

## TO DO LIST UPON ARRIVAL IN CHICAGO - ( for a graduate student )

**Note:** The list is prepared according to the priority. Each steps from 2 to 6 must be done to remove your holds to be able to be registered to the classes.

No	Event	Done?
1-)	Print out the map of the main campus from the following address: <a href="http://www.iit.edu/about/images/maps/main_campus_bw.pdf">http://www.iit.edu/about/images/maps/main_campus_bw.pdf</a>	
2-)	If you will stay on-campus, contact with IIT – Housing Office in the State Street Village.	
3-)	Go to IIT International Center which is in the main building on the main campus.	
3.1-)	Bring your Passport, I-20 form, Acceptance Letter, SEVIS I-901 form	
3.2-)	Make your check in at International Center, so that some of the special holds will be removed and you can be able to registered to the classes	
4-)	Go to IIT – Student Health Center in Farr Hall	
4.1-)	Bring your Immunization Record, Medical History forms, and the official medical reports that show your immunization to mumps, measles (rubeola), german measles (rubella)	

*Note: You don't need to do anything about the Health Insurance after you submit your documents to Student Health Center.*

5-)	Go to the Hermann Union Building ( HUB – everybody calls HUB so don't be confused )	
5.1-)	Get your ID from the HawkCard and Parking Services Office	
6-)	Log onto the system of IIT from the following webaddress: <a href="http://webforsun.cns.iit.edu/ahomepg.htm">http://webforsun.cns.iit.edu/ahomepg.htm</a>	
6.1-)	Enter your Student ID ( 8 digits 1***** )	
6.2-)	Enter your Pin ( This is your birthdate. Write it as yymmdd ) and Login	
6.3-)	Check your holds under the Student Records	
6.4-)	If you have a hold other than Advising Hold, contact the Office of Academic Affairs , Room 110 in the main building.	
7-)	To remove your advising hold you need to see your advisor	
8-)	After you remove all holds, you can be registered to the classes you want from the system of IIT by using the same address in step 5	

**Important note:** *In order to take all courses you want, try to remove the holds and enroll to the classes as soon as possible. Otherwise the classes can be full, and you can't take those classes, because there are lots of students like you.*

8.1-)	Login to the system	
8.2-)	Select Course Section under the Courses Link	
8.3-)	Select your department	
8.4-)	Select the course you want to take	
8.5-)	Check the status of available seat ( for example: Open – 19 of 60 means that there are still available 19 seats out of 60 seats )	
8.6-)	If everything is okay, click the “Add **** to your schedule” link	

9-)	After you registered to all classes you want, log in the system of IIT again to check your Account Summary under the Student Records link	
10-)	To pay the amount in your Account Summary you have two options:	
10.1-)	To pay by nine month payment plan, contact the Bursar's office in the main building.	
10.2-)	That amount can be paid in advance.	