**FALL 2011 ENROLLING STUDENTS TO DO LIST**

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| **Deadline: 5/1** (for first-years) | **Within 2 weeks of our offer** (for transfers, visiting students, and students admitted from the waitlist) | **TO DO:** Reply to our offer of admission, if you have not already done so.  
Office of Admissions  
admissions@barnard.edu  
212-854-2014 | It is time to begin preparing for your enrollment this fall. Approximately two weeks from 5/1 or from your date of admissions commitment (whichever is later), you will be notified via email that we are ready for you to begin the next steps of your enrollment.  
Congratulations! |                                                                 | **Deadline:** 6/7 | **Starting NOW** (for first-years) | **Approximately two weeks from when you commit to attending Barnard** (for transfers and visiting students and all students admitted from the waitlist) | **TO DO:** Read all of the information and follow the instructions listed on the Barnard Student Computing “New Student” page.  
**BEFORE** you arrive on campus (and ASAP!):  
1) Access your Barnard eBear and gBear accounts.  
2) Activate your UNI.  
3) Perform the Mandatory Computer Setup  
**AFTER** you arrive on campus:  
4) set up your secure wireless to connect to the Internet on campus | BCIT provides computing resources and support to students, mainly through Student Computing Services, including assisting students with technological issues; supporting five computer labs (each with networked printers) that are accessible to all students; and disseminating information about technology events and workshops.  
eBear is an intranet portal which allows access to internal online resources. Use it to submit loan, student services, and academic forms and much more.  
gBear is Google education, web-based email, contacts, and calendar program. gBear accounts are issued by Barnard and provide users with 7.5 GB of storage.  
Your Columbia UNI (your initials + a 4-digit #) will be used to access additional University e-resources, including library journals and e-collections, computer labs, Courseworks and more. | You must reply to our offer of admission and submit a non-refundable enrollment deposit. Once this has been completed, we can update your status in our systems from admitted to enrolling. | **Set up your login and password for eBear and gBear, you will need your seven-digit Barnard ID number. This is the same number you received in your admit letter.**  
**Set up your gBear (email) at the same time you set up eBear (portal). Your eBear and gBear will have the same login and password.**  
**More UNI advice:** When you search for your assigned UNI, you will then create a unique password. Your Social Security Number (or assigned alternate 9-digit number) will be required. This number is sent to you in a letter from the Registrar via your Class Dean. |                                                                 | **Starting NOW** (for transfers) | **Deadline: 6/7** | **TO DO:** Complete online forms via the Res Life Portal.  
Residential Life  
212-854-5561 | Residential Life and Housing provides support for students as they explore, gain independence, and engage in personal decision-making.  
**PLEASE NOTE (VERY IMPORTANT):** No student will receive a housing assignment or be allowed to check in to the Residence Halls until their health information has been received and approved by the Primary Care Health Service (see below for details). | Submit the New Student Housing Application. Once you authenticate with your Student ID/date of birth or UNI/password, you will be directed to the first-year or transfer portal.  
Roommate matches and housing assignments will be available in August. |                                                                 | **Starting NOW** (for students) | **Deadline: 6/7** | **TO DO:** Complete online forms via eBear.  
Office of Disability Services  
212-854-4634 | Disability Services serves students with visual, mobility, hearing impairments and invisible disabilities (chronic medical, learning/ADD, psychiatric and substance issues). | Submit Needs Assessment Form via eBear (If applicable). Be sure to click on the STUDENTS tab, then NEW STUDENTS highlighted in light blue to find the form.  
For disability-related housing requests, please review these guidelines. |                                                                 | **Late May and Early June** | **TO DO:** First-year students attend an (optional) Advising Session.  
Dean of Studies Office  
212-854-2024  
Information about the advising sessions may be found here. | During the last week of May, you will receive a mailing from Lisa Hollibaugh, your First-Year Class Dean, including the Guide to Your First Year at Barnard College 2011-2012.  
