



# Central State University Enrollment Task Tracker



## Access Student Portal & Student Email Account

One of the first things you want to complete as an incoming college student is to set up your college email & student portal accounts. Check any mail or emails you have received from Central State instructing you on how to set up your accounts.

**Student Email:** \_\_\_\_\_ **Password:** \_\_\_\_\_

**Help Desk:** 937-376-6476 or [helpdesk@centralstate.edu](mailto:helpdesk@centralstate.edu)

## View Financial Aid Award Letter

You will receive a financial aid award letter after you have been accepted. It is very important to review this letter and understand the different types of aid you are being offered. After reviewing your award letter in your student portal, make sure you accept or decline the awards you have been offered. If you are not sure of what your award letter means, schedule a time with your IKIC Advisor to review the aid you are being offered.

**Financial Aid Office:** 937-376-6579 or [financialaid@centralstate.edu](mailto:financialaid@centralstate.edu)

## Pay Enrollment Deposit(s)

Confirm your enrollment and pay your pre-enrollment fee(s) by visiting the website below.

**Website:** <https://mycollegepaymentplan.com/centralstate>

## Apply for Housing

If you plan to live on campus, you will need to apply for housing. Check your mail or email for instructions on how to apply and information on housing and meal plan options.

**Help Desk:** 937-376-6107 or [residencelife@centralstate.edu](mailto:residencelife@centralstate.edu)

## Register for Orientation (SOAR)

Each year, the Office of Admissions hosts in-person and virtual Student Orientation, Advising, and Registration (SOAR) events to introduce you to our programs and support services. To be eligible to attend SOAR, the Office of Admissions must have a record of your orientation and housing fees (matriculation and orientation fee of \$105, room key fee of \$135, and room reservation fee of \$60).

**Orientation Website:** <https://www.centralstate.edu/student-orientation-advising-and-registration>

**Admissions Office:** 937-376-6348 or [admissions@centralstate.edu](mailto:admissions@centralstate.edu)

## Placement Testing

Central State does not require placement testing.

## Verification

Some FAFSA applications are selected for a process called "verification," either by random selection or because of conflicting information on the FAFSA. If your application is selected for verification by your schools' financial aid office, they will likely request certain documents from you. The purpose of verification is to make sure accurate information is provided on the FAFSA. Be sure to check your email and other communications from Central State to see if you have been selected for verification.

**IRS Tax Transcript Request:** <https://www.irs.gov/individuals/get-transcript>

**Financial Aid Office:** 937-376-6579 or [financialaid@centralstate.edu](mailto:financialaid@centralstate.edu)

## Apply for a Federal Work Study Job

The Federal Work-Study Program is a federally funded, campus-based aid program designed to provide part-time jobs for eligible students with financial need. All students, regardless of financial need, are eligible to seek a campus job, but students are only able to be hired under the Federal Work-Study Program if identified in your financial aid package. Check with Central State's financial aid office to find out how to apply to work-study jobs.

**Financial Aid Office:** 937-376-6579 or [financialaid@centralstate.edu](mailto:financialaid@centralstate.edu)

## Transportation & Parking

If you plan to commute or have a car on campus, make sure you make any necessary arrangements such as purchasing a parking pass.

## Student Health Insurance & Proof of Immunization

All full-time students are automatically billed for the CSU Student Health Plan. You may waive the Health Plan if you complete a waiver application, documenting proof of other health insurance. To waive school-sponsored health insurance at Central State University, you will be required to upload proof of your insurance through [Wellfleet Student](#). Learn more at <https://www.centralstate.edu/student-services/health-services> (scroll down).

**Health and Wellness Center:** 937-376-6134

