

Orientation To-Do Checklist

These checklists will help you get ready for your arrival on campus. Make sure to check deadlines and due dates for all required paperwork.

Questions? Please email orientation@mtholyoke.edu and visit the [Orientation website](https://embark.mtholyoke.edu/orientation/home/) at <https://embark.mtholyoke.edu/orientation/home/>

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BEFORE ORIENTATION: INTERNATIONAL STUDENTS

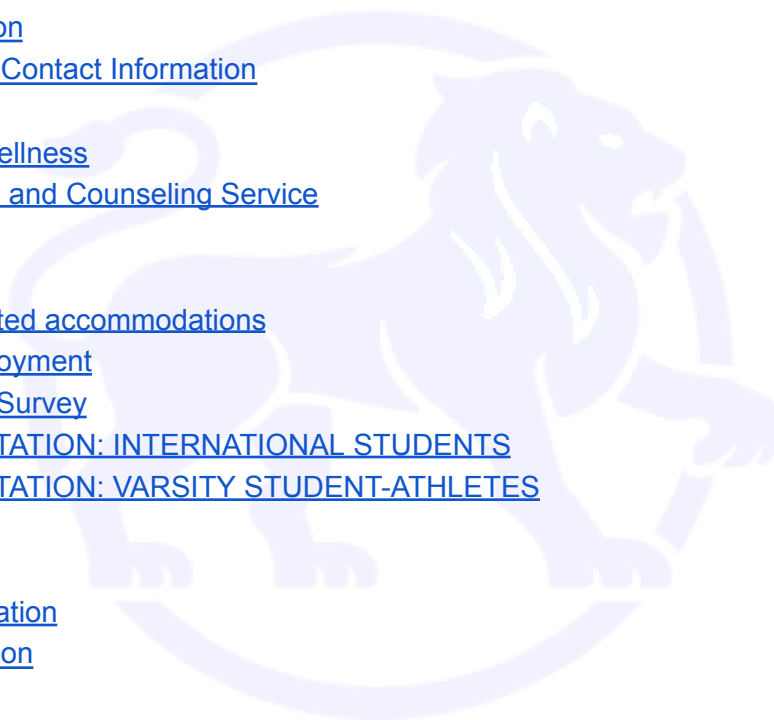
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BEFORE ORIENTATION: ALL STUDENTS

Communication

- Monitor your Mount Holyoke email account at least weekly. Important information about things like housing and registration will be sent to this email.
- Complete your MHC Account setup and access your MHC email:
 - a. [Update your MHC email password](#) from the temporary password sent in May (in October for spring entrants).
 - b. [Provide a Recovery Email address](#) so you can complete self-service password resets if needed. [Log into your MHC email account](#) at mail.google.com with your full MHC email address and your new password.
 - c. Once you've been able to log into your MHC email account, you'll need to enroll in [Google 2-step verification](#). If you don't enroll in Google 2-Step Verification shortly after your first log in, you will be locked out of your account and need assistance from the [LITS Technology Desk](#) to access it again.
 - d. If needed, you can [request help accessing your MHC Account by submitting this form](#).
- Log into your [my.mtholyoke](#) account using your MHC credentials and explore the site. This is where you will access course registration and other resources.
- Log into [Workday](#) to set up your [account preferences](#) and explore the site. This is where you will access all campus job-related functions.

Personal and Contact Information

- Submit your name recording, cell phone number and both emergency and missing-persons contacts via [my.mtholyoke](#) (see "Demographics & Contact Info" on the self-service menu for students) between May 15 and August 1 for

students starting classes in the fall semester; between late-October and early-January for students starting classes in the spring semester.

