Congratulations on making your decision to attend Gustavus. The transition from high school to Gustavus requires much preparation by both you and us. Use the check boxes to track mailings from various offices and to meet deadlines as we get ready for Move-In Day on Friday, September 4. You can also use WebAdvisor to track many forms.

We welcome your questions and encourage you to contact the appropriate people as listed. Thank you!

1 LOGIN INFO: Your username and password for WebAdvisor were included in the back pocket of your financial aid award packet.

2 MAILED DATES: Are approximate. Please allow time for delivery. If a student deposits after May 1, past mailings will be delivered as soon as possible until catching up to the regular sequence.

3 DOWNLOADABLE: Copies of these forms/informational mailings can be downloaded from gustavus.edu/go/myd.

4 TRACKABLE: Receipt of these forms can be tracked using WebAdvisor. Go to gustavus.edu/go/myd and click on the WebAdvisor graphic.

(notes continued on back)
PLACEMENT EXAMS: Math and/or foreign language placement exams should be taken online by June 10 if registering on campus June 16–19. If registering at an alternate registration time, take the placement exam at least one week prior.

REGISTRATION DATES: On-campus registration occurs Tuesday–Friday, June 16–19. If a student registers after June 19, any forms due at registration should be returned to the office listed as soon as possible.

MAILING ADDRESS: Forms can be mailed to: [“Return to”] Office | Gustavus Adolphus College | 800 W. College Ave. | St. Peter MN 56082.

“One Stop” refers to the “One Stop Forms Shop” open for questions and returning forms during on-campus registration.

CONTACT INFO: All email addresses listed end with @gustavus.edu, all phone numbers listed begin with (507) 933-.

### Mailing Sequence | Item name | Color | Made By | Form | Downloadable? | Due back? | Return to | Contact person | Contact e-mail | Contact phone
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
6a | First-Year Registration Process | white | 5/22 | Academic Support Center (ASC) | X | At registration | (used during registration) | Margo Druschel | mdrusche | 7027
6b | Course Request Form | white | 5/22 | Academic Support Center (ASC) | X | At registration | (used during registration) | Margo Druschel | mdrusche | 7027
6c | Class Schedule | white | 5/22 | Academic Support Center (ASC) | X | At registration | (used during registration) | Registrar | kristi | 7495
6d | Advising & Registration Manual | gold | 5/22 | Academic Support Center (ASC) | X | At registration | (used during registration) | Margo Druschel | mdrusche | 7027
6e | Gustie Gear-up! Schedule | gold | 5/22 | Academic Support Center (ASC) | X | At registration | (used during registration) | Margo Druschel | mdrusche | 7027
7 | Registration Deposit Request Letter | 6/5 | Student Accounts | X | 6/30 | Student Accounts | Sara Orth | sorth | 7502
8 | Student Account Statement | 7/31 | Student Accounts | X | 8/31 | Student Accounts | Sara Orth | sorth | 7502
9a | Housing Assignment Letter | Late July | Residential Life | (no return) | (no return) | Charlie Potts | cpotts | 7529
9b | Housing Assignment Contact Information | Late July | Residential Life | (no return) | (no return) | Charlie Potts | cpotts | 7529
9c | Loft Rental Information | Late July | Residential Life | (no return) | (no return) | Charlie Potts | cpotts | 7529
10 | Refund Policy and Withdrawal Information | June | Student Accounts | X | 9/8 | Sallie Mae | Sara Orth | sorth | 7502
11a | New Student Orientation Information | 8/5 | Campus Activities | (no return) | (no return) | Andrea Junso | ajunso | 6282
11b | Transfer Student Orientation Information | 8/5 | Campus Activities | (no return) | (no return) | Andrea Junso | ajunso | 6282
12a | Birthday Cake Order Form | gold | 8/16 | Dining Service | (optional) | Dining Service | Jon Miller | jmille13 | 7608
12b | Student Newspaper Subscription Request | Late August | Gustavian Weekly | X | 9/6 (optional) | Gustavian Weekly | Glenn Kranking | kranking | 7435
13 | Family Weekend Schedule | 9/9 | Campus Activities | X | 10/3 | Campus Activities | Cassandra Nelson | cnelson2 | 7598