NEW GLOBAL ONLINE STUDENT CHECKLIST:

Congratulations and welcome to Cal U! In an effort to help prepare you for success in the online program, below is a checklist for your review and completion. Each task will help you learn to navigate our online systems and prepare you for success in your program. You should be receiving your official acceptance information containing your Campus Wide ID Number (CWID) in a separate correspondence. If you have not received this yet, please contact our office for assistance.

- **Set up your Cal U Email account.** ALL IMPORTANT CORRESPONDENCE WILL GO TO THIS ACCOUNT. If you haven’t set up your Cal U Email, please click [here](#).

- **View the Desire 2 Learn (D2L) Tutorial.** D2L is the system you will use to “go to class”. Please click [here](#) to view the D2L Tutorial.

- **Log-in to the Vulcan Information Portal (VIP).** VIP is your one stop place to view your grades, transcripts, financial aid and billing info, as well as many other important functions. Click [here](#) and follow Step # 3 to learn how to set up your VIP.

- If needed, **Complete the FAFSA and corresponding Financial Aid paperwork.** Please click [here](#) for more information on financial aid, including the contact information for your Financial Aid representative.

- **Are you a Service member or a Veteran? Are you a Dependent of a Service member or Veteran and also eligible for VA Education benefits?** If so, please click [here](#) for contact information for support available for Service members, Veterans, and Dependents. Students who are eligible for VA education benefits are recommended to contact Robert Prah, Director, Cal U Office of Veteran Affairs, at prah@calu.edu or 724-938-4076 PRIOR to beginning classes for assistance or questions in regards to Veteran benefits. Please note: It is your responsibility to apply for and obtain eligibility through the Department of Veterans Affairs in order to receive VA education benefits at Cal U.

- **If you Self-Identified as Military on your admissions application,** please click [here](#) for a list of acceptable documents to verify your status and the contact information for graduate or undergraduate admissions to submit the documentation.

- **Familiarize yourself with your “One-Stop” support team.** The Global Online staff is here to help you with any and all situations that may arise during your time as a student with Cal U! We are here to help! Please click [here](#) for contact information for your Global Online Staff.

- **Visit your program’s webpage** and familiarize yourself with the resources available specific to your program. Click [here](#) for our program listing.
• Contact your advisor for assistance with your degree plan or if you have questions about academic advising. If you are not sure who your advisor is, please contact the Global Online office.

• If you are using financial aid for books, please use this form and follow the instructions (Please note: Financial Aid for books pre disbursement is not available in Summer or Winter terms):

FINANCIAL AID FORM

• If you have transcripts that you would like to have evaluated to determine transfer credit options, please click here for more information.

• If you have questions or need assistance in any way, please contact us at 1-866-595-6348 or calugo@calu.edu.

• As a Cal U Student, you are eligible to join the Pennsylvania State Employees Credit Union (PSECU, www.psecu.com). For more information or assistance please contact Carrie Kromer at kromer@calu.edu.

We are excited to have you as a student and wish you much success as you begin your program!

Sincerely,

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For the 9th Consecutive year, Cal U Ranked
“One of the Best Schools in the NorthEast by the Princeton Review”

For the 4th Consecutive year, Cal U Ranked
“Top 3 Online Colleges in the Guide to Online Schools”