Metropolitan School of Professional Studies: 2014-15 New Student Check List

- Obtain a campus parking decal if driving to campus for class: Visit the Campus Transportation Management/ID Office in 121 Leahy Hall ((202) 319-6060 or http://publicsafety.cua.edu/vehicle.cfm).

- Obtain a CUA ID card (Cardinal Card): Visit the Campus Transportation Management/ID Office in 121 Leahy Hall ((202)-319-5111 or http://cardinalcard.cua.edu).

- Visit http://computing.cua.edu/start/activateAccount.cfm to obtain access to your two CUA computer accounts. 1.) To active your Cardinal Mail student account, go to http://computing.cua.edu/cardinalmail. 2.) Your network logon account is used for CUA computers, Blackboard, and home.cua.edu. For Technology help, please visit: http://computing.cua.edu/support or call the Technology Services at (202) 319-4357. Please note: official university e-mails will only be sent to your Cardinal Mail account.

- Read and sign the university’s Statement of Financial Responsibility in Cardinal Station. All incoming students are required to electronically sign this statement before they can register for classes.

- Waive or enroll in student medical (health) insurance. All students enrolled in 12 or more credits per semester are required to have insurance. A waiver must be completed and approved to successfully waive the CUA insurance and remove the insurance charge. If you believe you have adequate insurance and do not wish to be insured under the CUA Plan, an online waiver must be completed. For the Fall 2014 semester, the online waiver will be located at http://studentinsurance.cua.edu/, after August 1, 2014. It must be completed prior to the start of the Fall semester or your student account will automatically be charged $957.00 and you will be enrolled in the CUA Plan. For those students enrolled in less than 12 credits, insurance is voluntary. To waive (or enroll) in the CUA student health insurance plan, visit http://studentinsurance.cua.edu/. Students may also call the student health insurance hotline at (202) 299-CUA1 for additional information.

- Immunization records for students under the age of 26 must be submitted to Student Health Services at time of enrollment. Late fees will be imposed if records are not received by the appropriate deadlines. For deadline dates and additional information, please visit Student Health Services in the Eugene I. Kane Student Health and Fitness Center or contact Dr. Loretta Staudt at (202) 319-5744. For details visit: http://health.cua.edu/immunizations.cfm.

- Purchase your class textbooks and supplies: Shop online at http://www.cua.bkstr.com and search for The Catholic University of America or visit the CUA Bookstore in the Pryzbyla Center ((202) 319-5232).

- You will not be receiving paper bills! To view your student account and pay balances owed, log onto the CardinalPay system (http://enrollmentservices.cua.edu/Student-Financial-Information/CardinalPAY.cfm).

- A tuition payment plan is available through Tuition Management Systems that allows a student to divide tuition payments across several months. More information is available at www.afford.com/cua.


- Weekly E-Newsletter: Please check the weekly Metropolitan School of Professional Studies e-newsletter delivered to your e-mail inbox for important information. You may always view past issues of the e-newsletter online at http://metro.cua.edu/metrolink/announcements.