



## Accepted Student Checklist – Online Graduate Students

Presented by the Office of Graduate Education

### ◆ After Admission

- Confirm your intent to enroll by submitting your [Admission Reply Form](#)
- Follow instructions sent via email to claim your Stevens network credentials
- Request [official GRE/GMAT test score\(s\)](#) be sent to Stevens (if unofficial scores were submitted)
- Request [official TOEFL, IELTS, or Duolingo test score\(s\)](#) be sent to Stevens (international students only)
- Request [official transcripts from all post-secondary institutions you attended](#) be sent to Stevens
- Complete [New Student Onboarding Tasks](#) in Workday, so you can register for classes
- Review the list of recommended first semester courses that were sent to you via email
- [Follow these instructions to select courses and register for classes](#) through Workday
- Review the [Academic Calendar](#) to familiarize yourself with important dates and deadlines

### ◆ Before Semester Begins

- Complete and submit the [FASFA form](#) if you intend to apply for federal financial aid (domestic students only)
- Register for New Online Student Orientation when prompted to do so via email
- Enroll yourself into the [Online Programs: Student Support Portal](#) course in Canvas
- Contact the [Office of Disability Services](#) if you plan to seek accommodations for a disability
- Review [the information on this page](#) about how to obtain your virtual student ID card
- Log into Workday and follow [these instructions](#) to review your Student Support Network
- Accept Financial Aid Terms & Conditions (scholarship and federal aid recipients only); you will be emailed by the Office of Financial Aid with instructions
- Attend New Online Student Orientation
- Register for [Stevens \(RAVE\) alerts](#)
- Review the [Student Handbook](#) to familiarize yourself with key university policies
- Review [this page](#) for a list of offices available to support you as a graduate student
- Review [this list](#) of important dates and deadlines during your first semester
- The week before classes begin, log into [Canvas](#) to review your course syllabi