THE BEAR FACTS
2017 NEW STUDENT GUIDE
FOR TRANSFER STUDENTS

NEXT STEPS
IN AUGUST ‘17
8:30 to 9:00 a.m.  Check-In at Orientation Headquarters and Coffee........................Heritage Hall, University Center (UC)

Check-In area. We are happy to assist you!

9:00 to 9:15 a.m.  Welcome and Overview of the Day.................................................................Presidents Dining Room, UC

We are glad you are here! Members of the Mercer community will welcome you and outline today’s schedule.

9:15 to 10:00 a.m.  Student Health and Safety Panel.................................................................Presidents Dining Room, UC

Join representatives from the Division of Student Affairs, the Student Health Center, and Mercer Police to discuss the support systems put in place that prioritize student health and safety.

10:00 to 10:30 a.m.  Academic Roundtable.........................................................................................Presidents Dining Room, UC

Promote success in your transition to Mercer by utilizing a variety of academic resources.

10:45 to 11:30 a.m.  Meetings with Deans..........................................................................................Locations Below

Meet with a representative from your college or school to discuss your academic career as a Mercer student.

- COLLEGE OF LIBERAL ARTS: University Center, Presidents Dining Room
- STETSON SCHOOL OF BUSINESS & ECONOMICS: Stetson Hall, Room 251
- SCHOOL OF ENGINEERING: Science & Engineering Building, Room 110
- TIFT COLLEGE OF EDUCATION: Stetson Hall, Room 151
- TOWNSEND SCHOOL OF MUSIC: Townsend School of Music Conference Room, Room 151
- COLLEGE OF HEALTH PROFESSIONS: Newton, Office 24-A

11:30 a.m. to 1:30 p.m.  Math and Foreign Language Placement Exams.................................Locations Listed Below

If you have been advised at yourDean’s Meeting to take either or both exams, please plan to do so today.

- MATH PLACEMENT EXAM: Stetson Hall, Room 256
- FOREIGN LANGUAGE PLACEMENT EXAM: Stetson Hall, Room 133

11:30 a.m. to 3:00 p.m.  Student Identification Card Production...........................................Depart from Orientation Headquarters, UC

Students who haven’t previously received a Bear Card can have theirs printed today. PAs depart every thirty minutes to take students to have their Bear Card made with Auxiliary Services.

12:00 to 4:00 p.m.  Academic Advising Appointments Begin.........................................................Your Advisor’s Office

A PA will help you find your advisor’s office where you’ll review your fall schedule and make adjustments, as needed.

12:00 to 4:00 p.m.  Campus Business.......................................................................................................Throughout Campus

Campus offices are available throughout the afternoon to answer questions and provide further information related to:

- OFFICE OF ACCESS AND ACCOMMODATION (Accommodation Requests): Connell Student Center, third floor
- OFFICE OF ADMISSIONS (Admissions Counselor Follow-Up): Emily P. Myers Admissions House and Welcome Center
- BARNES & NOBLE AT MERCER UNIVERSITY (Textbooks and Mercer Gear): Mercer Village
- OFFICE OF THE BURSAR (University Bill, Payment Plans, and Health Insurance Billing): Ryals Hall, first floor
- OFFICE OF FINANCIAL PLANNING (Scholarships and Financial Aid): Connell Student Center Breezeway, lower level
- OFFICE OF THE REGISTRAR (Transcript Evaluation and Equivalencies): Langdale Hall, first floor
- OFFICE OF RESIDENCE LIFE (On-Campus Residence Hall Contracts and Move-In): Connell Student Center, third floor

1:00 to 3:00 p.m.  Campus Resource Fair.........................................................................................Heritage Hall, UC

Interact with resources and departments from across campus. Remember to turn in your Immunization Form to the Student Health Center table and your Student Records Release Authorization to the Registrar’s table.

1:00 to 3:00 p.m.  Campus Tours...........................................................................................................Depart from Ticket Booth, UC

PAs walk you to the buildings you will utilize throughout the fall semester based upon your course schedule.

1:30 to 2:00 p.m.  Pre-Health Program Information.................................................................Presidents Dining Room, UC

If you are interested in pursuing any of Mercer’s Pre-Health Professions tracks, learn more about your academic responsibilities.

