NEW STUDENT-ATHLETE CHECKLIST
BEFORE ARRIVING ON CAMPUS THIS SUMMER

Please take care of the tasks below on time. Otherwise, registration for classes may be BLOCKED and/or HUGE late fees, not covered by your scholarship, might be charged to YOU.

☐ Complete Admission & NCAA Eligibility Center requirements ASAP (www.eligibilitycenter.org)
   1. Update your Amateur Status on line via the NCAA Eligibility Center AND
   2. Request that your registrar or counselor send your final official HS transcript with the date of graduation to both Rice and the NCAA Eligibility Center after you graduate.

☐ Log on to esther.rice.edu to create your ESTHER account ASAP. You should already have received an email from Rice with specific instructions. (Do this ASAP)

☐ Create your Rice email (apply.rice.edu) ASAP (Expect an email from Rice with instructions.)
   Email is Rice’s official communication form...you’re responsible for checking your email daily

☐ Remember your log in information & password/PIN number for both! (i.e. write them down.)

☐ Explore oweek.rice.edu (Orientation packets will be available electronically via OWLspace and the O-week website. A letter of instruction will be mailed mid-May)

☐ Complete on-line Rice Athletic Medical Data Form for Trainers (By May 15th www.Swol123.net)

☐ Health Data Form (HDF - In Packet) (Must complete before Summer Registration to remove Student Health Services and Vaccination Holds) This is a different form than the Rice Athletic Medical Data Form.
   1. You CAN NOT register for classes for the summer or fall if this form is not complete.
   2. You need an up to date shot record with meningitis shot at least 10 days prior to arriving on campus and potentially a TB test in the last 6 months.
   3. If you will be under 18 when school begins, you will need to complete the Student Health Service Parental Consent Form (Pick up form if needed)

☐ Register for Summer Classes on ESTHER (Phone Conversation with Mike or Julie)
   (Remove Address Verification, Honor Code Affirmation & Emergency Notification Holds.)

☐ English Composition Exam
   1. All students MUST take the composition exam over the summer (mandatory). The exam is online at http://compexam.rice.edu/
   2. You may take the exam May 27th (8 a.m.) – June 1st (1 p.m.), 2015 (Much Preferred date) or June 24th (8 a.m)-June 29th (1 p.m.), 2015. (Central Time)
   3. This will be a timed exam with 2.5 hours to write an essay based on a particular topic and one to two readings. Be sure you check your email for verification your essay was received.

☐ Complete the following on ESTHER via the welcome tab by Friday, June 1st
   ☐ College Information Form (MAKE ROOMATE REQUESTS ON THIS FORM)
   ☐ Advising Questionnaire
   ☐ First Look Questionnaire (Include photo)
   ☐ Roommate Information AND Confidential Roommate Matching Questionnaires
   ☐ Parent / Guardian Information Form
NEW STUDENT-ATHLETE CHECKLIST (CONT.)

AFTER ARRIVING ON CAMPUS
(FINANCIAL MATERIAL)

☐ Sign Summer Housing Lease, pick up keys and move in (Saturday, June 20th)

☐ Pay Fees not covered by your scholarship (Can pay in ESTHER’s Bill Payment Suite)
  1. There is a Telecommunication Fee of $15 per semester. This is not covered by your scholarship.
     The deadline to pay this is August 1st. A late fee of 1.5% of unpaid bill is charged if you do not pay on time.
  2. Pay attention to deadlines! There are fees for parking, printing, late registration, and dropping and adding classes. These are not covered by your scholarship. Late fees accrue on a monthly basis.
  3. If you are not on full athletic scholarship, there is an O-Week Fee.

☐ Medical Insurance
  4. There will be a medical insurance charge put on your account. If you are on your parent’s health insurance, you can fill out a waiver and the charge will be taken off. The Medical Insurance Waiver must be completed online at www.studenthealthinsurance.rice.edu. This website link is also available on ESTHER’s Bill Payment Suite and is usually ready for waivers by early July. Be sure to fill this out completely and accurately. Mistakes can cause “holds” on your account that affect your registration.
  5. If you are not on your parent’s health insurance, you will need to buy a policy OR sign up for Health Insurance under the school’s policy and pay the fee.

WHAT ELSE DO I NEED TO DO WHEN I GET TO CAMPUS THIS SUMMER?

☐ Throughout Summer Orientation, we will walk you through other things you need to do while you are here before classes begin in August.

☐ If you have a car, Register for Parking... you do not want parking tickets!
   You will register for summer parking as soon as you get on campus this summer.
   Summer parking registration is separate from parking registration for the school year.
   (Parking registration for the school year is due August 24th.)

☐ Complete the following additional forms...
   On ESTHER:
   ☐ Withhold/Release Directory Information due June 30th
   ☐ Fall Housing Lease due July 30th

   The following surveys will be Sent to your Rice Email Account over the summer:
   ☐ CIRP New Student Survey due August 1st
   ☐ Alcohol Education Module due August 1st