



## REQUIREMENTS

### I. STUDENT FINANCIAL SERVICES

The Student Services Center (Downcity Campus)  
The Friedman Center (Harborside Campus)

All Johnson & Wales University students must fulfill their financial obligations to the university by **Aug. 5**. Failure to meet this deadline will result in immediate and permanent deletion of the student's September term course schedule and, if applicable, housing assignment. A Fall Financial Hold will be then placed on the student's record.

In this instance, students will be permitted to re-register for September courses only when holds no longer exist on their record. Students who attempt to register late (after **Aug. 5**) must satisfy financial obligations before being able to register for courses.

### II. FINANCIAL PLANNING

You must make a payment or establish an appropriate payment arrangement with Student Financial Services (SFS). One or a combination of the following constitutes an appropriate payment or payment arrangement:

- Paying your entire term balance OR
- Establishing a monthly payment plan with TMS OR
- Having an approved loan to cover annual charges OR
- Using a combination of the above noted plans.

Your Financial Planning representative can discuss your payment options with you to assist you with a payment arrangement that fits within your budget. Contact a financial planner at 1-800-343-2565, or by email at fp@jwu.edu.

### III. FINANCIAL AID

You are also required to submit appropriate documentation:

- A completed Free Application for Federal Student Aid (FAFSA), if you plan to apply for financial aid (you can file online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- Any verification form (i.e. federal tax returns, dependent verification worksheet, etc.) requested by SFS

#### New Requirement for all returning student:

- If you have been awarded a Federal Direct Stafford Loan you are required to complete the Federal Direct Stafford Master Promissory Note (MPN). You can complete the MPN online at [www.studentloans.gov](http://www.studentloans.gov)

In this mailer you will find important information for starting school in the fall. The university strongly recommends that you also read the Johnson & Wales University Student Handbook — found online at [www.jwu.edu/sas](http://www.jwu.edu/sas) — for detailed information about general and academic university policies. All students are responsible for information contained in the handbook. You can also pick up a copy of the handbook in either the Downcity or Harborside Student Academic Services office.

Your requirements deadline is **Aug. 5**. Log on to jwuLink ([link.jwu.edu](http://link.jwu.edu)) after **Aug. 5** to check your record and determine if any holds have been placed on your account. Financial holds must be cleared before **Aug. 10** to avoid your schedule from being deleted. All holds must be cleared before September in order for you to start school.

#### Please take care of your requirements with Student Academic and Financial Services throughout the summer.

##### Office hours for the summer are:

Monday–Friday: 8:30 a.m.–4:30 p.m.\*\*

\*\*During the summer most offices, excluding Student Financial Services and Student Academic Services, close at 1 p.m. on Friday.

##### Term Start Office hours

Saturday, Sept. 3 9 a.m.–3 p.m.

Sunday, Sept. 4 9 a.m.–3 p.m.

Monday, Sept. 5 8:30 a.m.–2:30 p.m.

Tuesday, Sept. 6 8:30 a.m.–4:30 p.m.

#### ATTENTION STUDENTS:

You must register for your classes on jwuLink to begin the enrollment process and receive a bill.



JOHNSON & WALES  
UNIVERSITY

#### Did you

Register for classes on jwuLink?

Make a payment, or

Establish an appropriate payment arrangement with Student Financial Services (SFS)?

Submit appropriate financial aid documentation?

Complete the Federal Direct Stafford Master Promissory Note (MPN), if awarded a Federal Direct Stafford Loan?

Request a new parking permit through Campus Safety & Security?



FALL TERM START

2011

RETURNING UNDERGRADUATE STUDENT

## ADDITIONAL REQUIREMENTS:

### INTERNATIONAL STUDENTS

All returning international students will be emailed an Immigration Questionnaire in June asking you to update your emergency contact information as well as your immigration file. The reasons for updates may include travel outside the U.S., a change of address or renewed immigration documentation. This form must be completed and returned to your International Student Advisor with any necessary documents by **Aug. 4** or a hold will be placed on your account. Students who will still be outside of the U.S. after **Aug. 4** should fill out the Immigration Questionnaire and email it back to your advisor now, and then bring your new I-94 card and any updated immigration documentation to the International Center upon returning to have your hold removed.