1:30 to 3:00 p.m.  Parking Decals.........................................................................................................Depart from Academic and Advising Services

PAs escort you to the Mercer Police station to obtain your on-campus parking decal for the 2017-2018 school year. Be sure to know your vehicle’s make, model, year, and license plate to complete your decal form.

As You Depart  ‘Bear’ly Goodbye..................................................................................................Orientation Headquarters, UC

Enjoy an afternoon snack and clarify any remaining questions with Orientation Headquarters. Your orientation day may be complete but this is ‘bear’ly goodbye—we’ll see you for Transfer Check-In on Monday, August 21!
MERCER VALUES
HEALTH & SAFETY

MERCER POLICE
police.mercer.edu
mercerpolice@mercer.edu
(p) 478.301.HELP (4357)

Mercer Police officers are certified by the state of Georgia and act as the protective arm of Mercer University. Please program their telephone number into your phone in case you need to reach them quickly. Officers are always on duty to ensure Mercer is a safe place for students, faculty, staff, visitors, and their property. Mercer Police is also responsible for parking and traffic enforcement. Remember to get your free parking decal for the school year ahead.

RESIDENCE LIFE
studentaffairs.mercer.edu/housing
residencelife@mercer.edu
Located in the Connell Student Center, third floor
(p) 478.301.2687

Residence Life supports students while they live in the residence halls, promoting the development of close relationships with diverse individuals while enhancing student leadership skills and personal responsibility. Residence halls are staffed by Resident Assistants (RAs) who live on each floor.

COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)
studentaffairs.mercer.edu/counseling
Located behind MEP Residence Hall
(p) 478.301.2862

Whether students are going through a tough time, feeling overwhelmed by school and/or life, or just need someone to talk to, CAPS is available to offer assistance. All services are free for enrolled students. CAPS staff maintain confidentiality, unless danger to self or others is present. For those students who experience situations related to Title IX, CAPS therapists are not mandated reporters and serve as a confidential resource.

STUDENT HEALTH CENTER
shc.mercer.edu
shcmacon@mercer.edu
Located in the Medical School Building, first floor
(p) 478.301.2696 | (f) 478.301.2116

The Student Health Center (SHC) provides health services for all Mercer students, regardless of insurance coverage. The SHC is considered the primary healthcare provider for students who have the school insurance. Students with this insurance should contact Student Health if appointments or referrals are needed (prior to seeking other medical attention unless after hours or in cases of emergency).

Hours of Operation:
Fall and Spring Semesters: 8 a.m. til 5 p.m., Monday-Friday

SHC is staffed by:
- one full-time Registered Nurse who sees patients daily
- one full-time Nurse Practitioner who sees patients daily by appointment or walk-in, if open time slots are available
- one part-time Family Medicine Medical Doctor
- one part-time Obstetrics/Gynecology Medical Doctor

SHC provides health care for acute illnesses and injuries, allergy injections, immunizations, women’s health, and health education. Some students may be referred, depending on the illness/injury, at the discretion of the SHC staff. All visits to the SHC are confidential. No information will be released to anyone without the written consent of the student.

SHC does not provide medical excuses for missed classes, exams, or assignments. In the event that a student needs to miss class due to an illness, injury, or emergency, the SHC recommends that the student notify professors directly, prior to the absence.

TITLE IX
TitleIX.mercer.edu
TitleIX@mercer.edu
(p) 478.301.2788

To ensure Mercer is making every effort to fully address the issues of sexual assault and other forms of sexual violence, our Title IX Coordinator partners with other resources to promote a healthier and safer campus environment for everyone. ALL students are required to complete the MANDATORY Campus Clarity online course as a way to approach the interconnected issues of substance abuse, sexual violence, and unhealthy relationships through a variety of realistic scenarios and guided self-reflection.
NEED-TO-KNOW DATES, DOCUMENTS, & INFORMATION

IMPORTANT DATES
FALL 2017 ACADEMIC CALENDAR
as published by the Registrar’s Office
registrar.mercer.edu/macon/calendars

