

TASKS TO COMPLETE	LOCATION	COMPLETED
Review Student Handbook: The Student Handbook is a document intended to communicate various policies, procedures, responsibilities, and opportunities affecting the lives of Ashland University students. Students are responsible for understanding all published University policies.	https://www.ashland.edu/student-conduct Contact Student Conduct at conduct@ashland.edu with any questions.	☐
Activate Your AU Email: Click "Activate" under "New User"; then enter your username and follow prompts. Activate your AU email to access all AU online tools with the same username and password.	pass.it.ashland.edu Contact Information Technologies at 419-289-5405 with any questions or issues.	☐
Complete a Housing or Commuter Application: All students must complete one of these applications annually. Commuter status requires prior approval from Residence Life. Visit https://www.ashland.edu/residence-life-resources for more information.	housing.ashland.edu	☐
Submit a Photo & Download Your Mobile AU ID: Ashland University is transitioning printed AU ID cards to mobile credentials. Your mobile AU ID gives you access to your residence hall, campus buildings, events, dining locations, and printing. To submit your photo and download your mobile AU ID, click on the provided link.	https://www.ashland.edu/eagle-mobile-id	☐
Register your Vehicle: All students who plan to park their vehicles on campus must complete the required registration form prior to parking on campus. Please review the student parking regulations for more information and permit details.	https://www.ashland.edu/parking-campus	☐
Navigate to Self Service: Review your class schedule, student account, financial aid, course catalog, unofficial transcript, and register for following semesters.	https://ashland-ss.colleague.elluciancloud.com/student/	☐
Review your Class Schedule: Once your class schedule has been created by a Professional Academic Advisor, you will be able to review your schedule in Self Service.	https://ashland-ss.colleague.elluciancloud.com/student/	☐
Reserve Course Textbooks: Click on 'Textbooks' and then click on 'Reserve Textbooks' to enter, review, and reserve your required course textbooks. Textbook reservations are available beginning August 1.	ashlandbookstore.com	☐

TASKS TO COMPLETE	LOCATION	COMPLETED
Financial Aid Offer: Review your offer on Self Service, and accept or decline any Federal student loans and work study offered to you. The loans will not disburse to your AU Student Account to pay down your bill until they are accepted. New borrowers must also complete a Master Promissory Note and Loan Entrance Counseling. Refer to the Financial Aid & Student Account Checklist for more information.	https://ashland-ss.colleague.elluciancloud.com/Student/FinancialAid	☐
Student Account: Review your account activity, charges and payments including financial aid disbursements. Pay your account balance or create a payment plan prior to the first day of classes. Add a third party (parent) as an authorized user to view your account and/or make payments. For more information, visit www.ashland.edu/pay-my-tuition .	https://ashland-ss.colleague.elluciancloud.com/Student/Finance/AccountSummary	☐
Medical History & Immunization Form: Complete and submit your Medical History Form and Immunization Information online. Contact the Student Health Center at 419-289-5200 or healthcenter@ashland.edu .	https://secure.medproctor.com/Account/Signin	☐
FERPA Waiver: Review information about the Family Educational Rights & Privacy Act (FERPA) and complete the FERPA Release Form. Contact the Registrar's Office at 419-289-5666 or regis@ashland.edu .	https://ashlandcentral.etrieve.cloud/#/form/34	☐
Medical Insurance Waiver: If you will be covered under your own or parent/spouse health insurance, opt out of the university's insurance by completing the online waiver. Please note, if you do not complete the insurance waiver, your student account will be billed for medical insurance. Contact the Business Office at 419-289-5022 or busoff@ashland.edu .	https://www.studentinsurance.com/Client/1469	☐
Consent & Respect and Alcohol Wise Modules: Building a community of respect is a core foundation at Ashland University. All incoming students are required to complete the Consent & Respect and Alcohol Wise modules through 3rd Millennium. If you experience technical difficulties please contact help@3rdmil.com or call 888-810-7990, or contact the Office of Orientation.	https://3rdmil.com/signup Under "Enroll in a Course", enter the control number (see below) and then click continue. Alcohol Wise: ASHLUAW Consent & Respect: ASHLUCR	☐