




Transfer Checklist for Success



Welcome to Southwestern University! Please explore our exciting list of enrollment-related events and deadlines. If you have any concerns or questions, please call 1.800.252.3166, or for additional information, visit southwestern.edu/admission/transfer-students.

 = required to complete enrollment

PRIOR TO JUNE 1

- Mark Move-In/Orientation Date on Calendar**
August 16, 2019 - Move-In
August 19, 2019 - Required Orientation
-  **Sign up for Sprog Pre-Orientation Day and submit your Advanced-Entry Seminar preferences**
southwestern.edu/visit
April 27, May 18, or June 10

PRIOR TO SPROG DAY:

-  **Establish SUeID and Password**
In your admission portal, you will find your SUeID and temporary password. Review the instructions for establishing your password and complete. Bring your SUeID and password to Sprog Day.
- Take a Foreign Language Placement Exam**
southwestern.edu/academics/advanced-placement-credit
If you have not started a language or plan to change your language sequence, take the exam prior to Sprog Day.
-  **Clear holds from your account**
my.southwestern.edu
Both the Student Handbook and Payment Terms Agreement must be read and accepted before you can register. Use your SUeID and password to log into WebAdvisor. A walkthrough on removing the holds can be found at <https://tinyurl.com/removeholds>.

DURING SPROG:

- Learn about the SU curriculum and programs of study
- Meet with Sprog Guide and register for fall semester courses

- Obtain parking permit
- Obtain Pirate ID Card
- Submit FERPA release
- Complete Academic Advising Questionnaire

- Review the *Student Handbook***
southwestern.edu/life-at-southwestern/student-handbook/
Familiarize yourself with campus services, Southwestern's Honor Code, grading, and policies and procedures. Understanding the University's offerings for you—and expectations of you—will help prepare you for a successful transition.

- Sign up for emergency alerts**
southwestern.edu/emergency-alerts
The Southwestern University Emergency Notification System (ENS) allows the University to communicate with you in times of immediate need. Visit to learn about ENS and provide your contact information.

- Buy the right computer**
southwestern.edu/computer-info
Through arrangements with both Apple and Dell, Southwestern students have the ability to buy discounted technology items and recommended software.

- #BeSouthwestern!**
Follow us on Twitter and Instagram—@SouthwesternU—or the Southwestern Class Facebook pages to keep up-to-date on events, announcements, and exciting opportunities!

- Meal plans**
sodining.sodexomyway.com/my-meal-plan
If you are living on campus, you will automatically be enrolled in a 12-meals-per-week meal plan. Off-campus students can sign up for a 5-meal lunch plan, if desired. Changes to your meal plan can be made via WebAdvisor through 5 p.m. on the Friday of the first week of classes.



Phishing awareness

southwestern.edu/phishing

While we keep a safe technological environment, occasionally, phishing emails will be sent broadly to the campus community asking for passwords, money, or more. Southwestern will NEVER ask you for your password via email, and you should not send money to anything that feels suspicious, even if it says it is from Southwestern. If ever uncertain, always validate any questionable requests by contacting the InfoDesk at 512.819.7333.

JUNE

June 1: Submit important health information

southwestern.edu/health-center

Submit immunization records, TB test, and health history. Please log into the Medcat portal using your SUeID and password, and upload the required documents. More information may be found on the Counseling and Health Center insert on your jump drive.

June 1: For student-athletes ONLY

Look in your SU email for a message from the athletic training staff containing an electronic medical record that is required to be completed and submitted by July 1, 2019.

**Please note: This is different from the required paperwork for Health Services.*

By June 10: Review and complete your Incoming Transfer Housing Request Form.

my.southwestern.edu

Log into WebAdvisor to submit your application. This should be completed whether you plan to live on or off campus.

**Please note: The date of submission of your housing form may drive your residence-hall preferences being fulfilled.*

Late June

Following receipt of your Advanced-Entry Seminar placement, begin working on your summer assignment.

JULY

July 1: Post office box information

Look for your SU post office box and postal service information in an email to your SU email address.

