



New Transfer Student Checklist: 2013-2014

Please complete the following items before arriving on campus	Dates & Deadlines	Contact Info
<input type="checkbox"/> Apply to Mount Olive College, all necessary documents, and receive acceptance letter. www.moc.edu	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 ▪ 	Prior to Registration for classes	Office of Admissions admissions@moc.edu Ph: 800-653-0854 or 919-658-2502 To pay by phone: Barbara Whitfield Ph: 919-658-7883
<i>Mail payment to the Office of Admissions or contact Barbara Whitfield, Cashier, to pay by phone.</i>		
<input type="checkbox"/> After paying confirmation deposit, make appointment with Chris Bitzenhofer, Transfer Admissions Representative, to complete transcript evaluation and register for classes. <i>Reminder: New transfer students are expected to attend Welcome Week activities beginning August 17, 2013. Please plan accordingly.</i>	Prior to Aug 1	Chris Bitzenhofer cbitzenhofer@moc.edu 919-658-7798 800-653-0854, Ext. 1207
<input type="checkbox"/> File your Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.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 Mount Olive College institution code is 002949.	Priority Deadline: March 1	Tiffany Grandy Office of Financial Aid tgrandy@moc.edu Ph: 919-658-7892
<input type="checkbox"/> After you have received notification of your financial aid award, accept your awards on MyFinancialAid at MyMoc.	Available: After Jan 1	FAFSA website: www.fafsa.ed.gov
<input type="checkbox"/> File your application for Direct Student Loans, Parent Plus Loans and alternative loans after July 1, 2012 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.	Priority Deadline: June 15	Nicole Lach Office of Student Affairs nlach@moc.edu Ph: 919-658-7896
<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.		
<input type="checkbox"/> Check for updates on financial aid, billing statement, housing, registration via MOC email account provided when registered for classes. <i>Always use MOC email when contacting faculty and staff.</i>	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 athletic grant a qualifier and final certified with amateurism in order to compete). For NCAA questions: LaToya Lindsey, 919-658-4928, llindsey@moc.edu .	By July 1	Office of Athletics Tina Parks 919-658-7759 cparks@moc.edu
<input type="checkbox"/> Complete Pre-Participation paperwork and Physical exam at www.mocetrojans.com/information/athletic_raining/index (click on Pre-participation Paperwork/SportsWare Online Link and follow instructions).		Kristen Gibson kgibson@moc.edu 929-658-7810
<input type="checkbox"/> Receive MOC housing and roommate assignment from the Student Affairs Office. Contact your roommate to get acquainted before you arrive at MOC.	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 Mount Olive College 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 	Nonathletes Aug 1; Athletes: July 1	Nonathletes: Jo Morgan, RN Director of Health Services jmorgan@moc.edu 919-658-7888
<input type="checkbox"/> Submit Immunization form to Mount Olive College Office of the Registrar. Form must be signed by physician (info from high school transcript does NOT comply). Available online at http://www.moc.edu/admissions/incoming-freshmen	Aug 1	Christy Honeycutt Office of the Registrar choneycutt@moc.edu 919-658-7835
<input type="checkbox"/> Submit all final official transcripts, scholarship agreements, and 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 2, 2013. <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 2 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. ▪ MOC accepts cash (delivered in person only), personal checks, VISA, MasterCard, DISCOVER, and American Express credit/debit cards. 	Aug 2 June 1	To pay by phone: Barbara Whitfield MOC Business Office Ph: 919-658-7883 bwhitfield@moc.edu Student Account questions: Brad Evans MOC 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 15.	On Aug 14	Tina Parks MOC Athletics Office tparks@moc.edu Ph: 919-658-7759
<input type="checkbox"/> All new residential students move into college residence halls	Aug 17	Nicole Lach Office of Student Affairs nlach@moc.edu Ph: 919-658-7896
<input type="checkbox"/> Residential and commuting students attend Welcome Week beginning Saturday, August 17 at 12:00 noon and prior to the beginning of classes, Tuesday, August 20, 2013.	Begins Aug 17 12:00 noon	Meg Dutnell Office of Student Affairs mdutnell@moc.edu Ph: 919-658-7880
<input type="checkbox"/> Attend classes starting Tuesday, August 20.	Aug 20	Vicky Warrick Office of the Registrar vwarrick@moc.edu
<input type="checkbox"/> Deadline to change assigned meal plans. Default plan for residence halls is 20 meals per week. Optional Residence Hall Meal Plan: 200 Block Plan. Commuters may add meal plans for an additional cost: 5 meal plan, 10 meal plan, or 130 block plan 20 meal plan or 200 block plan.	Aug 30	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:

Mount Olive College
 634 Henderson Street
 Mount Olive, NC 28365