

VISITING STUDENT RESOURCE GUIDE 2022-2023

NAVIGATOR

salemstate.edu/navigator

Navigator is Salem State's official student portal. All of the functions a student needs to complete are located in Navigator such as registering for classes, paying your bill and viewing your academic requirements. Students are responsible for regularly logging into Navigator and paying attention to their To Do list under the "Tasks" tile. **Students should not share their SSU ID # and password with anyone.**

TASKS

Inside your student portal there is a tile called Tasks. As a student at SSU you must regularly monitor this tile. As a new or returning student you will need to complete a financial obligation agreement and update your contact information.

SSU EMAIL

All students will be given access to a Salem State email account. It is the responsibility of all students to regularly monitor your SSU email for important information. SSU email is the official method of communication from the university.

CLIPPERCARD

The ClipperCard is our official identification card that gives you access to resources on and off campus. A student would use their ClipperCard for things such as: meal plans if they are eligible, their residence halls, the library and our parking garage. For more information, please visit: salemstate.edu/clipperc card or email clipperc card@salemstate.edu.

PARKING PASS

All eligible students must purchase a parking pass online through their Navigator account. At the time of your online purchase you will receive a temporary parking pass that is valid for 10 days while you wait to receive your parking decal in the mail. For more information, please visit: salemstate.edu/parking.

BOOKS

Visit our Follett bookstore at: salemstateshop.com to purchase textbooks. Click the textbook link at the top of the page to get started.

CONSIDER A DEGREE

Reach out to the admissions office at admissions@salemstate.edu or gradadmissions@salemstate.edu, 978.542.6200 or attend an information session. Information sessions can be found at salemstate.edu/visit-us.

TUITION AND FEES

All students are billed depending on how many credits they are taking, what type of classes they register for (day vs evening) and whether they are in-state or out-of-state. SSU bills per semester and expects students to regularly review their accounts. All students must pay their bill by dates below:

- Fall semester: August 10
- Spring semester: January 11
- Summer I: May 24
- Summer II: July 25

For more information, please visit: salemstate.edu/tuition

ADDITIONAL RESOURCES TO HELP PAY YOUR BILL

While non-degree seeking students are unable to use federal financial aid, SSU does offer a number of other options to assist with paying your bill.

MONTHLY PAYMENT PLANS

Salem State University offers students and their families the option to set up a five-month interest-free payment plan for both the fall and spring semesters. Students set up this monthly payment plan through their Navigator account. (Navigator>Financial Account>Student Accounts>Touchnet>Payment Plans) There is a \$40 non-refundable enrollment fee for each semester students enroll. Payments are due on the first of the month and late fees will be applied if payments are late. Plans for the fall and spring semester are 5-months. Summer plans are over 3 months, and are due on May 25, June 25 and July 25.

PRIVATE LOANS

For students who are interested in looking into private loans, they are welcome to visit elmselect.com to research the best one for them. Please evaluate the details of any loan.

BILLING INFORMATION

Financial account information is available in your Navigator account (Financial Account > Student Account > Touchnet). Students are able to view their account activity, set up payment plans, and make payments online. Please visit the Student Accounts website for the most up to date information on billing policies and timelines. salemstate.edu/campus-life/student-navigation-center/student-accounts

ACCESS TO STUDENT INFORMATION (FERPA)

FERPA is the law that protects the privacy of a student's educational record regardless of age or who is paying the bill. If students want to grant parents/guardians access to discuss their educational records, the student must complete the FERPA Waiver in their Navigator account (Navigator>Profile>FERPA Waiver). If the student does not fill out the FERPA Waiver, parents/guardians WILL NOT be able to obtain any specific information about the student. For more information, please visit: salemstate.edu/FERPA.

ACCESS TO STUDENT BILLING (Authorized User)

Students can grant access to their billing portal to anyone they wish. On the home page of Touchnet, locate Authorized User in the top right corner (Authorized User>Add Authorized User>Enter Email Address). Once granted access, individuals will set up their own log in and password to view bills and make payments on behalf of students. Authorized users only have access to billing information. All other educational records require FERPA.

ce@salemstate.edu | 978.542.3300

navcenter@salemstate.edu | 978.542.8000

graduate@salemstate.edu | 978.542.6323

OTHER RESOURCES

For all your questions and more, "Ask the Viking": ask.salemstate.edu

Catalog: catalog.salemstate.edu

Directory: directory.salemstate.edu

Academic Standing: salemstate.edu/academicstatus

Graduation: salemstate.edu/graduation

Refund Policy: salemstate.edu/campus-life/student-navigation-center/student-accounts/refund-policy

How to Request a Transcript: ask.salemstate.edu/kb/how-request-transcript

Academic Calendar: salemstate.edu/sites/default/files/pdfs/2021-22%20Academic%20Calendar.pdf

IT Helpdesk Info: it-helpdesk@salemstate.edu or 978.542.2036

MAY

- Final exams
- Full Summer and Summer Session I Classes begin May 23

JUNE

- Consider registering for Summer II classes.

JULY

- Summer II classes start
- Last Day of Classes Summer Session I July 1
- Summer Session II Classes begin July 11
- Fall bill is available (Only in Navigator)
- Set up fall semester monthly payment plan

AUGUST

- Last day of classes for summer II and full summer classes end August 20
- Fall bill is due the second Wednesday of the month
- Purchase parking pass⁽¹⁾

SEPTEMBER

- Fall I Classes Begin DGCE September 7.
See academic calendar for more details.

OCTOBER

- Fall I Classes End DGCE October 12
- Fall II Classes Begin DGCE October 17
- Advising period begins; make an appointment with your advisor using Navigate (app or website).
- If applicable, resolve any holds and to do list items found in your Tasks tile.
- Mid-terms
- Upcoming academic year FAFSA is available to be filed, use taxes that are two years behind the academic FAFSA year that you are filing

NOVEMBER

- Fall II Classes End DGCE November 28
- Registration for spring and winter classes
- VikingScholarships portal is available and open in Navigator
- Thanksgiving break
- Spring semester bill available

DECEMBER

- Final exams
- Set up spring semester monthly payment plan
- Fall II Classes End DGCE December 1
- Winter session Online Begins December 22

JANUARY

- Spring semester classes start January 17
- Spring bill is due the second Wednesday of the month
- New students must purchase parking pass
- Winter session Day Begins January 3
- Winter session Day Ends January 9
- Full Semester Courses Begin January 17

FEBRUARY

- Summer Registration for Continuing Education and the School for Graduate Education opens
- The VikingScholarship portal closes Feb 15 for internal SSU scholarships. External opportunities inside this portal are open all year long.
- Priority deadline to file and submit upcoming academic year's FAFSA (February 15)
- Newly admitted students for fall will receive a paper financial aid award letter
- Winter session Online Ends February 4
- Spring I Classes Begin DGCE February 6

MARCH

- Advising period begins; make an appointment with your advisor using Navigate (app or website).
- Mid-terms
- Spring break
- Spring I Classes End DGCE March 21
- Spring II Classes Begin DGCE March 27

APRIL

- Register for fall classes

MAY

- Spring II Classes End DGCE May 9
- Spring Full Semester Classes End DGCE May 15

(1) Parking passes are for commuter students.