

- REGISTER YOUR VEHICLE**  [my.ciu.edu>Campus Life>Home>Vehicle Registration](https://my.ciu.edu/CampusLife/Home/VehicleRegistration)
 - Parking decals can be picked up at the Security Office when you move in/check in.
-  Contact Security | 803.807.5555
- MOVE IN** (Resident Athletes)  ciu.edu/resident
 - New Student Move in will be in August. Check link above for specific dates and times.
- CHECK IN** (Commuter Athletes)  ciu.edu/commuter
 - New Commuter check in will be in August. Check link above for specific dates and times.
- START CLASSES MONDAY, AUGUST 25!**
 - CIU Alert - Students are automatically registered for our campus emergency notification service.
 - Parents & Guardians can be added by signing into  ciu.omnilert.net



DEPARTMENT

CIU CONTACTS



PHONE









EMAIL



Academic Success Center	(803) 807-5611	academicsuccess@ciu.edu
Accounting	(803) 807-5016	ciuaccounting@ciu.edu
Admissions	(803) 807-5024	admissions@ciu.edu
Athletics	(803) 807-5004	rebecka.vessey@ciu.edu
Bookstore	(888) 392-2930	support@slingshotedu.com
Career Services	(803) 807-5488	careerservices@ciu.edu
Dining Hall	(803) 807-5280	hallmarkdining@ciu.edu
Financial Aid	(803) 807-5036	finaid@ciu.edu
Health Services	(803) 807-5056	sally.kennedy@ciu.edu
IT Support	(803) 807-5199	helpdesk@ciu.edu
Library	(803) 807-5019	ask@ciu.libanswers.com
Residence Life	(803) 807-5130	reslife@ciu.edu
Security	(803) 807-5555	security@ciu.edu
Student Life	(803) 807-5130	studentlife@ciu.edu



New Student Checklist - ATHLETE
Fall 2025

Congratulations on being accepted to Columbia International University!
This checklist is designed to help you become RAM READY!
Sections are divided into MONTHS when items can be worked on.
If you are accepted mid-year, just follow the steps in order.


- SECURE YOUR SPOT!**  ciu.edu/deposit
 - Submit \$100 Enrollment Deposit
 - Submit \$100 Housing Deposit (Resident Students only)
- LOGIN TO MyCIU (Student Portal)**  my.ciu.edu
 - Your login/password and Student ID# were sent to your personal email upon acceptance.
 - This will be your go-to place to find information about housing, financial aid, your bill, etc.
-  Contact Admissions | admissions@ciu.edu | 803.807.5024
- REGISTER WITH NAIA TO DETERMINE ELIGIBILITY**  play.mynaia.org
 - Create your Student Profile (check often for tasks to complete).
 - Order all high school, dual enrollment and college transcripts to be sent directly to NAIA.
 - HomeSchool Students have specific requirements. Call Rebecka Vessey at 803.807.5043 to discuss.
 - NAIA is responsible for determining eligibility of first time athletes prior to competing.
 - This decision can be as late as August depending on how quickly you submit paper work.
 - Look at JUNE section on this checklist for final steps.
- SUBMIT TEST SCORES**
 - SAT and ACT get submitted to NAIA.
 - AP and CLEP scores get submitted to CIU (must be sent directly from College Board).
- REGISTER WITH FRONT RUSH**  frontrush.com
 - Complete Student Questionnaire.
 - You will receive an email about Front Rush in June requesting you to complete many documents.
-  Contact Rebecka Vessey, Director of Athletic Compliance | rebecka.vessey@ciu.edu | 803.807.5043

- COMPLETE FAFSA** (Free Application for Federal Student Aid)  studentaid.gov
 - The 2025-2026 FAFSA is anticipated to open on or after December 1, 2024.
 - Once available, please use CIU FAFSA code: 003429
 - You may need help from your parent/guardian due to the specific tax/financial questions.
 - This is how federal, state and institutional aid is awarded from CIU.
-  Contact Admissions | admissions@ciu.edu | 803.807.5024

JANUARY

ACCEPT FINANCIAL AID OFFER & COMPLETE DOCUMENTS  [my.ciu.edu>My Financial Aid](https://my.ciu.edu/MyFinancialAid)

- Financial Aid will compile Athletic award packages in late March.
- If you submit FAFSA later, awards typically take about 3-4 weeks to process.
- You will receive an email with your Financial Package offer and digital document to sign.
- If you accept package, complete the Docusign Financial Aid Agreement.
- Then accept/decline your awards and complete any documents in your MyCIU student portal.

