

New Student Orientation Checklist

Complete the following list in order. Coordinator/staff should initial task once it is completed.

	<u>Coordinator Initials</u>
1. Attend Student Orientation Session at The Energy Institute (applicable for students entering at the beginning of academic semesters and summer session)	
2. Complete Computer Registration, Office of Student Development, Room AA407 Academic Activities Dr. Sharon Miller, sfm1@psu.edu or 863-8893	
3. Complete “New Student” paperwork in Room C211 Ms. Kelly Rhoades	
4. Schedule appointment with Facilities Coordinator for office assignment and safety information Dr. Stephen Kirby, skr10@psu.edu or 863-0764	
5. Schedule appointment with Information Systems Specialist for computer/network system coordination Mr. Ron Nargi, eihelp@psu.edu or 863-7381	
6. Schedule appointment with Graphic Designer for directory photo Ms. Elizabeth Young, eyoung@ems.psu.edu or 865-5809	
7. Report to the Office of Student Development, Room AA407 Academic Activities for final “New Student” processing Dr. Sharon Miller, sfm1@psu.edu or 863-8893	