



New Transfer Student Checklist: 2017-2018

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.umo.edu/admissions/application	Priority Deadline: April 1	Office of Admissions admissions@umo.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>Deposits can be mailed using the supplied envelope in your Acceptance Packet or paid online through the Finances Tab in MYUMO</i>	Prior to Registration for classes	Office of Admissions admissions@umo.edu Ph: 800-653-0854 or 919-658-2502
<input type="checkbox"/> After paying confirmation deposit, make an appointment with Chris Bitzenhofer, Assistant Director of Admissions, to complete transcript evaluation and register for classes.	Prior to Aug 1	Office of Admissions Chris Bitzenhofer Transfer Admissions Rep. cbitzenhofer@umo.edu 919-658-7798 or 919-658-7794
<input type="checkbox"/> Register for the Transfer Student Orientation Session on August 21 with Chris Bitzenhofer. Reminder: All new transfer students are expected to attend. Please plan accordingly.		
<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.	Priority Deadline: March 1	Tiffany Grandy or Karla Thompson Office of Financial Aid tgrandy@umo.edu or kthompson@umo.edu
<input type="checkbox"/> After you have received notification of your financial aid award, accept your awards on MyFinancialAid at MyUMO.	Available: After Jan 1	Ph: 919-658-7892 FAFSA website: www.fafsa.gov
<input type="checkbox"/> File your application for Direct 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 the master promissory note for Direct Parent Plus Loan if applicable. www.studentloans.gov . Complete all documentation requested on MyFinancialAid (please see “Your Documents” tab).	July 1 to Aug 1	Tiffany Grandy or Karla Thompson Office of Financial Aid tgrandy@umo.edu kthompson@umo.edu Ph: 919-658-7892
<p>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.</p>	Priority Deadline: June 16	Ian Foley Office of Student Affairs ifoley@umo.edu Ph: 919-658-7778
<input type="checkbox"/> Residential students complete Housing Request Form to live on-campus; submit to Student Affairs Office. Download form at https://myumo.umo.edu/admissions/forms/default.aspx .	Deadline: July 1	
<input type="checkbox"/> Commuter students complete Off-Campus Living Request Form. Download form at https://myumo.umo.edu/admissions/forms/default.aspx 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 UMO email account provided when registered for classes. Always use University email when contacting faculty and staff.	After you are registered for classes	Log into MYUMO https://myumo.umo.edu
<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@umo.edu .	By July 1	Office of Athletics Tina Parks 919-658-7759 tparks@umo.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).		Kristen Gibson kgibson@umo.edu 929-658-7810
<input type="checkbox"/> Receive UMO housing and roommate assignment from the Office of Student Affairs. Contact your roommate to get acquainted before you arrive at UMO.	After July 1 and prior to Aug 1	Nicole Garrett Office of Student Affairs ngarrett@umo.edu Ph: 919-658-7896

Complete these items by the priority deadline

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<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 or advance practice professional. <ul style="list-style-type: none"> ▪ Health form for non-athletes available online at https://myumo.umo.edu/admissions/forms/default.aspx ▪ Athletes, please refer to checklist #8 on page 1. <i>Health Services will accept a copy of the physical you had completed for Athletics/Sports Medicine.</i> 	Non-athletes Aug 1 Athletes: July 1	Non-athletes: Jo Morgan, RN Director of Health Services jmorgan@umo.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 https://myumo.umo.edu/admissions/forms/default.aspx	Aug 1	Health Services Office Angel Sawyer asawyer@umo.edu 919-299-4583 Jo Morgan, RN jmorgan@umo.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@umo.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 will automatically draft the applicable (student or parent) bank account monthly. Payment plan options are available through the Finances Tab in MYUMO and are available starting June 1. ▪ Payments can be made by mail, online, or in person at the Business Office located in the Poole Administration Building. 	Tuition Payment Due Aug 4 Payment Plans Available June 1	Student Account questions: Brad Evans UMO Business Office Ph: 919-658-7751 bevans@umo.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.	On Aug 14	Tina Parks UMO Athletics Office cparks@umo.edu Ph: 919-658-7759
<input type="checkbox"/> All new residential transfer students move into residential housing.	Aug 19	Ian Foley Office of Student Affairs ifoley@umo.edu Ph: 919-658-7778
<input type="checkbox"/> All new transfer students (both residents AND commuters) are expected to attend the Transfer Orientation session on Monday, August 21.	Monday Aug 21	Nicole Garrett Office of Student Affairs ngarrett@umo.edu Ph: 919-658-7896
<input type="checkbox"/> Attend classes starting Tuesday, August 22.	Aug 22	Vicky Warrick Office of the Registrar vwarrick@umo.edu
<input type="checkbox"/> All residential students are assigned a Meal Plan. Residence Hall assigned plan: 20 meals per week. Optional Residence Hall Meal Plan: 200 Block. On-campus Apartments assigned plan: 10 Meals per week. Optional On-Campus Apartment Plan: 130 Block Plan. Commuter students may add a meal plan for an additional cost: 5, 10 or 20 Meals per Week Plans and 130 or 200 Block Plans. Sept. 2 is the deadline to change assigned meal plans or add a commuter meal plan.	Meal Plan Deadline: Sept 2 To add or change assigned meal plans	Annette Harper Office of Student Affairs aharper@umo.edu 919-658-7838 Director of Food Services Ph: 919-658-7767
<input type="checkbox"/> For other food service information or dietary needs contact the Director of Food Services or view http://umo.pcconline.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