

NEXT STEPS FOR NEW STUDENTS

We're excited for you to join us this fall. This checklist will guide you through the onboarding and orientation process. You can log in to MyKnight Portal to see which items have been completed. Unless otherwise noted, please reach out to admiss@arcadia.edu for questions.

JANUARY—MAY

ACCESS YOUR ARCADIA EMAIL VIA PORTALGUARD *Due: Immediately After You Deposit*

This step must be completed before all other steps. Check the email you used when you applied for admission for instructions to activate Arcadia's single sign-on site, PortalGuard (arcadia.edu/portalguard). Once activated, PortalGuard will allow you to access your Arcadia email and other activities required during onboarding. Please contact helpdesk@arcadia.edu if you have issues.

PREPARE FOR COURSE REGISTRATION *Due: June 1*

Complete the First-Year Pre-Registration course in Canvas (placement exams)—click the Canvas tile in PortalGuard. This course contains information needed to register for your courses, including placement exams. Please review the course to better understand the time needed to complete each section. The course can be completed in multiple sessions.

COMPLETE HOUSING APPLICATION *Priority Deadline: May 15*

Submit your Housing Application (if you plan to live on campus). Click the MCR Housing tile in your PortalGuard account. New First-Year students will receive their housing assignment via their Arcadia email the week of June 8. Students who submit the housing application after the priority deadline of May 15 will be notified of their placement on a rolling basis starting July 1. Housing placements for students who apply after the priority deadline will be dependent upon available space.

SIGN UP FOR A SUMMER WELCOME DAY *Registration closes 1 week prior to event date*

Register for one Summer Welcome Day (June 26, June 29, July 9, July 11, July 15, and July 16). *Summer Welcome Days are required for all new students.* Students who live 250 miles or more from campus may attend an in-person Summer Welcome Day or a Virtual Summer Welcome Day. Information about the Virtual option will be emailed.

MAY—JULY

SCHEDULE YOUR ADVISING APPOINTMENT *Due: July 1*

A link to schedule your advising appointment has been shared via email. Check MyKnight Portal or reach out to your Admissions Counselor if you need help locating the link. During this appointment, you'll connect one-on-one with an academic advisor to start building a course plan for your first semester.

PREPARE FOR YOUR BILL *Bills to be posted after June 1; Bills Due: August 10*

Review your financial aid offer and required forms in the Financial Aid Portal. Click the Self Service tile in PortalGuard to view your bill and add an authorized payer (if applicable). From Self Service, click on 'Finances' and then 'EBill/EPay.' By August 10, you should have a plan in place to pay your bill. Review your financing options at arcadia.edu/financing or reach out to finaid@arcadia.edu.

SUBMIT YOUR KNIGHTCARD PHOTO *Due: 24 Hours Prior to Your Summer Welcome Day*

Use the GET tile in PortalGuard to submit your photo for your KnightCard. *Your KnightCard is your student identification. You also have the option to take your KnightCard photo in-person at your Summer Welcome Day.*

SUBMIT REQUIRED HEALTH FORMS *Due: July 1*

Use the Patient Portal tile in PortalGuard to upload your health information and immunization documentation. Physical examinations completed after August 2025 are acceptable.

JULY—AUGUST

UPLOAD YOUR PROOF OF HEALTH INSURANCE *Due: August 1*

Please note: this step is not available until mid-July. Upload a copy of your insurance card to the Patient Portal tile in PortalGuard. Additionally, you will need to either enroll in or waive the University health insurance. Visit arcadia.edu/insurancewaiver and follow the instructions there.

UPDATE EMERGENCY CONTACT INFORMATION AND SIGN UP FOR ONSOLVE (EMERGENCY NOTIFICATION SYSTEM)

Use the Contact Info tile in PortalGuard.

SUBMIT YOUR FINAL COLLEGE OR HIGH SCHOOL TRANSCRIPT *Due: August 15*

Transcripts should be sent directly from your school.

SUBMIT OFFICIAL SCORES FROM AP, IB, OR DUAL ENROLLMENT

If you have taken AP or IB exams, you can request scores to be sent directly from the testing agency. If you completed dual enrollment courses, request a transcript from the college. For more details, visit MyKnight Portal.

BY AUGUST 10, YOU SHOULD HAVE A PLAN IN PLACE TO PAY YOUR BILL.

Review your financing options at arcadia.edu/financing or reach out to finaid@arcadia.edu.



IMPORTANT DATES

SUMMER WELCOME DAYS (ORIENTATION)

- June 26
- June 29
- July 9
- July 11
- July 15
- July 16



Register

**Students from more than 250 miles from campus will be emailed about a virtual option.*

MOVE-IN

- August 26

FALL WELCOME WEEK

- August 26-30

FIRST DAY OF CLASSES AND WELCOME BACK BASH

- August 31

ACTIVITIES AND RESOURCE FAIR AND ROCK THE KNIGHT FOOD TRUCK FESTIVAL

- September 10

HOMECOMING/FAMILY WEEKEND

- October 2-4



Subscribe to the Arcadia Onboarding Calendar



ARCADIA UNIVERSITY