GRAND VIEW UNIVERSITY

FIRST-YEAR STUDENT CHECKLIST

Your next steps before classes start!

BEFORE ATTENDING ORIENTATION

❑ **Complete Placement Process:**

1. **Help us learn more about you!** To prepare your class schedule, please complete the College Credit Form at **grandview.edu/NextSteps**
2. **Complete English and/or Math Placement –** The placement process is designed to make sure you are registered for the right courses. Learn more at **grandview.edu/NextSteps.**

❑ **Sign up for Orientation:** Students will receive an email to RSVP!

❑ **Login to myGVU:** If you have not already done so, log into GV's app/portal — **myGVU.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**.

❑ **High School Transcripts:** **Following graduation,** request your high school send an official transcript to Grand View.

❑ **Enrollment Deposit:** You will have received an email from Admissions with information on how to pay your deposit, or visit **grandview.edu/gvpayments**.

❑ **College Course Credit:** Request final official college transcripts be sent to the Admissions Office for any course taken for college-level credit. Information on high school transcripts is not sufficient for awarding credit. Coursework taken may affect your placement in certain courses.

❑ **Advanced Placement Credit:** Request official AP scores be sent to the Admissions Office for credits to be added to your record. Coursework taken may affect your placement in certain courses.

❑ **FAFSA:** Complete a Free Application for Federal Student Aid (FAFSA) online at **studentaid.gov.** Grand View's school code is **001867**. If you don't plan on applying for federal and/or state financial aid, notify your admissions counselor.

❑ **Housing Application and Deposit or Housing Exemption:** You will have received an email from Admissions with information on how to do so following acceptance.

❑ **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.

❑ **Health Form:** A copy of your immunization record, insurance card and completed health form are required for all residential, international, athlete and nursing students. Access health form and the TB questionnaire, complete and use QR code to upload documents to Medicat.

❑ **Vector Training:** You will receive a link to the required training in your Grand View email.

BRING TO ORIENTATION

❑ **Work-Study Eligible Students:** **Driver's license** and an **original social security card, birth certificate or passport.**

❑ **List of Exams taken for College Credit:** Even if you haven't received scores for Advanced Placement exams, bring along a list of the specific exams that you have taken.

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BEFORE CLASSES START

❑ **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.

❑ **Student Record Release:** Authorizes the university to share your financial aid and billing information with a parent, guardian, or another designated individual. Students participating in the **GV Complete program** are required to authorize at least one parent or guardian unless they are considered **independent for financial aid purposes.** To complete, go to **myGVU > Tools > About Me > Release My Student Records.**

❑ **Emergency Contact:** Go to **myGVU > About Me > Add/Update Emergency Contact.**

❑ **Handshake:** Download the Handshake app or log in at **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.

❑ **Uwill:** Register for access to free and confidential therapy services including: free 24/7 phone number to talk to a therapist anytime, telehealth appointments by video, phone, or chat, and wellness resources. Scan the QR code to register.

FINANCES

❑ **Financial Aid Offer Letter:** View and accept your financial aid package by logging into **myGVU > My Finances > View Financial Aid Offer.** Make sure you sign your offer letter and take action on all outstanding checklist items.

❑ **GV Complete Financial Plan:** Participate in a GV Complete meeting to create an initial plan. Decide which version of the plan will be your first Active Financial Plan and **sign the worksheet page** with your completion coach.

❑ **GV Complete Online Participation Agreement:** Go to: **myGVU > Tasks > GV Complete Participation Agreement > click "Accept."**

❑ **Payment Plan:** To set up a payment plan to cover your remaining out-of-pocket costs, go to: **myGVU > Student Finances > Enroll in a Payment Plan. In order to have a 6-month payment plan, you must enroll by January 14, 2027. The first payment will be due by January 15, 2027.** Viking Central can assist you in setting up a plan. Contact the office at **515-263-2807** or **VikingCentral@grandview.edu.**

❑ **Financial Responsibility:** Accept financial responsibility for tuition. Go to: **myGVU > Tasks > Financial Responsibility Statement**.

❑ **Financial Aid Authorization:** Authorize Grand View to credit financial aid to any miscellaneous charges. Go to: **myGVU > 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 **studentaid.gov.**

❑ **Federal PLUS Loan:** To apply for a Federal PLUS loan, your parent needs to apply online and complete a Master Promissory Note at studentaid.gov. Your parent will need to use their own FSA ID. For more information, go to: **myGVU > My Finances > Go to 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.

❑ **Purchase Books:** Grand View uses **Viking CourseWorks** to provide all required books and course materials by the first day of class. Students are automatically enrolled when they register for classes.

To view course materials and manage your account, visit **grandview.ecampus.com,** click Log In, and sign in using your myGVU or Grand View credentials. Your Dashboard displays your participation status and course materials.

ATHLETES ONLY

❑ **Physical and Health History Form:** Use QR code to access GV's form. Follow instructions to upload documents:

❑ **Upload copy of health insurance card:** Using QR code

❑ **Assumption of Risk Form:** You will receive an email with a link to complete or a notice will appear when you log into your myView account.

❑ **Student Athlete Handbook:** You will receive an email with a link to complete or a notice will appear when you log into your myView account.

❑ **PlayNAIA Registration:** Complete at **playnaia.com**

ON-GOING

myGVU Tasks: Continue to monitor **Tasks** (upper left corner) of myGVU. Tasks are important to your success at Grand View. As you perform tasks, they will automatically move to **Completed Tasks.**

