

## NEW OR RETURNING STUDENT CHECKLIST

Whether this is your first time here, or if you have been away for a time and are returning, you should review this list and make sure you have taken care of or learned about the following items.

- E-mail accounts.** All official communication from MTSO will be sent to your mtso.edu email address. Your email account will be created before your first day of class, and can then be accessed at <https://mail.mtso.edu> . Once your account has been created, your password will be your student ID number. Your student ID is located on the Student Portal under My Profile - My Information. Your e-mail account must be regularly checked and emptied or messages may bounce.
- Student Portal Access.** The Student Portal provides online access to your schedules and grades in addition to student accounts, financial aid, textbook lists and other important information about you. Your portal account can be created before you attend the first day of class, and can be accessed at <https://portal.mtso.edu>.
- SharePoint.** Information from your instructors about your courses will be found on SharePoint. Student organizations also maintain websites via SharePoint. SharePoint also includes links to numerous Library resources such as databases and electronic books. SharePoint can be accessed **after** the first day of class at:
  - o <http://academics.mtso.edu>
- Alert system.** Get instant text or e-mail alerts regarding weather closings or other unexpected events by registering at [www.mtso.edu/alert](http://www.mtso.edu/alert).

Find IT instructions at <http://www.mtso.edu/about/instructions.htm>. Contact [support@mtso.edu](mailto:support@mtso.edu) for help with the above items. You can also call Justin Lipscomb at 740-362-3366 for IT Support or stop by Werner Hall, room 118.

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- Mailboxes.** You should have an MTSO mailbox. Judy England oversees the mailroom. Stop by the Business Office in Werner Hall room 103, or contact her at [jengland@mtso.edu](mailto:jengland@mtso.edu) or 740-362-3337. Mailboxes are located in the Coffee Shop, in the basement of Werner Hall.
- Registrar Information.** Go to [www.mtso.edu](http://www.mtso.edu) , “Current Students” and select “Registrar” for resources concerning course registration and scheduling. Also e-mail [registrar@mtso.edu](mailto:registrar@mtso.edu) or call Sue Lamphere at 740-362-3344 for assistance.
- ID cards.** Normally given out at orientation time. Used as Library cards as well. Contact the Registrar, Sue Lamphere, at [registrar@mtso.edu](mailto:registrar@mtso.edu) or stop in Werner Hall room 114. Once your picture has been taken or you have emailed a photo of yourself to Sue Lamphere and the card has been signed and laminated, take it to the Library for your bar code.
- Business Office.** The business office is located in Werner Hall, room 103. You may pay your account with cash, check, Visa, Mastercard or Discover. You may also pay your account through the student portal.
- Health Insurance.** All degree-seeking students at MTSO who are enrolled half-time or more are required to have a health insurance policy. Students have three plans available to choose from, with different costs and levels of coverage. Visit the insurance website at [www.eiassip.org](http://www.eiassip.org) to either select a policy or waive coverage if you are already covered under another policy. Students who do not waive or enroll in a plan by September 15, 2010 will be automatically enrolled for single coverage in the least expensive plan. For more information, contact Judy England in the Business Office at [jengland@mtso.edu](mailto:jengland@mtso.edu) or by calling 740-362-3337.
- Financial Aid.** Complete and turn in any outstanding paperwork. Contact the Financial Aid Officer, Molly Hoffman at [finaid@mtso.edu](mailto:finaid@mtso.edu) or call 740-362-3373. The Financial Aid Office is in Werner Hall, room 126.

- ❑ **Academic Catalog.** The Academic Catalog can be found online at <http://www.mtso.edu/academic/AcademicCatalog.pdf>. You should review the requirements for your program as written in the catalog.
- ❑ **Student Handbook.** The Student Handbook can be found online. Go to [www.mtso.edu](http://www.mtso.edu), select the “Current Students” tab and click on “Student Handbook.” You should review it to understand MTSO policies and procedures.
- ❑ **Housing Handbook.** If you live on campus, or are seeking commuter housing, please make sure you read the housing policies in the Student Handbook. For any questions, contact Jim Rohler, Director of Buildings and Grounds, at 740-362-3380 or [maintenance@mtso.edu](mailto:maintenance@mtso.edu). His office is located in the basement of Werner Hall.
- ❑ **Library Tour.** If you attended orientation, you probably had a tour of the library. If not, please make time to stop into the library and get your barcode (after you have your ID card with you) and get a tour. For a personal tour, please call Dave Powell at x3438 or Paul Burnam at x3435.
- ❑ **Research Tour.** If you are in a C-Group, you will have training on research resources through our library system.
- ❑ **Writing Help.** If you need assistance and support with writing, please visit Danielle Clarke, the Writing Instructor, in the Library. She will be available in the Rose Conference Room in the Library from 4:00-6:00 on Tuesdays and Wednesdays. You can contact her by e-mail at [dclarke@mtso.edu](mailto:dclarke@mtso.edu) or call her at home at 369-4840.
- ❑ **Cubicle.** Read the Cubicle, our weekly publication chockfull of important information and news. Go to [www.mtso.edu](http://www.mtso.edu), “Current Students” and select “Cubicle” from the dropdown menu.
- ❑ **Daily Announcements.** Read your Daily Announcements as well – they are sent to your MTSO e-mail account.
- ❑ **Food.** Limited food services are available in Dunn Dining Hall when classes are in session during the Fall and Spring semesters. Six meals are offered per week: lunch and dinner, Tuesday through Thursday. Meal cards are available from the Dining Hall or the Business Office. Lunch is \$5.25 and dinner is \$6.25. With the meal card you can buy five meals and get one free. Pre-paid meal plans are available, and board plans are part of the Dewire Residence Hall fee. During times when the dining hall is closed, Dewire residents can use the kitchen facilities located on the lower level of the Dewire Residence Hall. Units in the Helen Werner Apartment Building and Kleist Manor residences each contain kitchens. The Werner Hall Coffee Shop, offering snacks and beverages from vending machines, is a traditional gathering place for all members of the MTSO community.
- ❑ **Chapel.** Chapel will be twice a week, usually scheduled after morning classes and prior to lunch. Opening Convocation is the first Tuesday of each semester. New students’ names will be lifted up. Most chapel services will include Eucharist and be led by faculty members or guests of the President. Upon occasion there will be a 30 minute service of worship led by campus groups, or a convocation concerning a campus wide matter of interest or concern. Watch the Cubicle for details of worship events.
- ❑ **Cokesbury Bookstore.** The MTSO Cokesbury store is open Monday through Thursday from 9:30 a.m. to 5:30 p.m. and Friday from 9:30 a.m. to 3:30 p.m. Seminary students and clergy receive 20% off of many textbooks and items. Cokesbury credit lines (separate from the student/clergy account that provides the discount) are also available. Email Cokesbury for a form; you may request and return this form before classes begin.
  - Phone: (740) 362-3385; Fax: (740) 362-3132; E-mail: [cokesbury@mtso.edu](mailto:cokesbury@mtso.edu)