

# ONLINE & EVENING STUDENT CHECKLIST

*Your next steps before classes start!*

- ☐ **Login to myGVU** If you have not already done so, log into GV's app/portal – <https://myView.grandview.edu> – or download from your phone's app store. You should have received an email from Admissions providing your GV Account username and initial password. If you do not have this information, email [helpdesk@grandview.edu](mailto:helpdesk@grandview.edu). **Log in regularly – all official communication will be directed to this account.**
- ☐ **myGVU Tasks** Continue to monitor **Tasks** (upper left corner) of myGVU.  
Tasks are important steps you need to take to help you be successful at Grand View.



## BEFORE ATTENDING ORIENTATION

- ☐ **College Course Credit** Request final official college transcripts be sent to Grand View University.
- ☐ **Sign up for Orientation** RSVP at [www.grandview.edu/Admissions](http://www.grandview.edu/Admissions) > *Online & Evening Students* > *Orientation*.

## FINANCES

- ☐ **FAFSA** Complete a Free Application for Federal Student Aid (FAFSA) online at [studentaid.gov](http://studentaid.gov). Grand View's school code is 001867.
- ☐ **Financial Aid Offer Letter** Return a signed copy to the Financial Aid Office. Or view and accept your financial aid by logging into *myGVU* > *My Finances* > *Open Financial Aid Information in Self Service*. You will see the checklist items you need to take action on in yellow, including reviewing and accepting your Financial Aid Offer Package and reviewing and signing your Financial Aid Offer Letter.
- ☐ **Payment Plan** To set up a payment plan to cover your remaining out-of-pocket costs, go to: *myGVU* > *My Finances* > *Enroll in a Payment Plan*.  
**In order to have a 6-month payment plan, you must enroll by November 30, 2023.** The first payment will be due January 1, 2024.  
Viking Central can assist you in setting up a plan. Contact the office at 515-263-2807 or [VikingCentral@grandview.edu](mailto:VikingCentral@grandview.edu).
- ☐ **Financial Responsibility** Accept financial responsibility for tuition. Go to: *myGVU* > *My Tasks* > *Financial Responsibility Statement*.
- ☐ **Financial Aid Authorization** Authorize Grand View to credit financial aid to any miscellaneous charges. Go to: *myGVU* > *My Tasks* > *Apply Financial Aid to Misc Charges Authorization*.
- ☐ **Federal Direct Loan Online Promissory Note & Entrance Counseling** *If you will be taking out a Federal Student Loan*, complete online at [www.studentaid.gov](http://www.studentaid.gov).
- ☐ **Federal PLUS Loan** *If you will be applying for a Federal PLUS loan*, your parent needs to apply online and complete a Master Promissory Note at [www.studentaid.gov](http://www.studentaid.gov). Your parent will need an FSA ID. For more information, go to: *myGVU* > *My Finances* > *Student Finances* > *Loan Information*.
- ☐ **Private Loan** *If you will be applying for a private loan*, find more information and the private loan list link, go to: *myGVU* > *My Finances* > *Go to Student Finances* > *Private Loans*. Notify your completion coach which loan you decide to take so we may update your Active Financial Plan.

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## ONLINE & EVENING STUDENT CHECKLIST, CONTINUED

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### OTHER

- ☐ **Student ID** Go to: *myGVU > About Me > Upload Photo for Campus ID* and follow the prompts to upload your photo. You will receive your Grand View student ID at Orientation. Or visit Campus Services during Orientation.
  - ☐ **Vehicle Registration** If you plan to have a vehicle on campus, complete your registration at: *myGVU > Tasks > Vehicle Check-In for Permit*. Then pick up your parking decal in Campus Services located inside the Bookstore. Current school year decals are available beginning in August and can be picked up any time throughout the school year. If you will not have a vehicle, you can request a parking fee waiver via the Vehicle Check-In task.
  - ☐ **Get Inclusive** You will receive a link to the required training in your Grand View email prior to your scheduled orientation.
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### BEFORE CLASSES BEGIN

- ☐ **Person Proxy** Person Proxy allows you to give a parent or anyone of your choosing access to your student account, academic record and financial aid information. Grand View does not mail paper statements, so this is the way others access your account information. You can set up your Proxy access via *myGVU > Tools > About Me > Manage Person Proxy* for your account.
- ☐ **Schedule** Access on *myGVU > My Academics* before classes start and verify your courses are correct using Student Planning.
- ☐ **Purchase Books** Visit the Bookstore or order online at [www.bookstore.grandview.edu](http://www.bookstore.grandview.edu). We recommend students begin purchasing book at least two weeks prior to the start of school.
- ☐ **Resources on myGVU** Familiarize yourself with resources available: course schedule, term calendar, campus life, academics, career services, clubs and organizations.
- ☐ **Academic Advisor** Once your advisor has been assigned, you can review that information in your account information on myGVU.
- ☐ **Handshake** Download the Handshake app or log in at [joinhandshake.com](http://joinhandshake.com) using your Grand View email address and password. In Handshake, you have access to on-campus/work-study job opportunities, employer events and contact information, and thousands of job and internship postings.