



Transfer Students

Things to do before classes start:

Obtain Your Student ID Card: Contact the [Campus Safety Office](#). Campus Safety is open 24 hours a day 7 days a week.

Obtain Your Parking Permit: Parking permits are needed whether you are a commuter or resident student. You can get your parking permit at the [Campus Safety Office](#). To register your car, you will need to bring in your drivers license and vehicle registration as well as your license plate number.

Access Your E-mail Account: You should receive a letter in the mail from the [Information Technology Services](#) with a one-time access key and instructions to retrieve your username and create a password online. This letter will also include information about all the services you can access with your [ELM account](#), including e-mail, MyAQ, and the on-campus Novell network. If you have any questions, please contact ITS at (616) 632-2050.

Print Your Class Schedule: You should have a copy of your class schedule; this is also equipped with your student ID number. If you need a copy of your schedule or have any questions about your classes contact the [Registrar and Advising Office](#) at (616) 632-2866.

Organize your finances. If you have any questions about your tuition bill or financial aid/school loans you should contact the [Financial Aid Office](#) at (616) 632-2893.

Purchase Your Books: The campus Bookstore offers online book ordering! Please visit www.aqbooks.com for complete instruction on purchasing your semester texts as well as current exam, holiday and semester hours to assist you in all of your AQ purchasing needs.

Select your meal plan: If you are living on campus, you will receive a meal plan as part of your housing package. If you are a commuter and would like to set up a meal plan or put money on your Student ID card to use to purchase meals or coffee on campus, you can do so by contacting the [Food Service Office](#) at (616) 632-2966.

Find a job on campus: Find out information regarding on campus jobs and check out job postings online or give the [Career and Counseling Office](#) a call at (616) 632-2905.