• TRANSFER CHECK-IN: Monday, August 21
• FIRST DAY OF CLASS: Tuesday, August 22
• LAST DAY FOR DROP/ADD: Friday, August 25
• LABOR DAY HOLIDAY: Monday, September 4
• FALL BREAK: October 5-6
• MIDTERM: Wednesday, October 13
• THANKSGIVING BREAK: November 22-24
• LAST DAY OF FALL CLASSES: Friday, December 8
• FINAL EXAMS: December 11-16

IMPORTANT DOCUMENTS
STUDENT RECORDS RELEASE AUTHORIZATION
to the Registrar’s Office
registrar.mercer.edu
registrar@mercer.edu
(p) 478.301.2680 | (f) 478.301.2455

The Family Educational Rights and Privacy Act (FERPA) was enacted to give students access to their education records and to protect their privacy. Unless a student is documented as legally dependent, the University is prohibited by FERPA from releasing student account information to a parent or guardian or other unauthorized third party without the student’s consent. Students who wish to grant access to an authorized individual should complete and submit the Student Records Release Authorization to the Registrar’s Office before the University can discuss any academic and/or financial information with a parent or guardian.

IMMUNIZATION FORM
to the Student Health Center (SHC)
shc.mercer.edu
shcmacon@mercer.edu
Located in the Medical School Building, first floor
(p) 478.301.2696 | (f) 478.301.2116

The Immunization Form is required for all students. It must be completed and signed by the student and returned to the SHC along with an official copy of the student’s immunization (vaccine) record. All documents should be turned in before the semester classes begin. Students are encouraged to keep a copy of the documents for their personal records.

The form must be returned to the SHC. This may be done in person, via e-mail, mail, or fax (all are listed on the form). To obtain a copy of the immunization form, go to shc.mercer.edu for Macon campus and click on the “Immunization” link.

STUDENT HEALTH INSURANCE WAIVER
bursar.mercer.edu/studentinsurance

All students are required to have health insurance coverage and are billed for the cost of CORE health insurance coverage based on age-banding. If you already have coverage under another policy and do not want to pay for the University-approved health coverage, you must complete the health insurance waiver process by September 8, 2017. Once your waiver has been submitted and approved, your charge is removed. You will complete the waiver again for each semester of enrollment.

IMPORTANT INFORMATION
STUDENT HEALTH INSURANCE
studentplan.corehealthbenefits.com/mercer
CORE Management Resources
(p) 888.741.2673 (CORE)

Mercer University’s Student Health Insurance Program (MUSHIP) is a comprehensive student health coverage plan available each semester of student enrollment.

For students under 24 years of age, the cost of coverage is $902/semester.

Student Health Insurance Program Highlights Include:
• Primary Care Provider: Mercer Medicine (on-campus)
• Low deductibles - $400 person in-network
• Inpatient/outpatient/office visits include $25 co-pays
• Prescription drug card provided: applicable co-pays apply

TO DO TODAY
IMPORTANT DATES
FALL 2017 ACADEMIC CALENDAR
as published by the Registrar’s Office
registrar.mercer.edu/macon/calendars

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• FINAL EXAMS: December 11-16
ACCOMMODATIONS
ACCESS & ACCOMMODATION
mercer.edu/ACCESS
johnson_kc@mercer.edu
Located in the Connell Student Center, third floor
(p) 478.301.2778 | (f) 478.301.2127

This office provides Accessibility, Consultation, Collaboration, Education, Support, and Services (ACCESS) and accommodations to ensure access to programs and services for students and visitors with disabilities as required under Rehabilitation Act Section 504 and the ADAAA.

If you had a 504 Plan or IEP in high school or currently have a severe and/or chronic medical, sensory, or psychological disorder that requires accommodations in the classroom, with testing, or for campus housing, you must contact ACCESS to submit your request for accommodations. Contact ACCESS if you have a mobility impairment and are concerned about access to classrooms or housing. Disability Verification Forms, the Process Overview, Student Responsibilities, and Mercer’s ADAAA/504 policies and procedures can be found on the ACCESS website.

