The following TO DO list will give you checklist of deadlines and forms that need to be submitted to Barnard. Print and post the pdf on the right to keep track of deadlines, but please check back here periodically for updates.

<table>
<thead>
<tr>
<th>Date</th>
<th>TO DO</th>
<th>Description</th>
<th>Further instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Starting NOW Deadline: 6/1</strong> <em>(for ALL students)</em></td>
<td><strong>TO DO:</strong> Complete forms at right and scan or fax them to the Office of the Bursar.</td>
<td><strong>The Office of the Bursar</strong> is responsible for billing and collection of students' tuition and loan accounts. To facilitate loan certification and federal financial aid processing, submit the two forms at right to the Bursar's office.</td>
<td>Forms: 1) IRS form W-9S (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 step DOES NOT require myBarnard/gBear/UNI login access!).</td>
</tr>
<tr>
<td><strong>Starting NOW Deadline: 6/1</strong> <em>(for ALL students)</em></td>
<td><strong>TO DO:</strong> Complete and submit a dining services contract.</td>
<td><strong>Dining at Barnard</strong> All students (both commuters and campus residents) are required to submit their choice of meal plan to the Office of the Bursar by completing a contract. Students who do not select a meal plan will be assigned one by the College.</td>
<td>Review detailed information about fees and meal plans. First-Year Meal Plan Contract Transfer Meal Plan Contract (This step DOES NOT require myBarnard/gBear/UNI login access!).</td>
</tr>
<tr>
<td><strong>Starting NOW Deadline: 6/12 for Transfer Students</strong> <em>(for ALL students)</em></td>
<td><strong>TO DO:</strong> 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 &amp; Housing P: 212-854-5561</td>
<td>Residential Life and Housing provides support for students as they explore, gain independence, and engage in personal decision-making. <strong>PLEASE NOTE (VERY IMPORTANT):</strong> 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).</td>
<td>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. (This step DOES NOT require myBarnard/gBear/UNI login access!).</td>
</tr>
<tr>
<td><strong>Starting NOW</strong> <em>(for all students who may require support from ODS)</em></td>
<td><strong>TO DO:</strong> Call or email the Office of Disability Services (ODS). 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 serves students with the following types of disabilities: Visual, Mobility, Hearing, Chronic Medical Illnesses, Learning, ADD/ADHD, Psychological, and Cognitive. The Office of Disability Services works to ensure that reasonable accommodations are made to provide programmatic and physical access. ODS encourages all students with visible or non-visible disabilities, such as learning disabilities or To receive accommodations, all students with permanent or temporary disabilities who wish to register for services are required to have appropriate disability-related documentation on file in ODS. For disability-related housing requests, review these guidelines. Please note that the Disability Housing Accommodation Request Form must be received by the Housing Response Form deadlines. (This step DOES NOT require</td>
<td></td>
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</tbody>
</table>
### 6/12 for Transfer Students

chronic medical conditions, to self-identify and to register with ODS. Use the following links to review additional information about ODS and note important information about guidelines.

<table>
<thead>
<tr>
<th>Deadline: 6/12 (for ALL Barnard Grant recipients)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TO DO:</strong> Complete Financial Aid forms, as required (see right column).</td>
</tr>
<tr>
<td>For questions:</td>
</tr>
<tr>
<td>Financial Aid</td>
</tr>
<tr>
<td>3009 Broadway</td>
</tr>
<tr>
<td>New York, NY 10027</td>
</tr>
<tr>
<td>P: 212-854-2154</td>
</tr>
<tr>
<td>F: 212-854-2902</td>
</tr>
<tr>
<td><a href="mailto:finaid@barnard.edu">finaid@barnard.edu</a></td>
</tr>
</tbody>
</table>

### 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 follow the instructions for applying for a loan on our website to complete a Master Promissory Note and Entrance Counseling if you are borrowing for the first time.

<table>
<thead>
<tr>
<th>BARNARD GRANT RECIPIENTS ONLY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Grant Agreement Form</td>
</tr>
<tr>
<td>2) Scholarship Questionnaire form (via myBarnard)</td>
</tr>
<tr>
<td>(Check under NEW STUDENTS, right column.)</td>
</tr>
<tr>
<td>(This step DOES require myBarnard/gBear/UNI login access!).</td>
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</tbody>
</table>

### Begins: June 15, 2015
### Ends: August 28, 2015

**TO DO:** 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 8/28/15 via an online waiver application through the University Health Plan website.**

The waiver will be available starting on 6/15/15 through 8/28/15.

