



New Transfer Student Checklist: 2014-2015

Please complete the following items before arriving on campus	Dates & Deadlines	Contact Info
<input type="checkbox"/> Apply to University of Mount Olive and receive acceptance letter at http://www.moc.edu/admissions/application	Priority Deadline: April 1	Office of Admissions admissions@moc.edu Ph: 800-653-0854 or 919-658-2502
<input type="checkbox"/> Pay your confirmation deposit. <ul style="list-style-type: none"> ▪ Commuters pay \$50 ▪ Residents pay \$100—\$50 to confirm and \$50 to reserve a room <i>Mail payment to the Office of Admissions or contact Liesa McNeill in the Business Office, to pay by phone.</i>	Prior to Registration for classes	Office of Admissions admissions@moc.edu Ph: 800-653-0854 or 919-658-2502 To pay by phone: Liesa McNeill Ph: 919-658-7884
<input type="checkbox"/> After paying confirmation deposit, make appointment with Tim Woodard, Director of Admissions, to complete transcript evaluation and register for classes. <input type="checkbox"/> Register for the Transfer Student Orientation session on August 18, 2014 at http://survey.moc.edu/TakeSurvey.aspx?PageNumber=1&SurveyID=m2K2ln7&Preview=true Reminder: All new transfer students are expected to attend. Please plan accordingly.	Prior to Aug 1	Tim Woodard at twoodard@moc.edu 919-658-2502
<input type="checkbox"/> File your Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov . Students who wish to receive federal, state and institutional grants, scholarships and loans <u>must</u> complete the FAFSA (waived for International students). Awards are made until funds are depleted. The University of Mount Olive institution code is 002949. <input type="checkbox"/> After you have received notification of your financial aid award, accept your awards on MyFinancialAid at MyMoc.	Priority Deadline: March 1 Available: After Jan 1	Tiffany Grandy Office of Financial Aid tgrandy@moc.edu Ph: 919-658-7892 FAFSA website: www.fafsa.gov
<input type="checkbox"/> File your application for Direct Student Loans, Parent Plus Loans and alternative loans after July 1 and before August 1 in order to cover your account. Complete all Federal Direct Loan entrance counseling and Master Promissory Notes (MPN) as well as master promissory notes for Parent Plus Loans if applicable. www.studentloans.gov	July 1 to Aug 1	Tiffany Grandy Office of Financial Aid tgrandy@moc.edu Ph: 919-658-7892
<input type="checkbox"/> Residential students complete Housing Request Form to live on-campus; submit to Student Affairs Office. Download form at www.moc.edu/admissions/incoming-freshmen . All students are required to reside on campus for their first four semesters of full-time enrollment unless they meet one of the following requirements: 21 years of age or older; living with a parent or legal guardian; married and/or responsible for dependents. <input type="checkbox"/> Commuter students complete Off Campus Living Request Form. Download form at www.moc.edu/admissions/incoming-freshmen to apply for permission to live off-campus and submit required off-campus address information.	Priority Deadline: June 13	Nicole Lach Office of Student Affairs nlach@moc.edu Ph: 919-658-7896
<input type="checkbox"/> Check for updates on financial aid, billing statement, housing, registration via MOC email account provided when registered for classes. Always use University email when contacting faculty and staff.	After you are registered for classes	Office of Admissions admissions@moc.edu Ph: 800-653-0854 or 919-658-2502
<input type="checkbox"/> Athletes: Register for NCAA Eligibility at www.eligibilitycenter.org (must be registered in order to receive an athletic scholarship. You must be a final qualifier and final certified with amateurism in order to compete). For NCAA questions: LaToya Lindsey, 919-658-4928, llindsey@moc.edu . <input type="checkbox"/> Complete Pre-Participation paperwork and Physical exam at www.umotrojans.com/information/athletic_training/index (click on Pre-participation Paperwork/SportsWare Online Link and follow instructions).	By July 1	Office of Athletics Tina Parks 919-658-7759 cparks@moc.edu Kristen Gibson kgibson@moc.edu 929-658-7810
<input type="checkbox"/> Receive UMO housing and roommate assignment from the Student Affairs Office. Contact your roommate to get acquainted before you arrive at UMO.	After July 1 and prior to Aug 1	Nicole Lach Office of Student Affairs nlach@moc.edu Ph: 919-658-7896