ACADEMIC RESOURCES
THE ACADEMIC RESOURCE CENTER
arc.mercer.edu
arc@mercer.edu
Located in the Breezeway, Connell Student Center
(p) 478.301.2669

Tutoring
• Drop-in tutoring Sunday through Thursday 6:00 p.m. to 9:00 p.m.
• Math and Writing tutoring available every night
• A variety of disciplines offered
• Tutoring schedules available on website
• Possible employment opportunity as a tutor

Supplemental Instruction (SI)
• Chemistry (CHM 111 & 221)
• Physics (PHY 141, 142, 161, & 162)
• SI schedules available on website
• Possible employment opportunity as an SI leader

Instruction and Study Help
• College study skills courses (LSK 185 & 186)
• Textbooks available in-house for many courses
• Workshops on a variety of study skills topics

Student-Athlete Affairs
• An athletics advisor provides academic guidance and support for student athletes.

CLASS TEXTBOOKS
BARNES & NOBLE BOOKSTORE AT MERCER UNIVERSITY
shopmercerbears.com
Located in Mercer Village
(p) 478.301.2945

In many cases, you will leave Transfer Orientation with your fall course schedule. Although this schedule could change, you might want to purchase fall textbooks before returning to campus for the fall semester. To find your textbooks, sign into your MyMercer account and locate the “Barnes & Noble (Macon)” box on your homepage. Select “order textbooks” and choose your term. This will redirect you to the Barnes & Noble website that automatically pulls your schedule and lists required textbooks for each course.

PRE-HEALTH TRACKS
PRE-HEALTH PROGRAMS
aas.mercer.edu/pre-professional-tracks/
bokros_c@mercer.edu
Located in Pettiford Hall Annex
(p) 478.301.2078

Guidance and support is available for students who plan to attend professional or graduate school for one of the health professions after completing their undergraduate studies. Dr. Carol Bokros within Academic and Advising Services offers track handbooks, workshops, guest speakers, and information dissemination through newsletters, e-mails, and social media to help pre-health students build their portfolios.

You will receive your track’s handbook and narrated orientation powerpoint via e-mail in August. Be sure to read your track handbook and watch the orientation powerpoint before making an appointment with Dr. Bokros!
THE STUDENT HANDBOOK
provost.mercer.edu/handbooks/studenthandbook.cfm
studentaffairs@mercer.edu
(p) 478.301.2685

If you have questions or concerns, or require clarification of the specific handbook that applies to your program, contact the Vice President for Student Affairs and Dean of Students, Dr. Doug Pearson.

“The Lair” is the student handbook designed for all Macon undergraduate students. This handbook has been developed to assist you in understanding what is expected of you and to help you adjust to college life. It is intended to be a brief summary of just some of the key information, policies, and procedures that we believe Macon undergraduate students should be aware of. The University Catalog provides more complete information on these and other major policies and procedures affecting students. In addition the University Catalog, your Housing contract and other official University publications are also important references which, when taken as a whole, provide you with a complete picture of these expectations and resources. Be aware that policies are subject to change, so it is important that you familiarize yourself with the regulations and policies governing student conduct on a regular basis.

2017-2018 UNIVERSITY CATALOG
registrar.mercer.edu/macon/catalogs.cfm
registrar@mercer.edu
(p) 478.301.2680 | (f) 478.301.2455

This catalog outlines the academic policies and procedures for students who enter the University during the 2017-2018 academic year. The catalog lists academic requirements and course descriptions of classes needed to complete academic programs, majors, and certifications within our six colleges and schools. These colleges and schools are the College of Liberal Arts, Stetson School of Business, School of Engineering, Tift College of Education, Townsend School of Music, and College of Health Professions.

CAMPUS CLARITY
campusclarity.com/signup
titleIX@mercer.edu
(p) 478.301.2788

New students are required to complete the MANDATORY Campus Clarity online course as a way to approach the interconnected issues of substance abuse, sexual violence, and unhealthy relationships through a variety of realistic scenarios and guided self-reflection. This course takes approximately fifty minutes to complete.

Be sure to check your Mercer e-mail for your personalized link for Campus Clarity. When rerouted to the Campus Clarity Login page, use your MUID@live.mercer.edu e-mail address to sign in and complete your course.