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:**

http://barnard.edu/primarycare/insurance

For health insurance questions, contact: Elliott Wasserman Director of Operations, Primary Care Health Service ewasserman@barnard.edu P: 212-854-8305 F: 212-854-8122

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 & Substance Awareness Program, Office of Disability Services, Well-Woman Health Promotion & Education Center, and Rape Crisis/Anti-Violence Support Center. **These services are covered under the Barnard tuition and there is no per-visit fee or co-pay.**

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.

To avoid late payment fees on your Barnard bill, if you wish to opt out of the Aetna Student Health Insurance you should do so by August 28, 2015.

This is the last date for waiving insurance - after August 28, 2015 you will no longer be able to drop the Aetna Student Health Insurance Plan.
### Deadline: 7/15 (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  
P: 212-854-2091  
F: 212-854-2702

### Deadline: 7/15 (parents of all students)

**TO DO:** Ask your parents or guardians to complete the online Family Information Form in the right column.

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

Information posted to that site will include links to the Parents Handbook, New Student Orientation, and the Bursar.

Parents are invited to connect with Barnard. Learn about the Parents Council and meet other Barnard families.

Other ideas for interested parent volunteers can be found under “Parent Volunteer Opportunities.” Email parents@barnard.edu for more information.

Please provide this link to your parent and/or guardian 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

Indicate whether or not you wish to be listed in the Barnard online directory and provide us with the name of the individual you wish us to contact in case of an emergency.

Submit this form via myBarnard.  
(Check under NEW STUDENTS, right column.)

(This step **DOES require** myBarnard/gBear/UNI login access!).
Starting: 7/1
Deadline: 7/15 (for all first-year students)

**TO DO:** First-year students submit academic and personal history information to begin the process of course placements and adviser assignments for the fall semester.

Rebecca Grabiner, First-Year Class Dean
Dean of Studies Office
P 212-854-2024
F: 212-854-9470
Office Hours:
Monday - Friday, 9am - 5pm
first-year@barnard.edu

Complete the following forms:
1) Course Preference Form
2) Adviser Questionnaire (access via myBarnard)

Your Class dean will use the information you provide to create a preliminary course schedule for the fall and to pair you with your first academic adviser.

To access this form, look in the **NEW STUDENTS** section in the right column on this page.

Click on the link to the **FY Academic Information Form**

For detailed instructions, please see the *Guide to Your First Year at Barnard College 2015-2016*. This publication will be mailed to all incoming first-years and will be posted in pdf to the Dean of Studies webpage and to the First-Year Blog.

(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 myBarnard/gBear/UNI login access!)

Late July and Early August

**TO DO:** Transfers should review graduation requirements and sign up for an advising session (more information to follow).

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 Table of Contents:**
- 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](#).

(This step DOES NOT require myBarnard/gBear login access!)

Starting NOW
Deadline: 8/3
(for all students)

**TO DO:** Payment due. Complete online form at right if a payment plan is desired.

Consider using the [Tuition Management Systems (TMS) Payment Plan](#) if you prefer to make smaller, more frequent payments, rather than follow the traditional two-semester payment deadlines (August 1 for...)

**PLEASE NOTE (VERY IMPORTANT):**

**THERE IS NO GRACE PERIOD AND LATE FEES WILL ACCRUE AFTER THE DEADLINE HAS PASSED.**
<table>
<thead>
<tr>
<th><strong>Deadline: Early August</strong></th>
<th><strong>TO DO:</strong> 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 CUID (Barnard/Columbia 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).</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> P: 212-854-7225</td>
<td>Check the ID Center page for additional photo sizing or submission requirements.</td>
<td>(This step <strong>DOES NOT</strong> require myBarnard/gBear/UNI login access!)</td>
</tr>
<tr>
<td><strong>8/30</strong></td>
<td><strong>TO DO:</strong> Move in! First-Year Orientation begins. New Student Orientation Program (Barnard's Office of Student Life) <a href="mailto:Orientation@barnard.edu">Orientation@barnard.edu</a> P: 212-854-5808</td>
<td>New first-year students may move in. Orientation begins.</td>
<td><strong>PLEASE NOTE:</strong> First-year international students with overseas addresses will be emailed directly with earlier move-in information to accommodate international students' Orientation programming.</td>
</tr>
<tr>
<td>(Sunday)</td>
<td>(all first-year students)</td>
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<td></td>
</tr>
<tr>
<td><strong>8/31</strong></td>
<td><strong>TO DO:</strong> Move in! Transfer and Visiting Students' Orientations begin. New Student Orientation Program (Barnard's Office of Student Life) <a href="mailto:Orientation@barnard.edu">Orientation@barnard.edu</a> P: 212-854-5808</td>
<td>New transfer and visiting students may move in. Orientation begins.</td>
<td><strong>PLEASE NOTE:</strong> Family Weekend will be held October 23-24, 2015.</td>
</tr>
<tr>
<td>(Monday)</td>
<td>(all transfer and visiting students)</td>
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