<table>
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<tr>
<th>Date</th>
<th>ACTION STEPS Contact Information</th>
<th>Description</th>
<th>Further instructions</th>
</tr>
</thead>
</table>
| **Starting NOW**     | **Deadline: 6/1** (for ALL students)                                                            | **TO DO:** Complete forms at right and scan and email or fax them to the Office of the Bursar. For questions: [The Office of the Bursar](mailto:bursar@barnard.edu)  P 212-854-2026  F 212-280-8941 | Complete these forms:  
1) **IRS form W-95** (SSN verification – REQUIRED FOR ALL STUDENTS)  
2) **Title IV Authorization** (Requires signatures from students and parents in order to credit federal loans or grants – this is only required for students who have federal loans or grants.)  
   (This step **DOES NOT** require myBarnard/gBear/UNI login access!). |
| **Starting 6/1**     | **Deadline: 7/1** (for all first-year students)                                                 | **TO DO:** First-year students fill out a questionnaire about academic and other interests that will help us match you with an academic adviser. [Dean of Studies Office](mailto:deanofstudies@barnard.edu)  P 212-854-2024  F: 212-854–9470  
[Office hours](mailto:deanofstudies@barnard.edu)  Monday – Friday, 9am – 5pm  barnardfirstyear.blogspot.com | You will receive an email invitation at your gBear email address – it will contain a unique link to your Adviser Questionnaire. Click on this link and complete the survey before the deadline.  
   (This step **DOES** require myBarnard/gBear/UNI login access!) |
| Starting NOW | TO DO: Fill out the online Housing Form to indicate whether you wish to live in campus housing or not (and provide additional information for Orientation Week.
FY students who submit the Housing Form by the deadline will be guaranteed on-campus housing. FY students who do not submit the form by the deadline will **forfeit their guarantee of on-campus housing**.
Transfer students are **not guaranteed on-campus housing**; however, the College makes every effort to provide housing to Transfers if possible.
For questions: Residential Life & Housing P 212-854-5561 |
|---------------------------|---------------------------------------------------------------------------------|
| Deadline: 6/3 for First-Years | 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 Primary Care Health Service (see below for details).
| 6/10 for Transfer/Visiting (for ALL students, whether or not they wish to live on campus) | Submit the New Student Housing Response Form. 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. For frequently asked questions about housing, visit our website.
For questions: Residential Life & Housing P 212-854-5561 |
<p>| Students admitted from the waitlist should get forms in ASAP. | (This step <strong>DOES NOT</strong> require myBarnard/gBear/UNI login access!) |</p>
<table>
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<tr>
<th>Starting NOW</th>
<th>TO DO: Call or email the Office of Disability Services (ODS).</th>
<th>The Office of Disability Services serves students with the following types of disabilities: Visual, Mobility, Hearing, Chronic Medical Illnesses, Learning, ADD/ADHD, Psychological, and Cognitive.</th>
</tr>
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<tr>
<td>(for all students who may require support from ODS)</td>
<td>Accommodations are not retroactive, so it’s best to be in touch with ODS as soon as possible to set up accommodations for the beginning of your first semester at Barnard.</td>
<td>The Office of Disability Services works to ensure that reasonable accommodations are made to provide programmatic and physical access.</td>
</tr>
<tr>
<td>Deadline for disability-related housing requests:</td>
<td><strong>Office of Disability Services</strong> P: [212] 854-4634 (voice/TTY) F: [212] 854-6275 Email: <a href="mailto:ods@barnard.edu">ods@barnard.edu</a> Carolyn Corbran, Director Angeline Prendergast, Assistant to the Director</td>
<td>ODS encourages all students with visible or non-visible disabilities, such as learning disabilities or chronic medical conditions, to self-identify and to register with ODS.</td>
</tr>
<tr>
<td>6/6</td>
<td>Use the following links to review additional information about ODS and note important information about guidelines.</td>
<td>To receive accommodations, students with permanent or temporary disabilities who wish to register for services are required to have appropriate disability-related documentation on file in ODS.</td>
</tr>
<tr>
<td></td>
<td>For disability-related housing requests please submit the Disability Housing Accommodation Request Form and supporting documentation to <a href="mailto:ods@barnard.edu">ods@barnard.edu</a> by the deadline of <strong>June 6, 2016 at 1 PM EST</strong>, please review these guidelines.</td>
<td>(This step <strong>DOES NOT</strong> require myBarnard/gBear/UNI login access!).</td>
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<tr>
<td><strong>Starting:</strong> 6/6</td>
<td><strong>TO DO:</strong> All Barnard students are automatically enrolled in the Aetna Student Health Insurance plan at the start of each academic year. **If you have personal health insurance and would like to opt out of the Aetna Student Health Insurance plan you must do so by 8/26/16 via an online waiver application through the University Health Plan website. The waiver will be available starting on 6/6/16 through 8/26/16. The link to the online waiver application, the Aetna Student Health website, frequently asked questions about student health insurance, an insurance comparison chart, and further information about student health insurance can be found here: PCHS INSURANCE SITE: <a href="http://barnard.edu/primarycare/insurance">http://barnard.edu/primarycare/insurance</a> For health insurance questions, contact: Elliot Wasserman Director of Operations, Primary Care Health Service <a href="mailto:ewasserman@barnard.edu">ewasserman@barnard.edu</a> T: 212-854-8305 F: 212-854-8122</td>
<td>All registered students are required to have health insurance, either through a personal/family policy or through Aetna Student Health, while enrolled at Barnard. All students, regardless of if they have personal/family insurance or Aetna Student Health insurance, can access the services at the Primary Care Health Service, Furman Counseling Center, Alcohol &amp; Substance Awareness Program, Office of Disability Services, Well-Woman Health Promotion &amp; Education Center, and Rape Crisis/Anti-Violence Support Center. <strong>These services are covered under the Barnard tuition and there is no per-visit fee or co-pay.</strong> The only exception is for discount medication, vaccines and medical supplies at the Primary Care Health Service which must be paid for at the time of the visit via Visa, Mastercard or check (the PCHS does not directly bill insurance). Health insurance is only activated when laboratory tests are ordered and/or when a student is referred off-campus to a health care or mental health specialist or facility.</td>
</tr>
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</table>
## TO DO