- Upload your [home contact information](#) in [Workday](#).
- (Optional) [Share your pronouns](#) in MHC systems through Workday.
- [Submit a photo](#) for your [MHC OneCard](#), the ID that you'll use on campus, by August 1 (January 3 for spring entrants).
- Learn [how mail should be addressed](#) and when you can start shipping items to campus

Academics

- Review the [Academic Calendar](#) -- if needed, switch to the tab for the academic year you'll be attending! Please note that further additions and revisions to the academic calendar may be made if needed.
- Review the [Academic Guide for New Students](#) (requires login to my.mtholyoke) to prepare for advising and registration.
- Complete all applicable [placement exams](#) (requires login to my.mtholyoke). [Please note: not everyone will have to complete a placement exam; it depends on course selection.]
- Complete your online advisor questionnaire from May 15-June 30 for students starting classes in the fall and between late-October and by December 1 for students starting classes in the spring. Spring admits should answer both the "New Student's Initial Info for Advisor" questionnaire and the "Summer Activities" questionnaire available in [my.mtholyoke](#)'s Inform Your Advisor self-service function.
- Participate in (optional) advising video chats in the summer for students starting classes in the fall and email advising at the end of October for students starting classes in the spring.
- If you are considering a career in a health profession (Medicine, Veterinary, Nursing, Physician Assistant, Public Health, Physical Therapy, Optometry, etc.),

please [review this web page](#) and contact our pre-health office at pre-health@mtholyoke.edu to discuss which classes you should register for.

- Submit your First Year Seminar preferences! Students starting classes in the fall will receive more information via email on May 15; your preferences will be due May 28. Students starting classes in the spring will receive instructions in mid-October via email for submitting their preferences.
- Register for classes during the June registration period for students starting classes in the fall and in November for students starting classes in the spring. New students should check "Approvals, Holds, and Registration Access times" in my.mtholyoke in mid-June (students starting classes in the fall) or early November (students starting classes in the spring) to get the exact date and time range during which you can register.

Health and Wellness

- Complete all [required online health forms](#) and submit to Health Services via the portal by July 15th for Fall matriculation.
- If you have current prescription medications you need to continue while on campus, we encourage you to make arrangements for those [prescription medications](#) to be transferred to Community, A Walgreens Pharmacy for delivery to Mount Holyoke's Pattie Groves Health Center for ease of pick up.
- Enroll in SHIP (Student Health Insurance Plan) or submit a [health insurance waiver](#) request:
 - An email from Gallagher Student Health, the college's health insurance partner, will be sent in June to all domestic students matriculating this fall. The email will contain login information for students seeking to waive or enroll in SHIP.
 - Fall Admits: The Gallagher Student Health portal to waive/enroll into the student health insurance plan (SHIP) will open in mid-June and it's published deadline will be on or around August 30.

- Spring Admits: The Gallagher Student Health portal to waive/enroll into the student health insurance plan (SHIP) will open in the first week of December, before the spring semester tuition bill is published. Its published deadline will be on or around January 6.
- Domestic students whose home insurance does not meet the Massachusetts minimum coverage criteria, and all international students will be automatically enrolled in SHIP.
- Complete the required Alcohol & Drug Awareness On-Line Training, a program designed to help students make healthier decisions related to alcohol and other drugs. You will receive a personalized link in August to complete the training.

Mental Health and Counseling Service

- The [Counseling Service](#) provides brief, relational, strengths-based counseling, urgent care appointments, therapy/support groups, a 24/7 Care and Support Line, and prescribing services at no additional cost for enrolled students during the academic year. Students who would benefit from longer-term counseling, specialized or intensive treatment, or psychological testing will be referred to appropriate campus or community resources.
- Students who are interested in regular, weekly meetings with a counselor should consider arranging for off-campus care before arriving on campus, as off-campus providers tend to fill their schedules quickly. Contact your insurance for a list of local providers or contact the [Counseling Service](#) for a referral.
- All incoming students are encouraged to review their health insurance coverage for mental health treatment in the state of Massachusetts, and to consider purchasing the student health insurance plan if making copays, meeting deductibles, or using out-of-state plans will interfere with obtaining adequate support.

