GRAND VIEW UNIVERSITY

# 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 — **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. **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:** Students will receive an email to RSVP!

### FINANCES

❑ **FAFSA:** Complete a Free Application for Federal Student Aid (FAFSA) online at **studentaid.gov.** Grand View's school code is 001867.

❑ **Financial Aid Offer Letter:** View and accept your financial aid by logging into **myGVU > Student 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 > 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 > 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 **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 **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.

❑ **Employer Partner Advantage:** If you are employed by a Grand View Employer Partner, please fill out the discount form before classes start toconfirm employment and receive the tuition discount. GV partners and the discount can be found at: **grandview.edu/about/employee-partnerships.**

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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. Decals are available and can be picked up during business hours. If you will not have a vehicle, you can request a parking fee waiver via the Vehicle Check-In task.

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

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# BEFORE CLASSES BEGIN

- ❑ **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.**

- ❑ **Schedule:** Access on **myGVU > My Academics** before classes start and verify your courses are correct using Student Planning.

- ❑ **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.

- ❑ **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** 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.