

University of St. Francis

New Student Check-In Steps

Check-In for all new students requires the following steps:

- Step 1: Attend Transfer Student Orientation on Friday, August 21, 2020 from 8 a.m.-1:30 p.m.
- Step 2: Confirm your class schedule with your academic advisor.
- Step 3: Confirm your on-campus residence with Residence Education, if applicable.
- Step 4: Confirm your financial aid award with Financial Aid Services.
- Step 5: Pay your tuition bill via web or mail.

PAYMENT OPTIONS

Payment options acceptable toward the payment of tuition, housing and fees include the following:

1. **Tuition payment plan** of five equal installments throughout the course of the semester. The Electronic Tuition Payment Agreement must be completed online either on or prior to August 21, 2020. This option is available through the MyUSF Portal. A semester payment plan fee of \$90 will be added once you complete this required process.
2. **Payment in full** for the entire semester's balance (total costs minus all approved financial assistance) by August 21, 2020.
3. **Down payment** of \$500 if financial aid is not finalized.

How To Complete Payment Options:

- **Web** – visit myusf.stfrancis.edu
- **Mail** – mail payment to: University of St. Francis, 500 Wilcox St., Joliet, IL 60435

ADDITIONAL NOTES

- If applicable, **Student Loan Entrance Counseling and Loan Agreement (MPN)** must be completed online prior to **August 20, 2020**.
- **Mandatory Health Insurance Policy:** *Please note: All students are automatically enrolled every year.* If you do **NOT** require USF insurance, you **MUST** complete the online insurance waiver form. This process must be completed every year to avoid school insurance charge. Reminders will be sent to USF student emails prior to the deadline. **The deadline to complete the Health Insurance Waiver is Friday, September 4, 2020.** There is no hard copy of this form. If you need assistance or have questions, you may contact USF Health Records at HealthServices@stfrancis.edu.
- **Health forms** must be turned in by **Friday, October 23, 2020** to avoid any medical holds or medical fees on your account. For more information, please contact Health Records at HealthServices@stfrancis.edu.
- **Parking permits** may be obtained by completing the Parking Permit Request form located on the USF Portal under the Safety & Security tab. Parking permits will be **available after August 1st**. Students must bring their USF Student ID to the Security Office, located in Tower Hall, to receive your parking permit.
- **Student IDs** can be picked up during Orientation or the first week of school. We highly recommend students get their photo taken during Registration in April or come in early to take their photo in our office in order to avoid long lines before classes. Students can opt to attach a photo to their ID Request Form on the USF Portal, but they must ensure only white/off-white backgrounds are used in the shot. Other color backgrounds or obstructions will not be used.
- **USF PIN** that you are provided with at the time of enrollment allows you to enter the **MyUSF web portal**; a one stop site for accessing and administering your university resources. To access the web portal, go to: stfrancis.edu and click on the MyUSF link. Within the portal you can access your schedule, financial aid, bill, grades, email, Canvas courses, library databases containing full text online journals and more. If you have lost or misplaced your PIN, please contact the Technology Support Center for assistance at 815-768-TECH (8324) or stop by the TSC Office in the lower level of Marian Hall.
- **Resident students:** Move-in will take place on **Friday, August 21, 2020 from 1:30-3 p.m. and/or Sunday, August 23, 2020 from 10 a.m.-3 p.m.** If you are living on campus, you must comply with the above in order to have your room keys issued for the semester. Failure to do so will result in deactivation of your student ID and restricted access to residence halls.

CLASSES BEGIN Monday, August 24, 2020. All official and final transcripts must be received by Friday, August 21, 2020.

- *Questions regarding your current financial aid status may be directed to Financial Aid Services at 815-740-3403 or toll-free at 866-890-8331.*
- *Questions regarding the status of your current tuition statement may be directed to the Student Accounts Office at 815-740-2268.*
- *Questions regarding housing status may be directed to the Assistant Director of Residence Education at 815-740-4293.*

We are glad you have chosen to attend USF!