### FALL 2016 ENROLLING STUDENTS

| Deadline: 6/13 | **TO DO:** Complete Financial Aid forms, as required (see right column).
| **(for ALL Barnard Grant recipients)** | **The Financial Aid Office** encourages you to contact us to discuss any and all questions you may have regarding the financing of your education at Barnard.
|  | If you are accepting a Federal Direct Stafford Loan offered in your financial aid award, please link to [www.studentloans.gov](http://www.studentloans.gov) to complete a Master Promissory Note and Entrance Counseling if you are borrowing for the first time.
| **BARNARD GRANT RECIPIENTS ONLY:** | 1) **Grant Agreement Form**
|  | 2) **Scholarship Questionnaire** (via [my.Barnard.edu](http://my.Barnard.edu))
|  | (Check under **NEW STUDENTS**, right column.)
| Starting: 6/27 | 2) **Scholarship Questionnaire** (via [my.Barnard.edu](http://my.Barnard.edu)) *(This step DOES require myBarnard/gBear/UNI login access!)*
| **Deadline: 7/1**  | **(for all first-year students)** |
|  | **TO DO:** First-year students begin the process of course selection for the fall semester.
|  | Rebecca Grabiner, First-Year Class Dean
|  | [Dean of Studies Office](mailto:Dean_of_Studies_Office@barnard.edu)
|  | P 212-854-2024
|  | F: 212-854-9470
|  | **Office hours:**
|  | Monday – Friday, 9am – 5pm
|  | [firstyear@barnard.edu](mailto:firstyear@barnard.edu)
|  | [barnardfirstyear.blogspot.com](http://barnardfirstyear.blogspot.com)
|  | During this week, you will create a good first draft of your fall academic schedule.
|  | **You will sign up for:**
|  | 1. First-Year Writing or First-Year Seminar (required of all first-year students)
|  | 2. Any courses you plan to take that do not limit the number of students who may enroll.
|  | **You will note your plans to take but will not fully register until you arrive on campus for:**
|  | 1. Limited-enrollment courses
|  | You will have the opportunity to adjust your course selections in consultation with your assigned academic adviser when you arrive on campus.
|  | **To sign up for classes during this time period, log into myBarnard and follow the directions for new students who wish to sign up for classes.**
|  | For information on course selection, please see the [Guide to Your First Year at Barnard College 2016-2017](http://www.barnard.edu/). This publication will be mailed to all incoming first-years and, when updated, will be posted on the Dean of Studies website.
|  | For detailed instructions and ongoing advice, see the [First-Year Blog](http://first-year.barnard.edu). *(This step DOES require myBarnard/gBear/UNI login access!)*

For questions:

[Financial Aid](mailto:financialaid@barnard.edu)

