

UMN NROTC New Student Packet Instructional Checklist

Please **read** and **fill out** this checklist to ensure that you have completed all of the enclosed documentation properly and are prepared for your arrival at New Student Orientation (NSO) on August 25, 2014

Immediately:

_____ Scan & email (or fax) completed *Uniform Sizing Sheet* to Susan Hagen Vasquez **AND** Rob Malewicki (see form for contact information)

By 10 August:

_____ Mail the following completed paperwork to UMN NROTC using the enclosed addressed envelope:

_____ *Code of Honor form*

_____ *Record of Emergency Data*

_____ *Drug & Alcohol Abuse Statement* (sign, but do NOT date)

_____ *General Purpose Privacy Act Statement*

_____ *Locally Generated Recall Form*

_____ *Authorization for Access to, and for Limited Release of, Personal*

Information...

_____ *Physical Activity Risk Factor Questionnaire*

_____ Report of Medical & Dental History (MD signature required if you have not been medically qualified by DODMERB)

_____ *Privacy Act Statement – Health Care Records* (**Please fill out**

BOTH enclosed copies; one is for medical records, one for dental records)

_____ *OPMIS Administrative Questionnaire*

Prior to NSO (25 August):

_____ Read and understand the following enclosed forms, which are For Your Information Only, and do not need to be filled out until you arrive at the UMN NROTC

_____ *Scholarship Service Agreement*

_____ *Enlistment/Re-enlistment Contract*

_____ *NSO Gear List* (also posted on unit website: www.nrotc.umn.edu)

_____ *Tattoo Screening Form*

_____ Be sure to check your blood type and Rh factor (ex. AB +) before arriving as you will be asked for this information upon arrival

Day of Arrival (25 August):

_____ UMN Students with on-campus housing will be allowed to move into their assigned dorms between 0800 and 1100 (Due to severe congestion on dorm move-in days, it is recommended that you arrive early in order to ensure that you finish in time to report to the armory by 1100)

_____ Check-In on the Armory Gym-Deck (2nd Floor) with appropriate military haircut, shave, and general appearance by 1100 (see unit website *New Student Forms* link for personal appearance regulations)

_____ Be sure to bring with you all gear from the included gear list; you will need this on hand for NSO activities

_____ Bring \$20 in cash to cover the cost of catered lunches during NSO

_____ Please have your health insurance information on hand during check-in (insurer, policy number, etc.)

_____ **Bring the following documentation with you to check in:**

_____ Unofficial high school transcript

_____ Copy of ACT/SAT scores

_____ Printed copy of your Fall 2014 Class Registration/Class Schedule

_____ Complete Record of Vaccinations (in whatever format the physician would normally issue for public school or university records)

_____ Filled out copy of Form DD-2807-1 (see accompanying instruction sheet to fill out properly)

_____ **Original AND Color Photocopy** of the following (Note: the original document **MUST** be present so that Susan can certify the photocopy as authentic; your original copy will be returned to you immediately):

_____ Original Social Security Card

_____ Original (or certified copy) Birth Certificate **OR** Valid US

Passport

_____ **IF NOT BORN ON US SOIL:** Original proof of US Citizenship (i.e. Certificate of Naturalization, etc.) (Note: the prohibition against photocopying these documents is excepted in the case of military service, so please bring photocopies despite the usual rule)

Scholarship Students Only:

_____ *Direct Deposit Sign-Up Form* filled out & signed

_____ Original letter from Naval Service Training Command/Officer Development in Pensacola, authorizing you to report to the NROTC unit at UMN (Note: This form will be used to reimburse your travel expenses IF APPLICABLE depending on the distance of your home from the unit. If you fly to the unit be sure to keep a copy of your tickets for reimbursement.)

Additional Instructions for University of St. Thomas Students:

_____ **Dorm Move In:** NROTC students have been authorized to move into their on campus housing during the weekend of 23-24 August. Please contact Residential Life to set up a specific time when someone will be available to attend to you (provide keys, etc.)

_____ **On-Campus Parking:** Freshman NROTC students are granted an exception to the no-car on campus rule due to their commuting requirements. If you intend to have a car at St. Thomas, **Contact the Parking Office** to obtain a parking pass and specify that you are enrolled in the Naval ROTC program at the University of Minnesota, where you are required to attend classes at 0600 several days each week. (email: parking@stthomas.edu, phone: 651-962-4100)

_____ **Enrolling in Naval Science Courses:** You need to register through the University of Minnesota's College of Continuing Education as a non-degree-seeking undergraduate. You must register for **NAV 1000 Professional Training** (S/N grading scale) and **NAV 1101 Intro to Naval Science** (A-F grading scale). To register:

1. If you have EVER taken a course at any UMN campus or online through the UMN: you already have a student ID number and may register online at <http://onestop.umn.edu>.
2. If you have NEVER taken a course at UMN, you may register online at http://onestop.umn.edu/registration/email/forms/email_registration_activation.php
3. If you have questions call OneStop at (612) 624-1111 or go to any OneStop kiosk on the Minneapolis or St. Paul campuses to have an advisor complete the process for you.