ACADEMIC NOTES FOR FOLLOW-UP
TODAY’S ADVISING APPOINTMENT

REVIEWING YOUR SCHEDULE
While at Transfer Orientation, you meet one-on-one with an academic advisor from your academic college or school. **During this advising appointment, you will review and finalize your fall course schedule. Please note: final transcripts must be received from any previous college(s) and/or school(s) for transfer equivalencies to be applied to your record.** If you have not done so already, send final transcripts to the Office of the Registrar. You can view your accepted transfer credit on your MyMercer account under “My Grades” tab and the “Transfer Term” pull down menu.

PLACEMENT EXAMS

FOREIGN LANGUAGE
If you studied a particular language for two or more years and wish to exempt your college or school’s foreign language requirement or desire to continue studying this language, take the foreign language placement exam at Transfer Orientation or Transfer Check-In. The placement exam takes approximately thirty minutes and consists of multiple choice, reading, grammar, and vocabulary questions. **Note: The School of Engineering, Tift College of Education, and the College of Health Professions do not have a foreign language requirement.** If you desire to start a new foreign language at Mercer, you do not need to complete the placement exam.

MATH
If your anticipated major requires calculus or chemistry and you have not previously completed a math course at your former institution, consider taking the thirty minute math placement exam at Transfer Orientation or Check-In to determine your future placement in a math course.
Use this time to prepare for your transition to Mercer. If an office that you would like to speak with is not represented at the Resource Fair, a PA is happy to assist and walk with you to their office.

**OFFICES AT THE RESOURCE FAIR:**
- Academic and Advising Services
- Academic Resource Center (ARC)
- Athletics
- Barnes & Noble Bookstore
- Campus Life & Greek Life
- Center for Career & Professional Development
- Counseling & Psychological Services (CAPS)
- Dining Services
- Information Technology (IT) Help Desk
- International Programs & Study Abroad
- Jack Tarver Library
- NewTown Macon
- Office of Student Employment
- Registrar’s Office
  **Be sure to hand in your Student Records Release Authorization, if needed**
- Religious Life
- ROTC
- Student Health Center
  **Be sure to hand in your Immunization Form, if needed**
- Student Insurance Plan (CORE Benefits)
- Student Loans Office
- University Center (UC)

**IDEAS FOR INVOLVEMENT**

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**NOTES**

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**Bursar’s Office**

bursar.mercer.edu

bursar@mercer.edu

Located in Ryals Hall

(p) 478.301.1111

**Tuition**

The Office of the Bursar handles online payment plans, Bear Card transfers, and tuition bills for all Mercer students. Your bill, authorized payer information, and direct deposit options can be located in your MyMercer portal under the link “Manage My Account.”

Bills will become available approximately 30 days before the start of the semester. Bill notifications will be emailed to your Mercer e-mail address at that time. Your account balance is due by the first day of class.

**Payment Plans**

paymentplans@mercer.edu

(p) 478.301.2662

Mercer University offers you the option to spread out payment of your direct charges over multiple months. Plan benefits include easy online enrollment, flexible payment options, and no interest charges.

Two Available Payment Methods:

- Electronic check or check in-hand (no fee)
- Credit/debit card (additional fee assessed)

Applicable Fees:

- $40-$50 enrollment fee per semester, based on plan
- $30 returned payment fee if payment is returned

*If the down payment or enrollment fee is returned for any reason, the payment plan agreement is terminated.*

Steps To Enroll:

- Login to MyMercer portal
- “Manage My Account”
- “Set Up a Payment Plan” and follow the steps on the screen

**Authorized Payer**

If you would like your parents/sponsors to have access to your bill and/or make payments on your account, please enroll them as authorized payers. To do so, login to your MyMercer portal and choose “Manage My Account.” Select “Add an Authorized Payer” from the home screen and follow the steps to complete the enrollment. Parents/sponsors must confirm their account and complete the registration process before they earn access to view your account and make payments.

**Financial Notes**

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Authorized Payer

If you would like your parents/sponsors to have access to your bill and/or make payments on your account, please enroll them as authorized payers. To do so, login to your MyMercer portal and choose “Manage My Account.” Select “Add an Authorized Payer” from the home screen and follow the steps to complete the enrollment. Parents/sponsors must confirm their account and complete the registration process before they earn access to view your account and make payments.