3009 Broadway
New York, NY 10027
P 212-854-2154
F 212-280-8794
finaid@barnard.edu
| Deadline: 6/30 (for all students) | TO DO: All incoming first-year and transfer students must submit the official Barnard College Incoming Student Health Forms, which includes the Incoming Student Immunization Form along with several consent forms.  
**Please note:** Some forms are submitted electronically via the Open Communicator website and some forms will need to be downloaded & printed from the Open Communicator website and mailed or faxed to the Primary Care Health Service.  
We cannot accept any medical information or forms via email for privacy and security reasons.  
Please make sure to read the FAQs and PCHS Welcome Letter & Health Forms Instructions/Checklist carefully. It is very important that you complete the forms in the order listed in the instructions.  
For form-related questions, contact:  
Stephanie Paciulla  
Primary Care Health Service  
SPaciulla@barnard.edu  
T: 212-854-2091  
F: 212-854-2702 | The **Primary Care Health Service** provides treatment of acute and chronic illness, gynecological care, health and nutrition counseling, allergy treatments, vaccinations, an emergency clinician-on-call during evenings/weekends, a travel health clinic, health promotion and education, an on-site medication dispensary and referral to off campus specialists.  
The **Open Communicator website** is a secure online web portal that students can use to submit certain forms, access immunization records, and during the academic year, schedule/cancel certain types of appointments and receive secure messages from Primary Care clinicians.  
The [link](#) to the Open Communicator website, the PCHS **Welcome Letter & Health Forms Instructions/Checklist, and Frequently Asked Questions** regarding the Incoming Student Health Forms can be found on our New Students Site:  
**NEW STUDENTS SITE**  
**All Incoming Student Health Forms are located on the Primary Care Health Service's Open Communicator website.** | Barnard does not require that incoming students receive a physical exam. However, the “Incoming Student Immunization Form” must be downloaded/printed from the Open Communicator website and completed & signed by a physician, physician’s assistant or nurse practitioner. We suggest making an appointment with your health care provider for as soon as possible to ensure that you have ample time to complete the forms and if necessary, receive any vaccinations and/or a tuberculosis screening.  
**VERY IMPORTANT:** Late submission of the Incoming Student Health Forms may result in housing and registration delays. No student will receive a housing assignment, be allowed to check in to the Residence Halls or be allowed on campus until all of their Incoming Student Health Forms have been received and approved by the Primary Care Health Service.  
(This step **DOES** require myBarnard/gBear login access!) |
| Starting 7/1. Deadline: 9/9 (for ALL students) | TO DO: Evaluate your dining options and be ready to finalize your required meal plan starting July 1 through September 9 in [my.barnard.edu](http://my.barnard.edu) (under the Student Services tab, in the right hand column, click myHousing & Dining). If your housing situation changes between the time you choose a plan and Sept. 9, you can change your selection. However, you cannot change your plan for the fall semester after Sept. 9. | **Dining at Barnard**

All students (both commuters and campus residents) are **required** to enroll in a Barnard meal plan.

All students will be assigned into a temporary meal plan for the semester based on their commuter/resident status:

- **First Year residents** are required to enroll in the Platinum Plan (19 meals/week + 120 Points).
- **Transfer residents** living in the BC Quad (Brooks, Hewitt, Reid, and Sulzberger floors 2-6) are required to enroll in the Quad Upper Class Plan (150 Meals/Term + 430 Points).
- **All Commuters and Transfers not living in the BC Quad** are required to enroll in a $320 Convenience Plan/Term as a minimum and have temporarily been enrolled in a $480 Convenience Plan/Term. Starting July 1, students will be able to change plans until Sept. 9 in [my.barnard.edu](http://my.barnard.edu).

| Review detailed information about [fees and meal plan policies](http://my.barnard.edu). | (This step **DOES** require myBarnard/gBear/UNI login access!). |
Starting: **NOW**  
Deadline: **7/15**  
(for all students)  
Provide your parent or guardian the link to the form in the right column!

| TO DO | Parents are invited to connect with Barnard. Learn about the [Parents Council](#) and meet other families.  
Other ideas for interested parent volunteers can be found under “Parent Volunteer Opportunities.” Email [parents@barnard.edu](mailto:parents@barnard.edu) for more information. |
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<tr>
<td>Please provide this link to your parent and/or guardian.</td>
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**Family Information Form**  
(This step **DOES NOT** require myBarnard/gBear/UNI login access)

| Deadline: **7/15** | TO DO: Complete online Directory Information and Emergency form via [myBarnard](#).  
For questions: [Registrar](#)  
P 212-854-2011  
registrar@barnard.edu |
| --- | --- |
| Submit this form via [my.Barnard.edu](#).  
(Check under NEW STUDENTS, right column.) | |
| (This step **DOES** require myBarnard/gBear/UNI login access!) | |

| Starting **NOW**  
Deadline: **7/15**  
(for all students) | TO DO: Final transcripts must be submitted to the Office of Admissions.  
The Office of Admissions  
Barnard College  
3009 Broadway NY, NY 10027  
admissions@barnard.edu  
P 212-854-2014  
F 212-854-6220 |
| --- | --- |
| First-year students must submit a completed Final School Report (generated by your counselor through the Common Application) and a final high school transcript as soon it is available.  
Transfer students must provide a final college transcript (including final grades from the most recent term). Final transfer credit evaluations will then be completed by the Registrar. | |
| Let us know if you have any questions about submitting your transcript. | |
| (This step **DOES NOT** require UNI/myBarnard/gBear login access!) | |
### TO DO
#### FALL 2016 ENROLLING STUDENTS

