



Eastern Nazarene College

New Student Checklist

- Submit all **ADMISSIONS REQUIREMENTS** including final high school transcripts, official college transcripts (dual-enrolled and transfer students), official SAT scores, and completion of placement testing (if required). Please contact the Center for Academic Success for questions regarding placement testing at placementtesting@enc.edu. Please contact the Registrar's Office for questions regarding transfer credit evaluation at registrar@enc.edu.
- Get familiar with your email and resources available through **OFFICE365** and the **ENC STUDENT PORTAL**. The Portal gives you access to important information including your financial aid, student account, and academic records including your schedule, and degree audit. For any questions on this, please contact Information Technology Services (ITS) Help Desk at 617-745-3727.
- Submit required **HEALTH FORMS**, which include a recent physical, health history, and immunizations. If you have any questions, please contact Health Services at healthsvcs@enc.edu. Deadline – July 31.
- RESEARCH HEALTH INSURANCE OPTIONS** to identify whether you need to enroll in the Student Health Insurance Plan, or if you are eligible to waive. Review the health insurance requirements at universityhealthplans.com. If you wish to waive out of the Student Health Insurance Plan, you need to determine if your insurance plan provides coverage to be treated by medical providers in the Quincy area, and if it is comparable to the Student Health Insurance Plan. An insurance plan with coverage only at an Urgent Care Center or an Emergency Room in the Quincy area is not acceptable. If you live outside of Massachusetts, it is highly recommended that you call member services for your insurance provider and ask about your coverage in this area before you decide to waive the insurance.
- ENROLL IN or WAIVE THE STUDENT HEALTH INSURANCE PLAN** by completing the form at universityhealthplans.com. Please note, if you complete a waiver and your insurance does not meet the acceptable criteria (listed on the UHP website), the waiver will be denied, and you will be automatically enrolled in and billed for the Student Health Insurance Plan. Deadline – July 31
- All new students will need to complete either the **HOUSING APPLICATION** or **COMMUTER APPLICATION** using Housing Self-Service. The link for Housing Self-Service is available on the ENC Student Portal. Instructions for the application and roommate selection are provided in Housing Self-Service and will be emailed from the housing office. Questions can be directed to housing@enc.edu.
- The **FAFSA** and all required documents and tasks from Student Financial Services should be completed. Review Financial Aid Checklist, which can be accessed through the ENC Portal, for more information. Feel free to contact Student Financial Services with any questions at sfs@enc.edu or 617-745-3712.
- The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records by limiting disclosure of information to third persons, including parents. In order to allow parents, guardians, or others to have access to student information including financial aid, student accounts, and personal information, the student must complete the **FERPA FORM**. Without the form, parents and guardians will not be able to access any information from the college regarding a student's finances. Students can complete this at orientation, or print it and mail it completed to the Student Development Office prior to arriving to campus.
- ACADEMIC SCHEDULES** for all students are created by an academic advisor based on your major choice and academic record to ensure you are meeting all necessary requirements. Check the ENC Portal to review your schedule. Changes or questions can be addressed through your advisor directly. You can also contact the Registrar's Office at registrar@enc.edu for additional assistance.
- Attend **NEW STUDENT ORIENTATION** June 21 and 22. At orientation you will have the opportunity to meet your fellow ENC Lions, connect with your academic advisor to review your academic program, and experience student life on campus.
- All new undergraduate students qualify to receive **TEXTBOOKS** for residential undergraduate classes included as part of their tuition. Students are opted-in to receive rental textbooks, including consumable items like workbooks and online codes. For more information on the textbook program, visit the Tree of Life Textbook Portal at <http://enc.treeoflifebooks.com>. Login using your ENC credentials as the semester approaches to see your book orders. Books will be delivered to the residence halls for residential students. Commuting students will be able to pick up their textbooks from the campus store.