**Spring 2016 Orientation Checklist**

**New Transfer Students**

**SPRING ORIENTATION CHECKLIST:** The checklist is organized into two parts: forms and action items, and activities.

1. **FORMS AND ACTION ITEMS:** The forms and action items should be completed by all students. Directions and due dates will vary by form or action item.

2. **ACTIVITIES:** The activities are various exercises and online events that will be completed before you arrive in January. There are three types of activities:

   - **Required:** Tasks that all students must complete by the due date. These activities will be housed in a Blackboard course Transfer Student Orientation Spring 2016. This online portal allows you to login with your Emory NetID and password.
   - **Strongly Recommended:** Tasks that will complement the required tasks.
   - **Encouraged:** Tasks to ensure a successful transition to Emory College.

Many activities will involve reviewing sections of the Blue and Gold Pages before completing the activity posted in Blackboard. Not every single item on this list will apply to you. For example, if you did not take AP exams, you will not need to submit your scores to the Office of Admission. This is a comprehensive checklist meant to guide you through the winter break. You can check items off as you go. Review the entire checklist first; some things can and should be completed right away.
**Forms, Action Items, and Activities**

**Forms and Action Items**

- **[Due immediately] Create your Emory Email account.** Log in to OPUS, and on the lower right section of your Student Center, click on “Emory Links.” Follow the direction on the link “Email for Undergraduates.”

- **[Due by December 4] Pay Enrollment Deposit.** Information on submitting your admission deposit can be found by logging into your OPUS account.

- **[Due by December 4] Complete Housing Application.** Emory requires and guarantees on-campus housing for second-year students. You are considered a second-year student if you graduated from high school in 2014 or 2015. Housing is not guaranteed for third- or fourth-year students. We encourage you to live on campus and will do our best to accommodate your request. Please complete an online application and the Housing Office will contact you to inform you of your living options. Housing information can be found online.

- **[Recommended immediately] Setup OPUS Guest Access.** Customize access to your student account for up to five individuals (in your OPUS Student Center under “Guest Access”). You can choose to allow these individuals to access your “To Do” items or “Messages,” complete the health waiver process, view monthly bills, make online payments, view financial aid, or view your class schedule.

- **[Due by December 18] Register for a minimum of 12 credits.** Review the Blue and Gold Pages Registration section.

- **[Due by December 28] Complete Spring 2016 Transfer Orientation Registration Form.** This form is located in Blackboard.

- **[Due by January 2] Submit a photo for your EmoryCard.** See B&G EmoryCard section for more information.

- **[Due by January 6] Pay bill.** Login to OPUS to pay your spring 2016 bill.

- **[Due by January 8] Complete Health Forms:** All required pre-matriculation Student Health forms are posted on the Student Health Services website, with a step-by-step outline.

- **[Due by January 8] Complete Insurance Waiver:** All students must have health insurance and are automatically enrolled in the Emory plan. Complete the health insurance waiver process if you plan on using your own health insurance plan at Emory. For more information, visit the Student Health Services website.

- **[Due by January 11] Complete Consent Form:** Fill out the Letter of Consent to indicate whether you DO or DO NOT give consent to your parent(s) or guardian(s) to access to your academic records. A copy of the form and special instructions for submission can be found on the Pre-Arrival Section of the Orientation website.

- **[Due by January 11] Final College Transcript(s):** All official final college transcripts from previous institutions must be submitted to the Office of Admission. Submissions may be made through the Common App or mailed to Emory University Office of Admission, 1390 Oxford Road NE, 3263-001-1AA, Atlanta, GA 30322-1016.

- **[Optional] Apply for on-campus parking.**
ACTIVITIES

All of the required activities (links, forms, and videos) are posted in the Transfer Student Orientation Spring 2016 Blackboard Course in the Required Activities folder. Recommended and Encouraged activities are posted in Blackboard as well.

REQUIRED

- [Due immediately] **Activity 1: Registration Prep in Blackboard.** Complete this form as soon as you deposit. Once complete, you may schedule an advising appointment with an OUE academic advisor.
- [Due by December 11] **Activity 2: Learning at Emory in Blackboard.** Review B&G Learning at Emory section before you complete this activity.
- [Due by December 18] **Activity 3: Living at Emory in Blackboard.** Review B&G Living at Emory section before you complete this activity.
- [Due by January 8] **Activity 4: The Honor Code of Emory College in Blackboard.** Review videos and B&G Honor Code section before you complete this activity.
- [Due by January 8] **Activity 5: Code of Conduct in Blackboard.** Review B&G Code of Conduct section before you complete this activity.
- [Due by January 8] **Activity 6: Haven in Blackboard.** Review B&G Haven section before you complete this activity.
- [Due by January 8] **Activity 7: OrgSync in Blackboard.** Review B&G OrgSync section before you complete this activity.

RECOMMENDED

- **Review the Academic Calendar.** This should be done BEFORE booking travel for Orientation, breaks, or holidays.
- [Due January 8] **Send in your official AP/IB or A Level Scores** to the Office of Admission (if applicable). Must be sent directly from College Board or IB.
- **Watch the Nature of Evidence videos.** These videos will introduce you to faculty across the College as they explain how they use evidence in their disciplines.
- **Complete Transfer Credit Appeal Form.** Guidelines and a link to this form are in Blackboard.

ENCOURAGED

- Join the **2016 Transfer Student Facebook Group.**
- Check out the **Orientation Website.**