To do list/paperwork BEFORE Arriving on Campus this Summer

Please take care of the tasks below on time. Otherwise, registration for classes may be blocked and/or HUGE late fees not covered by your scholarship might be charged to you.

- Complete Admission & NCAA Eligibility Center requirements ASAP
  (Remember to request that your registrar or counselor send your final official HS transcript with the date of graduation to both Rice and the NCAA Eligibility Center after you graduate.)

- Log on to esther.rice.edu to create your ESTHER account ASAP. You will receive an email from Rice with instructions. (After April 13 but no later than May 21)

- Create your Rice email (apply.rice.edu) ASAP (After April 13 but no later than May 21)
  Email is Rice’s Official Communication form… you’re responsible for the information.

- Remember your log in information and passwords for both of these! (i.e. write them down.)

- Explore oweek.rice.edu (Orientation packets mailed on May 14th)

- Complete the following on ESTHER by Friday, June 1st
  - College Information Form (MAKE ROOMATE REQUESTS ON THIS FORM)
  - Advising Questionnaire
  - First Look Questionnaire (Include photo)
  - Roommate Information AND Confidential Roommate Matching Questionnaires
  - Parent / Guardian Information Form

- Health Data Form (Pick up form) (Complete before Summer Registration to remove Student Health Services and Vaccination Holds)
  1. You CAN NOT register for classes for the summer or fall if this form is not complete.
  2. You need an up to date shot record with a TB test in the last 6 months AND meningitis shot at least 10 days prior to arriving on campus.
  3. If you will be under 18 when school begins, you will need to complete the Student Health Service Parental Consent Form (Pick up form if needed)

- Register for Summer Classes on ESTHER (Phone Conversation with Mike or Julie)
  (Remove Address Verification, Honor Code Affirmation & Emergency Notification Holds.)

- English Composition Exam
  1. All students MUST take the composition exam over the summer (mandatory). The exam is online at http://compexam.rice.edu/
  2. You may take the exam June 3-8, 2012 (Preferred date) or June 28-July 2, 2012.
  3. This will be a timed exam with 2.5 or 3 hours to write an essay based on a particular topic and one to two readings… there are more details to be determined.
To do list (financial stuff)
AFTER Arriving on campus

☐ Sign Summer Housing Lease, pick up keys and move in (Sunday, June 10, 2012)

☐ Pay Fees not covered by your scholarship (Can pay in ESTHER’s Bill Payment Suite)
   1. There is a Telecommunication Fee of about $15. You have to have lines in your room for
      computers. This is not covered by your scholarship.
      The deadline to pay this is August 1st. If you do not pay on time, it is a $140 late fee.
   2. Pay attention to deadlines! There are fees for late registration, and dropping and adding
      classes. These are not covered by your scholarship.
   3. If you are not on full athletic scholarship, there is an O Week Fee.

☐ Medical Insurance
   1. There will be a medical insurance charge put on your account. If you are on your parent’s
      health insurance, you can fill out a waiver and the charge will be taken off. The Medical
      Insurance Waiver must be completed online at www.studenthealthinsurance.rice.edu. This
      website link is also available on ESTHER’s Bill Payment Suite and is usually ready for
      waivers by mid-June or early July.
   2. If you are not on your parent’s health insurance or have your own, you will need to buy a
      policy OR sign up for Health Insurance under the school’s policy and pay the fee.

What else do I need to do when I get to campus this summer?

☐ Throughout Summer Orientation, we will walk you through other things you need to do while
   you are here before classes begin in August.

☐ If you have a car, Register for Parking… you do not want parking tickets!
   You will register for summer parking as soon as you get on campus this summer.
   Summer parking registration is separate from parking registration for the school year.
   (Parking registration for the school year is due August 24.)

☐ Complete the following additional forms on ESTHER
   ☐ Withhold/Release Directory Information due July 12th
   ☐ Fall Housing Lease due July 30th
   ☐ IT Expectations Questionnaire due August 12