**Please note: Packages may be sent to this box after August 1, 2019, and the post office will hold for your arrival.*

Sign up for direct deposit

southwestern.edu/business-office/student-accounts/student-account-refunds

To facilitate a smooth student payroll and/or refund of funds, we suggest establishing a direct deposit between SU and your personal bank.

AUGUST

Connect with your roommate

Living on campus? Reach out to your roommate — do you want to coordinate room decor? What appliances and electronics are each of you planning to bring on move-in day? Communication over the summer can lay a positive framework for the year to come.

August 1: Submit updated college transcript

To receive credit for courses taken in the spring or summer, be sure to request final transcripts from your college or university.

August 1: Submit AP/IB scores

Contact the College Board and/or International Baccalaureate to send your AP/IB scores to qualify for and obtain college credit (if applicable).

August 16: Move-In

August 19: Required Orientation

A FEW EXTRA TIPS FOR OUR INTERNATIONAL STUDENTS

Confirm with the Office of Intercultural Learning that all immigration paperwork has been completed for a successful arrival in the United States and Texas.

Watch for specific emails from the Office of Intercultural Learning to learn about International Student Orientation and pre-arrival programming.



FINANCIAL AID

By June 1: Submit FAFSA

fafsa.ed.gov

If you plan to apply for need-based financial aid and have not yet submitted a Free Application for Federal Student Aid (FAFSA), you should do so immediately. Call 800.252.3166 for assistance.

If you are selected for verification, you will be notified via your Southwestern email address. Verification documentation requirements will be indicated on that email. These documents are due by June 14, 2019.

By June 21: Complete a Texas Residency Form

southwestern.edu/scholarships-financial-aid/important-dates-policies-forms

Students receiving TEG must complete and return this form. Refer to your financial aid award letter to determine whether you are a TEG recipient.

By June 21: Report any scholarships from outside organizations

southwestern.edu/scholarships-financial-aid/important-dates-policies-forms

Use the Outside Scholarship Declaration Form.

By June 21: Complete Stafford Loan Entrance Counseling and a Stafford Loan Master Promissory Note

studentloans.gov

Students who plan to use Direct Subsidized and/or Unsubsidized Stafford Loans should complete Stafford Loan Entrance Counseling and a Stafford Loan Master Promissory Note.

By June 30: Complete a Direct PLUS Loan Application and a Direct PLUS Loan Master Promissory Note

studentloans.gov

Parents who plan to use a Direct PLUS loan should complete both a Direct PLUS Loan Application and a Direct PLUS Loan Master Promissory Note.

BILLING INFORMATION

Understanding Your Tuition Bill & Charges

southwestern.edu/e-bill-instructions

Statements will be mailed after you attend Sprog Pre-Orientation, but no later than **June 28, 2019**.

For detailed explanations on each section of your tuition bill, see southwestern.edu/business-office/student-accounts/understanding-your-billing-statement/

3 Waivers for Optional Charges: Deadline is July 18.

southwestern.edu/business-office/student-accounts/waivers-for-optional-charges

1. Optional Dewar Tuition Insurance–Annual Waiver
Open enrollment begins May 1, 2019; complete the waiver no later than July 18, 2019.

tuitionprotection.com/southwestern

The Tuition Refund Plan provides coverage of tuition, room, and board when you are required to withdraw from school due to a medical or mental health illness before the semester is complete. All students are automatically enrolled in the Dewar Tuition Refund Plan for the academic year.

2. Optional Student Health Insurance–Annual Waiver
Open enrollment begins May 1, 2019; complete the waiver no later than July 18, 2019.

eiiastudent.org/southwestern

All Southwestern students are required to have health insurance as a condition of enrollment. All students are automatically charged for the University’s student health insurance plan annual premium (12 month coverage) for the 2019-20 academic year. Students who have health insurance coverage through a parent or a family member may waive the University-sponsored health insurance if the coverage meets the requirements. Information about the University’s health insurance program, including current coverage options and a link to the waiver form, is online.

3. Optional vehicle registration–waiver required each semester. Complete the waiver no later than July 19, 2019.

tinyurl.com/parkingwaiver

All students are automatically charged a vehicle registration charge of \$100 per semester. If you are bringing a car to campus and did not complete your registration at Sprog Pre-Orientation, you need to complete it online. If you are not parking a vehicle on campus, the charge may be waived **each semester** by completing the Vehicle Registration Waiver form found at the link above.