Advising Sessions will be held on campus and in several cities during late May and early June. Information from the advising sessions will also be available online for those who cannot attend.  
The First-Year Blog provides academic | Date/s  
May 26  
June 1  
June 6 or 7  
June 9  
June 11  
Area  
Los Angeles  
San Francisco  
New York  
Boston  
Washington, DC  
Also visit the first-year blog on a regular basis for up to date information you’re your first-year class dean:  
http://barnardfirstyear.blogspot.com/ |                                                                 |
| Late July and Early August | TO DO: Transfer students attend an (optional) Advising Session.  
Dean of Studies Office 212-854-2024 | In mid-June, you will receive a mailing from Dean for Transfer Student Services, International Students, and Commuter Advising, Ani Bournoutian, including a Transfer Student Handbook.  
In addition, you will be invited to attend one of two (optional) Advising Sessions:  
Thursday, July 14, 11 AM-1 PM OR Wednesday, August 10, 11 AM-1 PM (individual meetings to follow)  
Location to be announced, but students will initially gather in the Dean of Studies Office, 105 Milbank. RSVP for a session by contacting Mark Farrell at mfarrell@barnard.edu.  
The Transfer Blog provides academic notices and reminders year round. | Usef ul resources as you prepare for advising sessions and program planning: View course offerings in the Directory of Classes. Additionally, check both the Barnard College Catalogue and departmental websites for course descriptions and information about pre-requisites. The Transfer Blog will be available in late June – we’ll provide a link here once it is! |
| --- | --- | --- | --- |
| Starting NOW Deadline: 6/14 | TO DO: Complete forms at right and mail or fax (for students who will be recipients of federal funds or loans).  
The Office of the Bursar is responsible for billing and collection of students’ tuition and loan accounts.  
To facilitate loan certification and federal funds processing, submit the two forms at right to the Bursar’s office. | Submit the following forms via mail or fax to 212-854-3888.  
1) IRS form W-9S  
2) Title IV Authorization (Requires signatures from students and parents in order to credit federal loans or grants.) | Submit the Verification Worksheet to Financial Aid via mail or fax. |
| Starting NOW Deadline: 6/14 | TO DO: Complete Financial Aid forms, as required (see right column).  
Financial Aid 3009 Broadway New York, NY 10027 P 212-854-2154 F 212-854-2902 finaid@barnard.edu | BARNARD GRANT RECIPIENTS ONLY:  
Grant Agreement Form (via eBear)  
Restricted Scholarship Questionnaire (via eBear)  
Verification Worksheet (pdf)  
All recipients of Barnard grants must submit the Grant Agreement Form and Restricted Scholarship Questionnaire form via eBear.  
Be sure to click on the STUDENTS tab, then NEW STUDENTS highlighted in light blue to find the form.  
Submit the Verification Worksheet to Financial Aid via mail or fax. | All Stafford Borrowers must submit the Loan Request form via eBear.  
Be sure to click on the STUDENTS tab, then NEW STUDENTS highlighted in light blue to find the form.  
The Promissory Note and Entrance Interview are completed online and can be accessed on the Loan section of the Financial Aid website.  
Submit the Verification Worksheet to Financial Aid via mail or fax. |
| Starting NOW Deadline: 6/14 | Fill out first-year student survey on computing | This survey provides BCIT and the College with critical data from students about their computing expectations, needs, and experience | If you have questions, contact Student Computing. |
| Starting NOW Deadline: 6/18 | TO DO: Complete and submit a dining services contract.  
(Transfer and visiting students will select classes in September.)  
Dean of Studies Office 212-854-2024 | All students (both commuters and campus residents) are required to submit their choice of meal plan to the Bursar by completing a contract. | Review detailed information about fees and meal plans.  
First-Year Meal Plan Contract  
Transfer Meal Plan Contract. |
| 6/20 – 6/27 | TO DO: First-year students submit information for academic course and adviser assignments.  
(Transfer and visiting students will select classes in September.)  
Dean of Studies Office 212-854-2024 | Course Preference Form and Adviser Questionnaire (access via eBear)  
The First-Year Class Dean will use the information you provide to create a tentative course schedule for your fall semester and pair you with an academic adviser. | Submit forms via eBear.  
Be sure to click on the STUDENTS tab, then NEW STUDENTS highlighted in light blue to find the form.  
For detailed instructions, please see the Guide to Your First Year at Barnard College 2011-2012. |
### Deadline: 6/30
TO DO: All incoming students for Fall 2011 must submit a completed Immunization Form along with several signed consent forms that can be found in the last grid to the right. Deadline for all forms is June 30, 2011.