Finances

- Mark your calendars regarding billing deadlines. [Tuition bills](#) are sent via email to students' Mount Holyoke email account. Students will be emailed in mid-June about their ability to create Authorized User accounts. Authorized Users would also receive billing notices via email, have access to their student's billing information, have the ability to make payments online, create payment plans, and more.
- Notify Student Financial Services of any [outside scholarships](#) you may be receiving.
- Check [Financial Aid Online](#) and submit all missing financial aid documents if you haven't done so already (Financial Aid Online will be available to incoming students May 15).
 - Domestic students can complete federal loan counseling and loan promissory notes online at studentaid.gov.
 - International students will be emailed to complete loan documents before arriving on campus. Check your Mount Holyoke email address regularly once you are able.
- Consider protecting your investment by reviewing Tuition Insurance information by [GradGuard](#). Should the student withdraw during a term of enrollment for a covered reason, tuition insurance would increase your tuition refund. Enrollment deadlines are the first day of classes each term.
- Review [health insurance waiver](#) information as noted in the Health Section above.

BILLING DEADLINES FOR TUITION AND FEES THAT ARE BILLED BY TERM

Fall Term (issued in early July)

Deadline: July 31, 2024

Spring Term (issued in early December)

Deadline: January 5, 2025

Housing

- Review the [new student information](#) provided by Residential Life.
- Complete your [housing form in Residence](#). The application will be available May 17 and due June 24 for students starting classes in the fall and open November 1 and due December 1 for students starting classes in the spring.
- Incoming students will not be allowed to select their own roommates. The Office of Residential Life assigns roommate(s) based on their responses to their roommate profiles. Review the [recommended packing checklist](#).
- *Please review all of the information and refer to our guide to applying for accommodations for additional details.*
 - To request housing accommodations, please register with [Disability Services](#). To be **placed** in housing with approved accommodations before the Fall semester starts, students **must complete the three-step accommodation request process, including their initial intake meeting with Disability Services by Monday, June 24th**. If you are approved, you will fill out a form (in addition to the "New Student Housing Application") letting us know you would like your approved housing accommodations to be implemented for Fall 2024. There is no guarantee of placement due to space(s) available.
- Accommodation Approval:
 - While students may request housing accommodations at any time, any incoming student who is approved for housing accommodations after June 24th will be housed through the standard housing process for incoming students and Residential Life will look at adjusting their placement, based on availability of space.

- More information about disability-related housing needs and accommodations are on [Disability Service's my.mtholyoke page](#).

Disability-related accommodations

FOR ORIENTATION

- If you would like to request disability-related accommodations in order to participate in Orientation activities, please email the [Orientation team](#). In order to ensure your access and accommodation needs are met for Orientation, please submit your request by August 2; January 3 for spring entrants.

DURING THE SEMESTER

- If you anticipate needing academic, dining, housing, and/or student employment accommodations due to a disability, you'll need to complete [Disability Services'](#) three-step accommodation request process.
 - Please see this handout explaining the accommodation process for Mount Holyoke College: [How Do I Get Accommodations at MHC?](#) The three steps are: filling out an application form with your basic information, having a provider submit documentation, and meeting with an accommodation coordinator for an intake.
- Beginning this process early is highly encouraged, and you can also apply for accommodations at any point during your time at the College. While students may request accommodations at any time, any incoming student who is approved for housing accommodations after June 24th for the Fall or December 1st for the Spring will be housed through the standard housing process for incoming students and Residential Life will look at adjusting their placement, based on availability of space.
- For more information about requesting housing accommodations related to a disability, please view the Housing tab above.

Contact [Disability Services](#) if you have any questions about the [accommodations process](#) - we're happy to help! Please do not hesitate to call 413-538-2634 or email disability-services@mtholyoke.edu.

