CONY

FIRST-YEAR STUDENTS CHECKLIST AND DEADLINES

☐ Activate Williams email account immediately upon receipt of packet. All official communication from Williams will be sent to this email address. (Follow the step-by-step instructions on the blue sheet from the Office of Information Technology (OIT). Your temporary password and username is included in the letter addressed to your on Williams College stationery.)

☐ Log On to People Soft to complete the required information below:

All deadlines are June 15, 2012 except Housing and return of Health Forms

☐ Housing request (deadline June 4, 2012)
☐ Emergency Contact Information on PeopleSoft
☐ Personal Information (must be completed in order to register in the class shopping cart)
☐ Religious Affiliation Request
☐ Placement Information
☐ Mathematics Placement
☐ EphVentures Program Selection (if selecting WOOLF, personal and medical information must be completed in this section as well as in the “Personal Information” section above)
☐ Class Registration (Shopping Cart deadline June 15)
☐ Disability Accommodation Request (see page 2 of “Screen Shots sheet”)  
☐ Authorization & Release for Use of Photos

Return to the Health Center information in the envelope provided:

☐ Health Forms Physical Exam portion (as soon as possible after physical exam)
☐ Immunization Form (deadline July 15)
☐ College insurance information (to be reviewed with your parents or guardians)

Return the following to the Dean’s Office (envelope provided):

☐ EphVentures Parental Consent Form (with signature ONLY IF under 18 on August 29)

Other important information:

☐ High Dollar Value Items Record Sheet (bring to Campus Safety & Security when you get your photo ID)