



HILBERT COLLEGE
A CATHOLIC FRANCISCAN COLLEGE FOR ALL

Ready to fly with the Hawks?

Complete checklist items on your
portal and track your progress!



COMPLETE YOUR STEPS FOR

Admissions



FOR QUESTIONS REGARDING ADMISSIONS:

call 716-929-8780 | email admissions@hilbert.edu



Remove those training wings!

Your final destination is in sight! Just a few steps to go.

Check Your Next Steps

Check your application status portal to view your next steps.

connect.hilbert.edu/apply/status

Register for Orientation

New Student Orientation is mandatory. Please let us know you'll be there!

connect.hilbert.edu/portal/orientation

If prompted for log-in, use personal email address and password that you created when you submitted your application.

If you applied via common application, you may have received an email with a PIN number.

Submit Final Transcripts and Documents

ALL FIRST-YEAR STUDENTS: Submit proof of high school graduation

If applicable:

Submit any college transcripts for credits earned in high school
(unless Dual Enrollment classes were taken through Hilbert)

Submit AP Scores directly from College Board.

ALL TRANSFERS: Submit proof of high school graduation unless you already hold an associates or bachelors degree

If applicable:

Submit updated transcripts reflecting most recently completed coursework.

If you have completed a degree since your acceptance to Hilbert, you MUST submit a final transcript.

Your program plan and schedule may be impacted.

Official documents may be emailed to admissions@hilbert.edu or mailed to the Office of Admissions
Franciscan Hall | 5200 South Park Ave | Hamburg, NY 14075

Special Instructions for Opportunity Program Students

Transfer Students from an EOP program: be sure to submit the transfer of benefits form located on your application portal.

Assisi students: be sure to submit Assisi Agreement Form.

HEOP students: be sure to register for summer institute at connect.hilbert.edu/portal/summer-institute

COMPLETE YOUR STEPS FOR

Financial Aid & Student Accounts



FOR QUESTIONS REGARDING FINANCIAL AID
& STUDENT ACCOUNTS:

call 716-649-7900



Clear the runway!
Plan for your upcoming bill.

ACCEPT YOUR FINANCIAL AID

Complete the **FAFSA**.

NYS residents must also **complete TAP**.

To accept or decline financial aid/loans, visit finaid.hilbert.edu.

First time users log in using Student ID number provided on your acceptance letter, financial aid award letter, or registration email (delivered only to students who are registered for classes). You will be prompted to create a new username and password after initially accessing the portal.

You may be required to complete student loan entrance counseling or other documents pertaining to financial aid before funds are applied to your balance. Be sure to check your Hilbert email frequently!

VIEW YOUR BILLING & PAYMENT PLANS



Access your
Self-Service
portal here!

An email will be sent to your Hilbert email to view your e-bill. In your Self-Service portal, click on the Finance Tab and then Payment Options. This will take you to Nelnet, our third-party e-bill and online payment servicer. Students can add authorized users to view and make online payments.

IMPORTANT: Please be mindful of your billing due date. Students must have payment arrangements in place prior to collecting Hilbert - issued laptops, moving into a Hilbert residence hall, or practicing with a Hilbert athletic team.

See [payment policy & instructions](#) and contact Student Finance for help!

ON-CAMPUS EMPLOYMENT

All federally funded work-study positions as well as Hilbert-funded student employment opportunities are posted in **Handshake**. Just search for "Work Study" (if you are awarded Work Study in your Financial Aid package) or "On Campus BERT" positions to learn about and apply for the opportunities to work part time on the Hilbert campus while you are a student here.

COMPLETE YOUR STEPS FOR

Student Life, Housing & Campus Safety



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FOR QUESTIONS REGARDING STUDENT LIFE,
HOUSING, OR CAMPUS SAFETY:

call 716-926-8793



Ready to fly!

HEALTH RECORDS

All students must submit mandatory forms:

Immunizations Required by all students. Must have 2 – MMR's and Meningitis.

Meningitis is required to live on campus and must have been received within the last 5 years.

Physical – Required for all athletes, must be current.

Emergency Contact Form

Proof of Medical Insurance

Visit connect.hilbert.edu/apply/status to submit your housing application and hilbert.edu/admissions-financial-aid/accepted-students-new, step 7, to submit mandatory health and emergency contact forms.

**Athletes may be required to submit additional documents.*

Submit all health records to: bdelarosa@hilbert.edu | Fax 716-648-3327

CAMPUS SAFETY

To request parking permits whether you are residing on campus or commuting, visit hilbert.edu/parking.

Sign up for Omnilert - emergency messages at hilbert.edu.omnilert.net.

Hilbert Student IDs are produced and programmed by the Campus Safety Department:

- Your picture for your ID card will be taken at a Registration event, during your first week, or at Orientation.
- You will most likely receive your ID at Orientation.
- Any additional questions about IDs can be directed to Campus Safety ID Desk at 716-926-8919

CAMPUS RESIDENTS

Resident placements are not made until submission of the housing application and housing deposit has been made.

Resident roommate and move-in information will be sent to your [Hilbert email address](#). All new students should check weekly!

THE OFFICE FOR MISSION AND EQUITY

The Office for Mission and Diversity, Equity, and Inclusion strives to create a diverse community that is inclusive, responsive, and supportive of all students, staff, and faculty. If you would like to update any demographic information for our records such as race/ethnicity, religious affiliations, or gender identity, you may log into your Self-Service account and follow the prompts. Instructions to access your Self-Service account can be found on the next page.

COMPLETE YOUR STEPS FOR

Technology Access



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FOR QUESTIONS REGARDING
TECHNOLOGY ACCESS:

call 716-926-8812



Hawk in flight!

Hug your family! They're feeling a lot of emotions right now, especially pride.

Test your log-in to Self-Service & Hilbert email accounts (after you are registered for classes)



↑
Access these
services on
your phone.

Look for an email to your personal email account from noreply@hilbert.edu with Student ID and first-time log-in instructions

Email (All new students, especially on-campus residents, should check weekly.)

Username: username@hilbert.edu Password: Student ID No.

Blackboard (classes are taught here!)

Username: Username Password: Student ID No.

Self-Service (view your class schedule and bill and payment options here!)

Username: Username Password: Student ID No.

Resnet (Campus WiFi)

Username: username@hilbert.edu Password: Student ID No.

SCHOOL SUPPLIES



Learn more about our Laptop &
Digital Textbook Initiatives [here](#).

Laptop Program

Please check your Hilbert email account weekly for information on how, when and where to pick up your laptop.

Digital Textbooks

Here at Hilbert, your textbooks are one less thing to worry about! All digital text books are included in your tuition with no additional fees and will be available on your Blackboard account.



The Hawk has landed!

Better get to class! Enjoy every moment.