist

## 1. [Login to Your Dominican University Email Account](#)

- a. Now that you are a Dominican University student, we will be using your Student Email Account (Outlook) for official communication. Your Student Email Account will be used to share communications about Orientation, Financial Aid, Billing, and Registering for classes. You should begin checking your Outlook email at least once per day.
  - i. If you have any issues logging into your Student Email Account, you can contact [itsupport@duny.edu](mailto:itsupport@duny.edu)

## 2. Send AP Scores/College Credit

- a. If you completed AP or college credit, it is your responsibility to share those with Dominican University. **Schedule changes will not be made until official test scores/transcripts are received.**
  - i. For AP test scores, login to your [College Board](#) account and request a Score Report
  - ii. If you earned college credit from another institution, reach out to their Registrar's Office and request an Official Transcript to be sent to Dominican University, see address below:

**ATTN: New Student & Transition Center  
Dominican University  
470 Western Highway  
Orangeburg, NY 10962**

## 3. Review Your Schedule

- a. Check your Fall 2023 class schedule to see if you are enrolled in any classes that may have already been satisfied by AP or college credits
- b. If your courses do not seem to align with your intended major, contact the New Student & Transition Center

For any scheduling issues you can email [nest@duny.edu](mailto:nest@duny.edu). Please include your name, ID#, intended major, and primary concerns in the email

## 4. Submit Your Vaccination Records on Medicat

Before coming to campus, all students must provide health records. [Follow the steps here to submit your records today.](#) **Deadline to submit is 8/1** This is mandatory for all students to move into the Residence Halls and attend classes.

## 5. Complete the FERPA form

This form is located on the NSTC portal page <https://my.dc.edu/ICS/NSTC/>, and email to the Registrar's office at [registrarsoffice@duny.edu](mailto:registrarsoffice@duny.edu).

## 6. Title IX

All new students must complete the Sexual Violence Prevention Training, the Alcohol & Other Drugs course, and other related trainings. **(more information to follow)** <https://dcstudents-ny.safecolleges.com/login>

**These trainings are mandatory for all students to move into the Residence Halls and attend classes.**  
**Deadline to submit is 8/1**

**7. Be on the Lookout for Information from the Student Development Team**

- a. Check your Student Email Account for an invitation to the Class of 2027 Freshman Orientation. This will be a fun (and **MANDATORY**) opportunity to meet the DU Peer Mentors <https://www.instagram.com/dunypeermentors/> and get excited for your college journey! **Orientation will take place on 8/26.**

**8. Share the Good News!**

- a. Take a photo and share it on social media, and show your Charger Pride! Don't forget to tag The Nest on Instagram @nest\_duny.