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**Payment Plan Enrollment**

Payment plans are available through MyMercer beginning mid-July for the fall semester. You should enroll in a payment plan prior to the first day of class.
FEED THE BEAR
DINING SERVICES
mercerdining.com
campusdish@mercer.edu
Located in the Connell Student Center
(p) 478.301.2925

Meal Memberships are available to all students. Each Meal Membership comes with a predetermined balance of Dining Dollars between $50 and $400. These are also loaded onto your Bear Card. The minimum Meal Membership required is determined according to completed hours as stated in the Meal Membership contract. Students with a First-Year (0-29 hours), Sophomore (30-59 hours), and Junior (60-89 hours) academic status are required to purchase a meal plan REGARDLESS OF CAMPUS HOUSING— including the Lofts and apartments. Students under 30 credit hours are autoassigned an Unlimited Meal Membership. As long as the student is officially registered for class, the contract is binding for the entire academic year, unless a change in class level occurs or the student is officially released from their housing contract. Should either occur, the student must submit a “Request to Change Meal Membership” form to Auxiliary Services for approval.

AUXILIARY SERVICES
auxiliary.mercer.edu
auxserv@mercer.edu
(p) 478.301.2741

Auxiliary Services provides students with their Bear Card, manages Bear Bucks accounts and Meal Memberships, oversees campus dining locations, and coordinates Mail and Document Services.

WELLS FARGO AND BEAR CARDS
Wells Fargo: Mulberry Street Branch
(p) 478.750.2021

Bear Cards can be linked to your FREE Wells Fargo Student Checking account. Students can enjoy several banking conveniences both on and off campus.

MAIL SERVICES
maconmail@mercer.edu
(p) 478.301.4170

All students have a Mercer University post office box to receive mail from places both on and off campus. Students are notified of packages ready for pick up from the Auxiliary Services building via e-mail. Mail Services also does USPS services (including stamps), UPS shipping, and FedEx shipping. Mail can be sent to you at the following address:

YOUR NAME
YOUR MU BOX #
1501 Mercer University Dr.
Macon, GA 31207

DOCUMENT SERVICES
maconcopy@mercer.edu
(p) 478.301.2679

Document Services can provide black and white copying, color copying, wide format/oversized printing, banner printing, laminating, binding, folding, scanning, and faxing.

OFFICE OF STUDENT EMPLOYMENT
mercer.edu/workstudy
Located in the Breezeway, Connell Student Center
(p) 478.301.5388 | (f) 478.301.2671

Student Employment is dedicated to assisting students with part-time employment opportunities. Browse the online job board or receive a Jobmail e-mail each time an employer submits a job post. Apply to positions following the instructions. Keep a log of positions for which you’ve applied and who you should contact for more information. E-mail or call to inquire more. To complete the new hire process, a student must provide an approved document on the I-9 form to Student Employment.
INFORMATION TECHNOLOGY (IT) HELP DESK
it.mercer.edu
helpdesk@mercer.edu
Located in Tarver Library, second floor
(p) 478.301.7000

Information Technology (IT) supports, develops, and maintains the IT environment. Mercer IT can assist you with wired/wireless network access, computer recommendations, problem evaluation, and e-mail access.

MERCER E-MAIL ACCOUNT
mercerlive.mercer.edu
It is important that you check your Mercer e-mail account on a frequent and regular basis since time-sensitive and confidential information will be sent to this e-mail address while you are enrolled as a student. Visit the IT website to learn how to install your Mercer e-mail on a smartphone or device. NOTE: Your MyMercer, MercerLive e-mail, Canvas, wireless network, and on-campus computer passwords are all the same, so if one changes, all change.

MYMERCER
my.mercer.edu
MyMercer is a website that allows students to manage their schedules, view grades, manage financial aid, pay tuition, apply for campus housing, and much more.

CANVAS
canvas.mercer.edu
Canvas is an online course system that supports supplementary learning tools in an online environment. You can download course materials (e.g., course syllabi), view course announcements, review course calendars, track grades, or participate in online discussions. Access Canvas through the Mercer User Login at canvas.mercer.edu.

