# New Student Summer Timeline

## NOW

- Carefully read the letter from the Dean for First-Year Experience and the New Student Summer Timeline. These documents will be a great reference for you throughout the summer, so keep these in a safe, visible place! Questions? Email newstudent@wlu.edu or call 540-458-4633.
- Download the First-Year Experience Guide and familiarize yourself with all the content.
- Activate your W&L email and network account at go.wlu.edu/CredentialsSetup. After you have activated your W&L email and network account, you can log in to the Student Generals’ Headquarters (Student GHQ) (go.wlu.edu/GHQ) to fill out new student forms under the First-Year Forms tab. Activate your accounts and submit your forms ASAP!
  - IT&S Questions? Email help@wlu.edu or call 540-458-4357.
  - Student Affairs Questions? Email newstudent@wlu.edu or call 540-458-4633.

## MAY

- **31** Group 1 forms from Student GHQ are due. Questions? See the second page of this list.
- **Have you authorized having your AP or IB scores sent to W&L?**

## JUNE

- **Begin reviewing the W&L catalog and “Curricular Advice” document in preparation for information about registration from the University Registrar’s office (go.wlu.edu/UR-New).** Details about signing up for Fall-term classes will be sent in August to your W&L email address. Course registration occurs during Orientation Week.
- **3-5** Apply for The Leading Edge pre-orientation trips on Student GHQ beginning at 11 a.m. Eastern Daylight Time (EDT) on June 3. The application deadline is June 5 at 4 p.m. EDT. Questions? Email theleadingedge@wlu.edu or call 540-458-4633.
- **Watch your W&L email for information about Self-Service, the site for registration and matriculation information (go.wlu.edu/Self-Service). Questions? Email registrar@wlu.edu or call 540-458-8455.**
- **12** The Leading Edge trip assignments are sent to your W&L email. Questions? Email theleadingedge@wlu.edu or call 540-458-4633.
- **26** Watch your W&L email for information to register for Generals Payment System (GPS). Questions? Email businessoffice@wlu.edu or call 540-458-8730.

## JULY

- **1** Final Official High School Transcript due to Admissions Office. Questions? Email admissions@wlu.edu or call 540-458-8710.
- **Transfer credit from another college (not AP or IB).** Begin gathering each syllabus and transcript, to be submitted with the First-Year Credit Transfer form by August 15.
- **2** Residence hall room assignments are sent to your W&L email. Questions? Email housing@wlu.edu or call 540-458-4633.
- **16** Email notices are sent to registered users (see June 26 action item above) when Fall bills (tuition, room, board, fees) are ready to pay on GPS (wlu.afford.com). Questions? Email businessoffice@wlu.edu or call 540-458-8730.
- **31** Group 2 forms from Student GHQ are due. Questions? See the second page of this list.
- **31** Check Self-Service Test Scores for AP or IB credit(s). If no expected scores appear (those that should earn W&L credit), order AP scores by calling 1-888-308-0013 and IB scores through www.ibo.org, or theleadingedge@wlu.edu or call 540-458-8573.

## AUGUST

- **Set up your USPS Post Office box. Questions? Contact your local Post Office or visit www.usps.com.**
- **Watch your W&L email for information about completing the required AlcoholEdu, Sexual Assault Prevention and Mental Well-Being online.**
- **1-31** Matriculate online through Self-Service. The deadline to complete online matriculation is Friday, Sept. 4, at 12 noon EDT. Questions? Email registrar@wlu.edu or call 540-458-8455.
- **10** Payment for your Fall bill is due on GPS (wlu.afford.com)! Questions? Email businessoffice@wlu.edu or call 540-458-8730.
- **15** Credit Transfer Request form from Student GHQ with materials and/or AP/IB transcripts due. Questions? Email registrar@wlu.edu or call 540-458-8455.
- **15** Information about class registration is sent to your W&L email address from the University Registrar. Questions? Email registrar@wlu.edu or call 540-458-8455.
- **17** Campus Mail Services will begin accepting packages. Questions? Go to go.wlu.edu/proper-address-format or call 540-458-8573.
- **30** Move in for The Leading Edge participants ONLY. Questions? Email newstudent@wlu.edu or call 540-458-4633.

## SEPTEMBER

- **5** Students not on The Leading Edge pre-orientation trips move in. Questions? Email newstudent@wlu.edu or call 540-458-4633.
- **5-9** New Student Orientation and Class Registration. Questions? Email newstudent@wlu.edu or call 540-458-4633.
- **10** Classes begin.
- **25-26** Parents and Family Weekend (go.wlu.edu/pfw) Questions? Email parentsandfamilyweekend@wlu.edu or call 540-458-4822. *Flip over for form deadlines and quick contacts.*
REQUIRED & OPTIONAL FORMS, DEADLINES, AND PROGRAMS

Start your W&L career in seamless fashion! Submit online or complete and mail the following forms before the due dates below. Forms that must be printed, completed, and submitted by mail have different return addresses that can be found on the upper-left corner of the forms.

