



# *New Student Checklist*

## □ 1. **Financial Aid:**

Fill out the **FAFSA** (Free Application for Federal Student Aid) if applying for federal state aid, student loans, and scholarships). While students may apply for federal financial aid throughout the year. Miles College encourages students to complete the **FAFSA** at least six weeks before the semester begins.

- To complete the **FAFSA**, visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Miles College school code is **001028**.
- If you are selected for verification, visit the Miles College financial aid website for forms. [www.miles.edu/administrative-units/10/Office-of-Financial-Aid-](http://www.miles.edu/administrative-units/10/Office-of-Financial-Aid-)
- Finalize all Financial Aid paperwork. (financial aid paperwork must be completed to receive aid).
- **Pre-Loan Counseling:** New Students must complete pre-loan counseling if receiving student loans.

## □ 2. **Testing and Placement:**

Schedule and complete the ACCUPLACER.

The ACCUPLACER is used to measure a student's readiness for college level courses. You are exempt from **ACCUPLACER** if you have taken the ACT or SAT, are transferring college- level English, Math courses, completed required developmental coursework at another institution, or a transient student.

## □ 3. **New Student Orientation:**

All new students **MUST** complete the Orientation process. Orientation occurs the week before classes begin. The required orientation fee of \$100.00 is payable to the Business Office.

## □ 4. **Housing Services:**

Students interested in housing options can contact Residence Life and Housing Services at (205) 929-2857 and signup, pay \$150.00 deposit to the Business Office.

## □ 5. **Advisement and Registration:**

Complete advisement/registration process. All students are assigned an academic advisor and this information will be provided to students when they register.

## □ 6. **Purchase Textbooks:**

Textbooks can be purchased through the **Miles College Direct Virtual Bookstore**. You can purchase books any time after you register for your courses. <http://bookstore.miles.edu/>

## □ 7. **Vesper Services:**

Attend Vesper Service: **January 14, 2018. Report to Taggart Hall, Lecture Hall at 4:30 p.m.**  
**Vesper begins at 6:00 p.m. - Miles College, Brown Hall Chapel 2nd Floor**

## □ 8. **Class Sessions:**

Classes begin: **January 16, 2018**

# *Whom To See For What*

	<b>Contact</b>	<b>Location</b>	<b>Phone Number</b>
<b>Academic Advising</b>	Counseling, Advising and Testing Center	Norton Student Union Building	(205) 929-1824
<b>Add/Drop Class</b>	Office of Academic Records	Brown Hall 2nd Floor	(205) 929-1422
<b>Change of Address</b>	Office of Academic Records	Brown Hall 2nd Floor	(205) 929-1422
<b>Counseling Services</b>	Dr. Jeffrey Moore	By Scheduled Appointments	(205)703-2020
<b>Special Accommodations Services</b>	Counseling, Advising and Testing Center	Norton Student Union Building	(205) 929-1824
<b>Emergencies</b>	Campus Security	Security Station	(205) 929-1720
<b>Financial Aid</b>	Office of Financial Aid	Brown Hall 1st Floor	(205) 929-1665
<b>Housing Information</b>	Residence Life and Housing Services	President George T. French, Jr. Student Activity Center	(205) 929– 1455
<b>M-Card</b>	Business Office	Brown Hall 2nd Floor	(205) 929-1430
<b>Library</b>	Learning Resource Center	Kirkendoll Learning Resource Center	(205) 929-1714
<b>Mail Services</b>	Student Post Office	Brown Hall 1st Floor	(205) 929-1420
<b>Parking Permits</b>	Business Office	Brown Hall 2nd Floor	(205) 929-1430
<b>Refunds, Student Fees</b>	Business Office	Brown Hall 2nd Floor	(205) 929-1430
<b>Religious Activities/Chapel</b>	Student Life, Engagement, and Chapel	Bell Hall	(205) 929-1587
<b>Safety</b>	Campus Security	Security Station	(205) 929-1720
<b>Student Activities</b>	Student Life, Engagement, and Chapel	President George T. French, Jr. Student Activity Center	(205) 929-1530
<b>Student Organizations</b>	Student Life, Engagement, and Chapel	President George T. French, Jr. Student Activity Center	(205) 929-1530
<b>Testing and Placement</b>	Counseling, Advising and Testing Center	Norton Student Union Building	(205) 929-1824
<b>Textbooks</b>	Bookstore	Bell Hall	(205) 929-1413
<b>Transcripts</b>	Office of Academic Records	Brown Hall 2nd Floor	(205) 929-1422
<b>Tuition and Fees</b>	Business Office	Brown Hall 2nd Floor	(205) 929-1430
<b>Registration</b>	Office of Academic Records	Brown Hall 2nd Floor	(205) 929-1422
<b>Withdrawal from College</b>	Office of Academic Records	Brown Hall 2nd Floor	(205) 929-1422