Failure to submit forms will result in the student being barred access to the residence halls.

**Primary Care Health Services**
Primary Care Health Service, Barnard College, 3009 Broadway, New York, NY 10027.

Elliot Wasserman 212-854-2091 ewasserman@barnard.edu

The Primary Care Health Service provides treatment of acute and chronic illness, gynecological care, health and nutrition counseling, allergy treatments, vaccinations, medications dispensary, a 24/7 emergency clinician-on-call, a travel health clinic, health promotion and education, and referral to off-campus specialists.

**PLEASE NOTE (VERY IMPORTANT):**
No student will receive a housing assignment or be allowed to check in to the Residence Halls until their health information has been received and approved by the Primary Care Health Service.

Please read the Welcome Letter and Meningitis Question/Answer sheet as well as print out the Immunization Information form and the Consent forms. Fax them to 212-854-2702 after they have been completed and signed. You may also send them by mail.

**Welcome Letter**
**PCHS Immunization Form** (3 pgs.)
**Meningitis – Questions & Answers**
**Consent Forms including the Meningitis Response form** (3 pgs.)

### Starting NOW Deadline: 7/8
TO DO: Ask parents or guardians to complete online Family Information Form in the right column.

Use the Parents portion of the Barnard website to navigate between various departments of interest.

**Primary Care Health Services**
Primary Care Health Service, Barnard College, 3009 Broadway, New York, NY 10027.

Elliot Wasserman 212-854-2091 ewasserman@barnard.edu

Parents are invited to connect with Barnard. Learn about the Parents Fund Council and meet other families. Other ideas for interested parent volunteers can be found under “Parent Volunteer Opportunities.” Contact the departments listed for more information.

**PLEASE NOTE:** Family Weekend is October 28-29, 2011

Submit this form via eBear. Be sure to click on the STUDENTS tab, then NEW STUDENTS highlighted in light blue to find the form.

### Starting NOW Deadline: 7/8
TO DO: Complete online Directory Information/Emergency form via eBear.

**Registrar** 212-854-2011 registrar@barnard.edu

Indicate whether or not you wish to be listed in online directories and the individual you wish us to contact in case of an emergency.

### Starting NOW Deadline: 7/8
TO DO: Final transcripts must be submitted to the Office of Admissions.

3009 Broadway NY, NY 10027 admissions@barnard.edu 212-854-2014

A completed final school report and high school transcript (for First-Year students) must be sent to Barnard as soon as transcript is available.

Transfer students must provide a final college transcript when available. Final transfer credit evaluations will then be completed by the Office of the Registrar.

**Final School Report** (for First-Year students)

### Starting NOW Deadline: 8/1
TO DO: Payment due. Complete online form at right, if a payment plan is desired.

**The Office of the Bursar**
212-854-2026 bursar@barnard.edu

If you prefer not to pay charges in full on the traditional two semester payment deadlines (listed on the Bursar’s page), consider using the Tuition Management Systems (TMS) Payment Plan.

Payment MUST be arranged (directly with the Bursar or via TMS) by the date listed on the left.

**PLEASE NOTE (VERY IMPORTANT):**
There is no grace period and late fees will accrue after the deadline has passed. Registration for classes will not be permitted until all balances due to the College have been cleared.

Submit color photo online (jpeg format, must be passport-style: face forward, head and shoulders clearly visible. No photos with sunglasses/hats).

Please note that you will need your SSN (or college-assigned nine-digit number, as mentioned above in the UNI section).

### Starting NOW Deadline: 8/9
TO DO: Submit ID photo

Columbia University ID Office idcard@columbia.edu 212-854-7225

Avoid long lines and submit your photo now. Then pick up your official CUID (Barnard/Columbia ID card) at Orientation.

### 8/28
TO DO: Move in! First-Year Orientation begins

**New Student Orientation Program** (Barnard’s Office of Student Life) orientation@barnard.edu 212-854-5808

New First-Year students may move in.

**PLEASE NOTE:** Some first-year students with overseas addresses have been emailed directly with earlier move-in information to accommodate orientation programming. If you have received this email, please refer to the alternate move-in date.
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<td>8:30</td>
<td>TO DO: Move in! Transfer and Visiting Student Orientation begins. <strong>New Student Orientation Program</strong> (Barnard's Office of Student Life) <a href="mailto:orientation@barnard.edu">orientation@barnard.edu</a> 212-854-5808 <a href="http://www.barnard.edu">NSOP web site</a></td>
<td>New Transfer and Visiting students may move in.</td>
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