PAYING YOUR TUITION BILL

Tuition can be paid in person, by mail, online via ACH or credit card, or through a payment plan (see below). For more details, please see southwestern.edu/business-office/student-accounts/payment-options.

Payment Plan Registration

southwestern.edu/business-office/student-accounts/payment-plan

Create a no-interest, no-credit check, flexible monthly payment plan. An application fee is required upon enrollment.

Payments from 529 Plans and Texas Tomorrow

Please contact the Business Office at 512.863.1928 or studentaccounts@southwestern.edu to let us know about your plan.

July 19, 2019 : Fall payments due

Payment due dates are listed online at southwestern.edu/business-office/student-accounts. Please note the Spring 2020 tuition will be due on December 13, 2019.

July 30, 2019: Late-payment fee

southwestern.edu/business-office/student-accounts/late-payment-policy/

Late-payment penalties are assessed when students fail to pay their current charges by the due dates. A late-payment fee of \$100 is charged to all unpaid accounts. Students with past-due balances may be dropped from classes and will not be allowed to move into on-campus housing until paid.

TO OUR SU PARENTS/FAMILY MEMBERS

As a parent or family member of an incoming student, you are an important part of the Southwestern community. Below are a few steps that will assist in your family's transition this fall. The Office of Alumni and Parent Relations will communicate with you regularly to share helpful information and invite you to events on campus and in your area.

Mark your calendar for **Parent Orientation, August 16-17**.

Attend a Sprog Pre-Orientation Day
April 27, May 18, or June 10

Complete the Parent Information Form.

This allows the University to communicate with you throughout your student's Southwestern career.
southwestern.edu/parentinfoform

By Aug 11: Register online for Parent Orientation
southwestern.edu/orientation

#BeSouthwestern!

Like our **Southwestern University Parents** Facebook page to keep up-to-date on events and announcements.

Check your email all summer for tips and dates for **Send-Off Parties**, hosted by current parents, in locations around the state of Texas.

Obtain parent access to student information. SU cannot release a student's educational or financial record unless authorized by law or unless the student consents to the disclosure in writing. The form allowing parent access to student information can be found at southwestern.edu/academics/records-registrar/transcript-request-other-forms.



Sprog Pre-Orientation Day

FOR OUR PIRATES-IN-TRAINING

What's with the funny name? Well, a Sprog is a new pirate who has not yet been trained on a ship. Attending a Sprog Pre-Orientation Day is your first "training" opportunity and your initial step toward becoming a Southwestern Pirate. Sprog Pre-Orientation Days are exclusively for students who have determined they will be attending Southwestern in the fall (specifically, those who have submitted an enrollment deposit to Southwestern University).

PRE-ORIENTATION: ALL HANDS ON DECK

Attending one of our Sprog Pre-Orientation Days is highly recommended for all incoming students. During the day, you will have the opportunity to cross off some very important to-do items as you get ready for the *Southwestern Experience*.

WHEN CAN I ATTEND?

There are 3 dates to choose from:

April 27 Sprog Pre-Orientation Day #1 (Saturday)

May 18 Sprog Pre-Orientation Day #2 (Saturday)

June 10 Sprog Pre-Orientation Day #3 (Monday)

WHAT DO WE DO?

- Learn about the SU curriculum and programs of study
- Meet individually with a Sprog Guide to explore course options
- Register on-site in real time for your first-semester classes
- Receive your official Southwestern Student I.D. card
- Complete parking-permit registration and receive official parking sticker
- Tour the residence halls
- Learn about your financial-aid next steps and important Business Office policies
- Engage with Southwestern faculty, staff, and current students
- Meet your future friends and classmates!

WHAT IF I CAN'T ATTEND?

Not to worry. If you are unable to attend one of our Sprog Pre-Orientation Days, please complete the request for alternative advising and registration at southwestern.edu/alternate-advising-and-registration-request. We will contact you to set up an appointment.

HOW DO I SIGN UP?

Register early, as space in these programs is limited. Plan on being on campus from 9 a.m. to 5 p.m.

For more information and to register, go online to southwestern.edu/visit.