 Contact Patricia Campbell, Financial Aid | finaid@ciu.edu | 803.807.5036


SIGN LETTER OF INTENT

- After signing the Financial Aid Agreement, you will receive a Docusign Letter of Intent through email.
- This can be signed earlier than February if you agree with an ESTIMATED Financial Aid Package.

FEBRUARY

HOUSING SURVEY (Residential Students)  [my.ciu.edu>Campus Life>Residence Life](https://my.ciu.edu/CampusLife/ResidenceLife)

- This is how you are housed and matched with a roommate based on your preferences.
- Once you are matched, find your roommate info on my.ciu.edu
- To live off campus, you must meet specific criteria. Request the Appeal Form from Admissions.

 Contact Residence Life | reslife@ciu.edu | 803.807.5488


REGISTER FOR AN ADMITTED STUDENT DAY  ciu.edu/admitted

- Required event for all new students offered Friday, May 16 or Friday, June 13.

 Contact Visit CIU | visitciu@ciu.edu | 803.807.5058

ACCOMODATIONS & RESOURCES  ciu.edu/academic-success-center

- Our Academic Success Center provides personalized accommodations and assistance for students with physical impairments, learning disabilities, dietary restrictions, mental health needs, etc.
- Provides mentoring and tutoring services, a program for Hope Scholarship recipients and more!

 Contact Academic Success Center | academicsuccess@ciu.edu | 803.807.5611

MARCH

LOGIN TO CIU EMAIL  outlook.office.com


- You will receive an email with your CIU email address and password (on or after March 20).

 Contact Information Technology | 803.807.5199

REGISTER FOR CLASSES AFTER MARCH 15  [my.ciu.edu>Academics](https://my.ciu.edu/Academics)

- Schedule an appointment with your Academic Advisor to plan your first semester courses.
- Instructions can be found at the link above.

 Contact Advising | advising@ciu.edu | 803.807.5625

SUBMIT FERPA (Permission To Access Records)  [my.ciu.edu>Academics>Forms>FERPA](https://my.ciu.edu/Academics/Forms/FERPA)

- Gives permission for your Parents/Guardians to access your records.
- You will need your CIU email and password to complete.

MAY & JUNE

ATTEND ADMITTED STUDENT DAY  ciu.edu/admitted

- Required event for all new students offered Friday, May 16 or Friday, June 13.
- Meet future classmates, register for classes, review financial offers.

 Contact Visit CIU | visitciu@ciu.edu | 803.807.5058


COMPLETE SPORTS PHYSICAL  ciu.rams/compliance

- You must have an up to date physical completed AFTER May 1.
- You will receive an email with the PDF Document for physician to complete.
- The completed document must be uploaded to Front Rush.

COMPLETE CIU HEALTH FORM  ciu.edu/healthservices

- PDF Form included with this checklist and will also be emailed to you.
- Complete the form and provide a copy of your insurance card and immunizations records.
- TB test is required.
- The completed form and attachments must be sent to TWO PLACES:

1. Upload to Front Rush AND
2. Email form and documents to sally.kennedy@ciu.edu

 Contact Health Services | sally.kennedy@ciu.edu | 803.807.5056


REQUEST FINAL TRANSCRIPTS  play.mynaia.org

- FINAL high school, dual enrollment and college transcripts are required for eligibility.
- FINAL transcripts typically become available June 1. (Fee waivers are available if you qualify).
- Dual Enrollment courses are only accepted through your college transcript.

JULY

REVIEW & RESOLVE BILL  [my.ciu.edu>Finances>Payment Plan](https://my.ciu.edu/Finances/PaymentPlan)

- Bills will be ready by mid-July.
- If you select the interest free payment plan, your first installment must be paid by **AUGUST 14.**
- If you select to pay your bill in full, payment must be made by **AUGUST 14.**

 Contact Student Accounts | ciuaccounting@ciu.edu | 803.807.5016

ADMITTED STUDENTS WEBINAR  ciu.edu/webinars

- Wednesday, July 16 at 4:00 PM (Registration link above).
- Helpful "Ram Ready" information for students and their parents.

SUBMIT PHOTO FOR STUDENT ID

- Take photo in front of white backdrop/wall
- Email pic to RamID@ciu.edu | Subject Line: Your FIRST & LAST NAME, STUDENT ID#
- You will receive an automated confirmation email that it has been received.
- ID will be ready for you in August during move in/check in.

READ STUDENT HANDBOOK  [my.ciu.edu>Campus Life>Student Handbook](https://my.ciu.edu/CampusLife/StudentHandbook)

- Submit Digital Acknowledgement Statement at end of booklet.