The form can also be accessed online at the International Student Services page at [www.jwu.edu/providence/international](http://www.jwu.edu/providence/international).

### INFORMATION TECHNOLOGY

The University Help Desk is available to assist students with email, jwuLink, Internet, telephone and other computer-related questions. You can visit them online at <http://helpdesk.jwu.edu>, call 866-JWU-HELP (866-598-4357) or email [helpdesk@jwu.edu](mailto:helpdesk@jwu.edu) if you have any questions.

### PARKING

Parking is limited. Each year you must request a new parking permit at one of the Campus Safety & Security offices: 264 Weybosset Street on the Downcity Campus (next to Dining Services) or on the first floor of The Friedman Center on the Harborside Campus. Visit the Transportation and Parking page on the JWU website for more information on parking.

**JWULINK** ([link.jwu.edu](http://link.jwu.edu)): YOUR LINK TO ONLINE STUDENT SERVICES

#### View Holds

If you do not meet the requirements deadline of **Aug. 5**, holds will be placed on your records as of **Aug. 10**. Log on to your records via jwuLink ([link.jwu.edu](http://link.jwu.edu)) to determine if there are any holds on your account that will prevent enrollment. These will include holds placed by Student Financial Services, Health Services or International Student Services.

#### Schedule Courses

If you have not already registered for the fall term, you should do so immediately. You must register for courses on jwuLink to be officially enrolled and receive a student invoice.

#### Print Your Course Detail Schedule

Log on to jwuLink to print your course schedule 24 hours before the start of classes.

Returning students on the Harborside Campus can order uniforms and textbooks in advance through the Harborside Bookstore at [www.whywaitforbooks.com](http://www.whywaitforbooks.com). Uniforms are located under "Supplies" at the top of the page.

## RETURNING STUDENT ARRIVAL TO CAMPUS:

September			
Friday	Saturday	Sunday	Monday
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Harborside Village move-in	The Cove Residence Hall move-in		Returning student move-in

### FALL RESIDENCE HALL MOVE-IN

#### RESIDENCE HALL MOVE-IN DAY

##### Friday, Sept. 2

Harborside Village 8 a.m.–noon 12:30–4:30 p.m.	Buildings A, C, E, G, J, L Buildings B, D, F, H, K, M
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##### Saturday, Sept. 3 and Sunday, Sept. 4

The Cove  
Cove residents will be assigned their move-in times via email.

##### Monday, Sept. 5

Returning students (all other halls, except The Cove)  
8 a.m.–4 p.m.

Returning students must be registered for fall term classes by **May 8** or risk losing their housing assignment. Any student who does not occupy their assigned room by the move-in deadline of **Sept. 5** will forfeit that specific housing assignment. Students who arrive after the move-in deadline will be placed in any available space.

Visit the On-Campus Housing section of <https://link.jwu.edu> for more information on housing.

### FEDERAL WORK-STUDY PROGRAM (FWS)

Financial Aid grants a FWS Award to eligible students as part of their financial aid package. You can obtain your job placement through Student Employment.

If you did not obtain your FWS job during the spring selection day event, you may obtain your job on the following day:

Wednesday, Sept. 14  
Downcity Campus  
Pepsi Forum, Wales Hall  
9 a.m.–noon

As an alternative to an on-campus position, we encourage you to choose an off-campus community service position. These positions are with community service agencies in and around Providence. Students will be paid a premium wage of **\$8.25** per hour.

Student Employment will have representatives at the following locations during Welcome Weekend to answer questions about the FWS Program.

#### Harborside Campus, Student Financial Services, The Friedman Center

Saturday and Sunday, Sept. 3 and 4 (times to be announced)

#### Downcity Campus, Office of Student Employment, Wales Hall, 1<sup>st</sup> Floor

Sunday, Sept. 4 (times to be announced)

If you have not worked at the university previously, or are not a FWS student employee during the 2010-2011 academic year, you will need to complete paperwork prior to being able to choose your job. You will be required to present certain original un-expired documents. You will not be able to obtain your job without presenting these original un-expired documents and completing paperwork. Contact Student Employment at 401-598-1849 or 401-598-2868 or [student.employment@jwu.edu](mailto:student.employment@jwu.edu) with any questions.