



# Enrollment Checklist

**C**ongratulations on your acceptance to Eastern Maine Community College! Now that you are admitted, let's go over what you need to do to confirm your enrollment. Read this checklist *thoroughly* and make every effort to comply with the established deadlines. More information about each item is explained on the back. Should you encounter difficulty with any of these requirements, please contact the Admissions Office to discuss options.

## What's Next?

### If You Have Not Already Done So

- Apply for Financial Aid
- Activate your MyEMCC Account
- Visit the Campus

### Due Now

- Confirm Your Enrollment  
 \_\_\_\_\_ \$75 Tuition Deposit due within 30 days  
 \_\_\_\_\_ Tuition Deposit is waived and is not required
- Take Placement Exam  
 \_\_\_\_\_ You are required to test (See back for instructions)  
 Section(s) required: \_\_\_ Math \_\_\_ English \_\_\_ Both  
 \_\_\_\_\_ You are NOT required to test at this time.
- Submit Residence Hall Application

### Due Before Classes Begin

- Submit Health History Form & Immunizations
- Set up EMCC Student Email Account
- Request Final Transcripts
- Complete New Student Orientation
- Register For Classes
- Make Arrangements to Pay Your Bill
- Obtain Student ID Card
- Purchase Textbooks

Spring semester begins the week of January 20, 2015.  
Fall semester start date has not yet been established.



## Services for Students with Disabilities

If you have a documented disability which requires accommodation, you must fill out the enclosed **Accommodation Form** and mail it to Amy Sturgeon, Academic Support Specialist, **before the date of your Placement Assessment** in order for us to make appropriate accommodations. The complete policy regarding EMCC's assistance for students with qualifying disabilities can be found at [www.emcc.edu](http://www.emcc.edu). Click on "Schedule Placement Test" at the top of the homepage.

*For more info about Disability Services, contact*  
Amy Sturgeon, Academic Support Specialist  
Phone: 207.974.4868 E-mail:  
[asturgeon@emcc.edu](mailto:asturgeon@emcc.edu)

### Admissions Office

Eastern Maine Community College  
354 Hogan Road  
Bangor, ME 04401

Phone: 207.974.4680

Toll-Free: 800.286.9357 (in Maine)

FAX: 207.974.4683

Email: [admissions@emcc.edu](mailto:admissions@emcc.edu)

[www.emcc.edu](http://www.emcc.edu)

Great College. Smart Choice.



[www.facebook.com/emccbanger](http://www.facebook.com/emccbanger)



@EMCCAdmissions

## There's Lots To Do Before Your First Class!

### **Apply for Financial Aid between January 1 and May 1 (preferably)**

Go to [www.fafsa.gov](http://www.fafsa.gov) to apply. **EMCC's School Code is 005277.** FAFSA applicants will be considered for financial aid on a first-come, first-served basis based on the date of receipt of the FAFSA AND date of acceptance to a program of study at EMCC. Awards can take several weeks, so apply early! You will be required to make satisfactory payment arrangements on your bill if your financial aid is not available before your bill is due, or if your award is not enough to cover your bill in full.

### **Activate your MyEMCC Account**

Subscribe at [www.emcc.edu](http://www.emcc.edu). Click on the MyEMCC link that appears at the top of the homepage. The first time you access MyEMCC you will need to create a password. (Enter your ID number, full first & last name, social security number & birth date.) **Note this password change will affect the following accounts & passwords: MyEMCC, logging onto EMCC computers, logging into wireless internet on the EMCC campus, & your student email.** MyEMCC will give you access to the following & more: grades, transfer credit award, schedule, billing information, advisor information, announcements and events. Become familiar with this important communication tool and use it often. **It is the ONLY way to access your schedule, grades & bill.**

### **Visit the Campus**

The website, catalog and word-of-mouth from friends are all valuable resources that you should utilize when exploring your options for post-secondary education. However, we cannot think of a better way to make sure EMCC is the right fit for you than showing you around our campus with a current student! Schedule a tour at <http://www.emcc.edu/discover-emcc/the-campus/schedule-a-tour/>.