<table>
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<tr>
<th>Late July and Early August</th>
<th>TO DO: Transfers should review graduation requirements and sign up for an advising session (more information to follow).</th>
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</thead>
</table>
| (for all TRANSFER students) | Christina Kuan Tsu, Transfer Advising Dean  
Office of the Dean of Studies  
3009 Broadway  
105 Milbank Hall  
New York, NY 10027  
P: 212-854–2024  
F: 212-854–9470  
Office hours: Monday – Friday, 9am – 5pm |
| **The Office of the Dean of Studies** supports the academic success of all Barnard students, helping students make thoughtful and informed decisions about the completion of degree requirements. |
| **Access the Transfer Guide**  
- Requirements for the A.B. Degree  
- Majors and Minors  
- Pre-College Course Credit  
- Other Important Information  
- Information for Transfers  
- Who Are International Students  
- Worksheet  
- Resources at Barnard |
| Useful resources as you prepare for advising sessions and program planning:  
Check both the course catalogue and departmental websites for course descriptions and information about pre-requisites. View all University-wide course offerings in the Directory of Classes. |
| **Starting late May. Deadline: 8/1** | TO DO: Starting in late May, a student may invite another person (such as a parent) to receive her bill electronically and be responsible for payment by August 1. |
| (for all students) | When complete, the authorization system will be available at www.barnard.afford.com. Due to federal privacy regulations, the student must authorize each individual (on the site) with whom she wishes Bursar to communicate regarding her student account. An email with activation instructions will then be sent to the invited participant. |
| | On July 5, Barnard's bill will be available to the student and any individual she has invited (above) to view it. Enroll in a monthly payment plan at right if desired. |
| | Payment is due August 1 for the fall semester. |
| | Consider using the Tuition Management Systems (TMS) Payment Plan if you prefer to make smaller, five monthly payments, rather than the traditional two lump sum payments on August 1 (for the fall term) and December 1 (for the spring term). |
| | Payment MUST be arranged directly with the Bursar, or via TMS, by 8/1 to avoid escalating late payment fees. |
| | PLEASE NOTE (VERY IMPORTANT):  
THERE IS NO GRACE PERIOD. LATE FEES WILL ACCRUE AFTER THE DEADLINE HAS PASSED. |
| | (This step DOES NOT require myBarnard/gBear login access!) |
### TO DO

#### FALL 2016 ENROLLING STUDENTS

<table>
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<tr>
<th>Deadline: 8/5</th>
<th>TO DO: Submit your ID photo via the Columbia ID Office website</th>
<th>Avoid long lines and submit your photo now. Then, pick up your official BCID (Barnard ID card) at Orientation.</th>
<th>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). (This step <strong>DOES</strong> require myBarnard/gBear/UNI login access!)</th>
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<tbody>
<tr>
<td>(ALL students)</td>
<td>For questions: Columbia University ID Office <a href="mailto:idcard@columbia.edu">idcard@columbia.edu</a> 212-854-7225</td>
<td>Check the ID Center page for additional photo sizing or submission requirements.</td>
<td><strong>PLEASE NOTE:</strong></td>
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<td><em>First-year international students with overseas addresses</em> will be emailed directly with earlier move-in information to accommodate international students’ Orientation programming.</td>
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<td>8/28 (Sunday)</td>
<td>TO DO: Move in! First-Year Orientation begins.</td>
<td>New first-year students may move in. Orientation begins.</td>
<td><strong>PLEASE NOTE:</strong> Family Weekend will be held October 14-15, 2016.</td>
</tr>
<tr>
<td>(ALL first-year students)</td>
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<td><strong>New Student Orientation Program</strong> (Barnard Student Life) <a href="mailto:Orientation@barnard.edu">Orientation@barnard.edu</a> 212-854-5808</td>
<td><strong>PLEASE NOTE:</strong></td>
<td></td>
</tr>
<tr>
<td>8/29 (Monday)</td>
<td>TO DO: Move in! Transfer and Visiting Students’ Orientations begin.</td>
<td>New transfer and visiting students may move in. Orientation begins.</td>
<td><strong>PLEASE NOTE:</strong> Family Weekend will be held October 14-15, 2016.</td>
</tr>
<tr>
<td>(ALL transfer and visiting students)</td>
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