Student Employment

- Review the email message sent from the Student Employment Office in late July and make a note of the meetings that you'll need to attend if you plan to work while you are here. [Contact the office](#) with any questions.
- Student will be directed to set-up their student employment payroll information in WorkDay including direct deposit, federal W4 elections and Massachusetts M4 selections. The [federal I-9 form](#) will require students to have original forms of identification with them on campus for completion.
 - Acceptable documentation for the [I-9](#) are found on page 2 of the form. They include a US Passport or Passport Card, or both a valid unexpired photo ID issued by a state (like a drivers license) as well as your social security card.
 - All international students should attend a work clearance session during International Student Pre-Orientation which will provide information on any documents required for working on campus.
- Review the instructions for [how to apply](#) for jobs in Workday.

New Student Survey

- Take the New Student Survey! This survey helps the College better understand the academic and social programmatic needs of our entering students, so please take the time to inform us about your expectations for your college experience. You will receive an email invitation August 1 to take the survey. This invitation will go to your MHC email, not a personal one. Email ireserach@mtholyoke.edu with any questions.

BEFORE ORIENTATION: INTERNATIONAL STUDENTS

In addition to the items required on the 'Before Orientation: All Students list,' international students should also complete the following.

- Complete Visa Document Request by May 31 for students starting classes in the fall and September 30 for students starting classes in the spring.
- Complete your Certificate of Finance Form.
- The arrival form for airport pick up will be emailed to new international students. If you have not received it, please email global@mtholyoke.edu.

BEFORE ORIENTATION: VARSITY STUDENT-ATHLETES

- Varsity student-athletes in the sports of cross country, field hockey, rowing, soccer, or volleyball must complete the “Intent to Return Early” form (sent by the Department of Physical Education and Athletics in the summer).
- All varsity student-athletes must submit the sports clearance packet and meet all medical and compliance requirements.
- Recruited varsity student-athletes in the sports of cross country, field hockey, rowing, soccer, or volleyball are expected to attend preseason practices and must submit pre-participatory requirements, sent to their MHC email by the shared deadlines, in order to be permitted to return early. Contact the head coach to confirm your move-in date and pre-move in requirements before making travel plans.

ENGAGEMENT

Summer

- We are offering opportunities for you to connect with other new students and to upper-class Orientation Leaders as well as staff and faculty before your arrival on-campus in August. You can:
 - Follow [MHCStudentLife](#) on Instagram
 - Use our hashtags [#WelcomeMoHome](#) [#MyMoHome](#) [#MountHolyoke2028](#)
- We will also hold 1-3 pre-arrival webinars that cover important aspects of your transition to Mount Holyoke! Below are some of the topics that were discussed in past sessions. Please note, these will be hosted in Zoom, which is a video conferencing platform, and the application will need to be downloaded ahead of time. Webinar dates will be announced once they are confirmed.
 - Residential Life: Roommates and Living-Learning Community
 - Academic Life at Mount Holyoke
 - Social Life and Navigating the Pioneer Valley
 - Being Involved at Mount Holyoke
 - Move-In and Your First Weeks at [#MoHome](#)

During Orientation

- Attend all scheduled sessions and regularly check the [Orientation schedule](#) for updates.
- Meet with your academic advisor.
- Sign the [Honor Code](#).
- Expand your comfort zone by talking to the other brand new people sitting next to you, joining others sitting alone in the dining commons, and inviting people to walk to events with you!
- Meet at least one new staff member who can be a resource.
- Ask questions, have fun!

After Orientation

- Activate your [Handshake](#) account to access Career Advising at the Career Development Center. While you're at it, follow us on Instagram for updated career-related info: @mhccareer!
- Complete Orientation evaluation, which will be sent to you electronically.
- Learn how to [get involved](#) on campus at the Involvement Fair, date to be announced.
- Come to more events, such as Convocation and Nightfest!
- Get involved with #WelcomeMohome
- Participate in Class Traditions!