### **Confirm Your Enrollment by Submitting a \$75 Tuition Deposit Within 30 Days of Acceptance**

Return the enclosed Enrollment Card with check or money order to the Business Office or, have your EMCC ID number handy, and call 207.974.4630 to pay over phone with credit card. This deposit is used to reserve your spot in your program of study and will be applied to your first semester tuition bill. *Refunds are only issued if written notification of non-enrollment is sent to the Admissions Office before May 1 for fall enrollment (or Sept 15 for spring enrollment). Students admitted and making a deposit after that date will have 30 days from the date of acceptance to request a refund.*

### **Confirm Your Enrollment by Taking the Accuplacer Placement Exam**

The complete policy regarding the placement assessment requirement at EMCC is viewable on our website. **We strongly suggest that you read this material thoroughly before your scheduled placement assessment, advising and scheduling session.** If you have transfer credit or appropriate SAT scores, you may be exempt from taking this test. In that case, we will create your schedule for you once you have paid your tuition deposit. Your schedule can be viewed on MyEMCC as soon as it has been created. To make adjustments, contact Admissions.

To schedule your placement test date, go to [www.emcc.edu](http://www.emcc.edu) and select "Schedule Placement Test" at the top of the home screen OR call 207.974.4680 to schedule/reschedule/cancel test. If you live closer to one of our off-campus centers feel free to schedule your placement test there. HCHEC (Ellsworth) ~ 667.3897, KRHEC (East Millinocket) ~ 746.5741, PHEC (Dover-Foxcroft) ~ 564.2942

### **Submit Residence Hall Application (if applicable)**

Complete the enclosed Resident Hall Application and return it with a \$100 deposit to the Business Office. If you are planning to live on campus be advised that rooms are filled on a first-come, first-served basis according to the date that the application and deposit are received. *Refunds are only issued if written notification is sent to the Housing Department before July 1 for fall and September 15 for spring.*

### **Submit Health History Form and Immunizations**

Complete the enclosed Health History Form and return with photocopies of necessary shot records to the Enrollment Center. All students must complete this form and provide proof of one diphtheria-tetanus; and two measles, mumps and rubella immunizations prior to the start of classes. Students enrolling in Medical Assistant, Medical Radiography and Nursing must also follow the enclosed guidelines regarding physical examinations. Immunizations can be found at your current healthcare provider, current or previous school, or on your military or employment record.

### **Set up EMCC Student Email Account**

To set up your account, go to <https://outlook.com/student.emcc.edu>. Enter your email address in the format shown here: **firstname.lastname@student.emcc.edu**. Use your MyEMCC password. Note that EMCC will be corresponding with you via this email address so it is required that you create the account as soon as you have confirmed your enrollment. This cannot be set up until you have paid your tuition deposit and taken the placement test (if required). Your student email account may be created when your application status shows as "Ready to Enroll" on the MyEMCC portal.

### **Request Final Transcripts**

If you had not graduated from high school or if you were attending another college/university at the time of your acceptance it will be necessary for you to request that final transcripts be sent to the Admissions Office before beginning classes. Transfer credit will be posted to your MyEMCC transcript once final transcripts are received.

### **Complete New Student Orientation**

We **require** all incoming students to complete the online orientation. In addition, there are select dates prior to the beginning of each semester when you're invited to campus to participate in orientation activities. More information will be mailed to you.

### **Register For Classes**

Once you have confirmed your enrollment and the status of your application reads "Ready to Enroll" you may register for classes with an advisor. This happens in late Nov/early Dec for spring enrollment and after May 1 for fall. Advisor contact information is found at MyEMCC.

### **Make Arrangements to Pay Your Bill**

Bills are available at MyEMCC within 30-45 days of the start of the semester. Be sure to review your bill, confirm that your financial aid has been applied (if applicable) and make satisfactory arrangements to pay the balance before the due date. Payment plans are available.

### **Obtain Student ID Card**

An EMCC student ID card provides access to Kineo Hall (for residents of that building) and to campus events such as sporting events and shows; is used as a dining card, library card, and Community Connector bus card. Yes, our students may ride the bus for free! It can also be used as a discount card at many local businesses. After you have confirmed your enrollment you may obtain an ID card at new student orientation or anytime during the first week of classes.

### **Purchase Textbooks**

Books are available within 30-45 days of the start of the semester. You may view textbook requirements and pricing at MyEMCC, under Quick Links, "Textbook Info."