Complete these items by the priority deadline

	Dates & Deadlines	Contact Info
<input type="checkbox"/> Submit Physical Examination Health Form to University of Mount Olive Health Services if not an athlete. Form must be signed by physician. <ul style="list-style-type: none"> ▪ Health form for non-athletes available online at www.moc.edu/admissions/incoming-freshmen ▪ Athletes, please refer to checklist #8 on page 1. Complete ONE form only and submit a copy to Health Services. 	Non-athletes Aug 1 Athletes: July 1	Non-athletes: Jo Morgan, RN Director of Health Services jmorgan@moc.edu 919-658-7888
<input type="checkbox"/> Submit Immunization form to University of Mount Olive Health Services Office. Form must be signed by a physician or have facility stamp (info from high school transcript does NOT comply). Immunization Form is available online at www.moc.edu/admissions/incoming-freshmen	Aug 1	Health Services Office Angel Sawyer asawyer@moc.edu 919-299-4583 Jo Morgan, RN, Director jmorgan@moc.edu 919-658-7888
<input type="checkbox"/> Submit all missing documents (final transcripts, scholarship agreements, official ACT/SAT score report) to Office of Admissions	Aug 1	Office of Admissions admissions@moc.edu Ph: 800-653-0854 or 919-658-2502
<input type="checkbox"/> Make payment on student account no later than August 4. <ul style="list-style-type: none"> ▪ Statements are available through Self Service online. ▪ Students with a remaining balance after considering financial aid and loans must pay their balance by August 4 or set up a payment plan with the Business Office that has the account paid by the end of the semester. ▪ Payment plans are available using the services of NelNet, a student tuition management company that will automatically draft the applicable (student or parent) bank account monthly. Payment plan options are available at http://www.mycollegepaymentplan.com/mtolive starting June 1. ▪ UMO accepts cash (delivered in person only), personal checks, VISA, MasterCard, DISCOVER, and American Express credit/debit cards. 	Aug 4 June 1	To pay by phone: Liesa McNeill UMO Business Office Ph: 919-658-7884 lmcneill@moc.edu Student Account questions: Brad Evans UMO Business Office Ph: 919-658-7751 bevans@moc.edu
<input type="checkbox"/> Student athletes playing fall sports (M/W soccer, women's volleyball, M/W cross country; NOT TRACK) arrive on campus to check in. All stops and missing verification documents must be cleared before athletes may attend practice. New students must attend all scheduled Welcome Week activities regardless of practice hours. Practice will begin on August 14.	On Aug 13	Tina Parks UMO Athletics Office cparks@moc.edu Ph: 919-658-7759
<input type="checkbox"/> All new residential transfer students move into residential housing.	Aug 16	Nicole Lach Office of Student Affairs nlach@moc.edu Ph: 919-658-7896
<input type="checkbox"/> All new transfer students (both residents AND commuters) are expected to attend the Transfer Orientation session on Monday, August 18. The on-line registration form for this program is located at the following link: http://survey.moc.edu/TakeSurvey.aspx?PageNumber=1&SurveyID=m2K2ln7&Preview=true	Monday Aug 18	Meg Dutnell Office of Student Affairs mdutnell@moc.edu Ph: 919-658-7880
<input type="checkbox"/> Attend classes starting Tuesday, August 19.	Aug 19	Vicky Warrick Office of the Registrar vwarrick@moc.edu
<input type="checkbox"/> Students residing in a residence halls are assigned a 20 Meal Plan. Optional Plan: 200 Block. Students residing in on-campus apartments are assigned a 10 Meal Plan. Optional Plan: 130 Block Plan or a larger plan at an additional cost. Commuters may add any of the following meal plans for an additional cost: 5, 10 or 20 Meal Plans and 130 or 200 Block Plans. Contact Annette Harper.	Aug 29 Add or change assigned meal plans	Annette Harper Office of Student Affairs aharper@moc.edu 919-658-7838 Chris Hubosky Director of Food Services chubosky@moc.edu Ph: 919-658-7767
<input type="checkbox"/> For other food service information or dietary needs contact the Director of Food Services or view http://moc.pconline.net/ .		

All mailed documents should be sent to the appropriately listed contact person and office at:

University of Mount Olive
 634 Henderson Street
 Mount Olive, NC 28365