YOUR ON-CAMPUS HOUSING ASSIGNMENT
studentaffairs.mercer.edu/housing
residencelife@mercer.edu
Located in the Connell Student Center, third floor
(p) 478.301.2687

All housing contracts are completed electronically. Students must log-in to the MyMercer portal and access “Macon Housing” to complete the housing contract. Once you have completed the Housing Contract, Residence Life will contact you regarding your room assignment.

For room dimensions of your residence hall room, visit: http://studentaffairs.mercer.edu/housing/halldescriptions/.

Transfer students move into their residence halls on Friday, August 18, between 10 a.m. and 5 p.m., or Sunday, August 20, between 1-5 p.m. Students check in with the Office of Residence Life in their satellite check-in location.

OTHER HOUSING OPTIONS
liveatlofts.com
The Lofts at Mercer Village, Tattnall, College Hill, and Mercer Landing
(p) 478.743.5638

The Lofts are located on the edge of Mercer’s campus. The Lofts meet the requirement to live on campus; however, they are NOT owned or operated by Mercer University. Mercer University Office of Residence Life does not manage the Lofts. The Lofts currently house upperclassmen students in one, two, three, and four-bedroom, fully furnished apartments with private baths off each bedroom.
YOUR CHECKLIST

1. **HAND IN FORMS @ THE RESOURCE FAIR**
   - **STUDENT RECORDS RELEASE AUTHORIZATION**
     to the Registrar’s Office | registrar@mercer.edu
   - **IMMUNIZATION FORM**
     to the Student Health Center (SHC) | shcmacon@mercer.edu

2. **SUBMIT FINAL COLLEGE TRANSCRIPTS**
   - **REGISTRAR’S OFFICE**
     1501 Mercer University Drive, Macon, GA 31207
     All students must have final transcripts on file with Mercer’s Registrar’s Office. Accepted transfer credit can be viewed on your MyMercer account under “My Grades.”

3. **PURCHASE BOOKS**
   - **MERCER BOOKSTORE**
     shopmercerbears.com
     Located in Mercer Village
     (p) 478.301.2945
     Utilize the Barnes & Noble at Mercer University Bookstore to see about textbooks. To find your textbooks via MyMercer, locate the “Barnes & Noble (Macon)” box on your homepage.

4. **PLAN FOR YOUR BILL**
   - **PAYMENT OPTIONS**
     bursar.mercer.edu | bursar@mercer.edu
     (p) 478.301.1111
     Bills will be posted electronically to your MyMercer account approximately 30 days before the start of the semester. Check your Mercer e-mail for notifications. Your account balance is due by the first day of class. Find Payment Plan information online.

5. **USE YOUR MERCER TECHNOLOGY**
   - **MERCER E-MAIL**
     mercerlive.mercer.edu
     Mercer offices will communicate with you using this e-mail.
   - **MYMERCER ACCOUNT**
     my.mercer.edu
     Sign up for “Authorized Payer,” check your bill, and more.

6. **LEARN ABOUT TITLE IX**
   - **CAMPUS CLARITY COURSE**
     campusclarity.com/signup
     TitleIX@mercer.edu
     (p) 478.301.2788
     Check your Mercer e-mail for log-in information for your MANDATORY Campus Clarity “Think About It” online course. This course takes fifty minutes to complete and must be submitted before you begin fall classes.

7. **DISCUSS HEALTH INSURANCE**
   - **STUDENT HEALTH INSURANCE & WAIVER**
     bursar.mercer.edu/studentinsurance
     If you already have coverage under another policy and do not want to pay for the University approved health coverage, complete the health insurance waiver process by September 8.

8. **ATTEND CHECK-IN**
   - **TRANSFER CHECK-IN: AUGUST 21**
     aas.mercer.edu/orientation-programs/transfer-students/
     Attend Transfer Check-In on Monday, August 21, from 10 a.m. til 1 p.m. to receive your student handbook and planner, course catalog, FREE Mercer t-shirt, and FREE lunch ticket. Participate in New Student Convocation (your first academic tradition at Mercer) and Bear Fair during the afternoon.

**THE TRANSFER BEAR FACTS**
PROVIDED BY THE OFFICE OF ACADEMIC AND ADVISING SERVICES
aas.mercer.edu | academicservices@mercer.edu | (p) 478.301.2078