All forms, unless otherwise noted below, can be found on the Student GHQ at go.wlu.edu/GHQ.

GROUP 1 FORMS
DEADLINE: MAY 31

Required:
• Faculty Adviser Form
• Housing Application

Important Optional Forms:
• Medical Documentation for Special Housing Request

GROUP 2 FORMS
DEADLINE: JULY 31

Required:
• Report of Medical History & Physical Examination Form
• Online Student Health Insurance Plan Waiver/Enrollment Process

Required Only for Students Who Will Start Classes Before Their 18th Birthday:
• Medical Consent Form

Required for The Leading Edge Participants Only:
• Trip specific forms will be sent to your W&L email on June 12 if you register and are assigned to a pre-orientation trip

Important Optional Forms:
• Baldridge Reading and Study Skills Registration Form
• Residence Hall Linens Form

FINAL FORM
DEADLINE: AUGUST 15

Important: Requests for credit from college work elsewhere or from AP or IB must be received by this date in order to be ready for your Fall course registration during Orientation Week
• First-Year Student Credit Transfer Request
• AP or IB Official Transcripts

QUIK CONTACTS

<table>
<thead>
<tr>
<th>Office</th>
<th>Website</th>
<th>Email Address</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Academic Policies and Registration</td>
<td>go.wlu.edu/academicadvising</td>
<td><a href="mailto:registrar@wlu.edu">registrar@wlu.edu</a></td>
<td>540-458-6455</td>
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<tr>
<td>Admissions</td>
<td>go.wlu.edu/admissions</td>
<td><a href="mailto:admissions@wlu.edu">admissions@wlu.edu</a></td>
<td>540-458-8718</td>
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<tr>
<td>Athletics</td>
<td>go.wlu.edu/athletics</td>
<td><a href="mailto:wscott@wlu.edu">wscott@wlu.edu</a></td>
<td>540-458-6872</td>
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<tr>
<td>Business Office</td>
<td>go.wlu.edu/businessoffice</td>
<td><a href="mailto:businessoffice@wlu.edu">businessoffice@wlu.edu</a></td>
<td>540-458-8730</td>
</tr>
<tr>
<td>Campus Mail</td>
<td>go.wlu.edu/campusmail</td>
<td><a href="mailto:cademics@wlu.edu">cademics@wlu.edu</a></td>
<td>540-458-8571</td>
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<tr>
<td>Career Development</td>
<td>go.wlu.edu/careerddevelopment</td>
<td><a href="mailto:careers@wlu.edu">careers@wlu.edu</a></td>
<td>540-458-6995</td>
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<tr>
<td>Dining Services</td>
<td>go.wlu.edu/diningservices</td>
<td><a href="mailto:dinnngarces@wlu.edu">dinnngarces@wlu.edu</a></td>
<td>540-458-9348</td>
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<tr>
<td>Financial Aid</td>
<td>go.wlu.edu/financialaid</td>
<td><a href="mailto:financialaid@wlu.edu">financialaid@wlu.edu</a></td>
<td>540-458-9715</td>
</tr>
<tr>
<td>First-Year Experience and Orientation</td>
<td>go.wlu.edu/newstudent</td>
<td><a href="mailto:newstudent@wlu.edu">newstudent@wlu.edu</a></td>
<td>540-458-4633</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>go.wlu.edu/ITS</td>
<td><a href="mailto:help@wlu.edu">help@wlu.edu</a></td>
<td>540-458-4357</td>
</tr>
<tr>
<td>The Leading Edge</td>
<td>go.wlu.edu/theleadingedge</td>
<td><a href="mailto:theleadingedge@wlu.edu">theleadingedge@wlu.edu</a></td>
<td>540-458-4633</td>
</tr>
<tr>
<td>Registration</td>
<td>go.wlu.edu/registrar</td>
<td><a href="mailto:registrar@wlu.edu">registrar@wlu.edu</a></td>
<td>540-458-6455</td>
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<td>Residential Life</td>
<td>go.wlu.edu/residentiallife</td>
<td><a href="mailto:housing@wlu.edu">housing@wlu.edu</a></td>
<td>540-458-6633</td>
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<tr>
<td>Student Counseling</td>
<td>go.wlu.edu/counseling</td>
<td><a href="mailto:counseling@wlu.edu">counseling@wlu.edu</a></td>
<td>540-458-8090</td>
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<tr>
<td>Student Health Center</td>
<td>go.wlu.edu/healthcenter</td>
<td><a href="mailto:studenthealth@wlu.edu">studenthealth@wlu.edu</a></td>
<td>540-458-0481</td>
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<td>Transportation and Visitor Information</td>
<td>go.wlu.edu/transportation</td>
<td><a href="mailto:newstudent@wlu.edu">newstudent@wlu.edu</a></td>
<td>540-458-4633</td>
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