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

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

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

10:00 to 10:45 a.m. Academic Roundtable..................................................................................Presidents Dining Room, UC

11:00 to 11:45 a.m. Meetings with Deans.......................................................................................Locations Below

11:45 a.m. to 1:30 p.m. Lunch..........................................................................................Fresh Food Company, Connell Student Center, First Floor

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

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

12:30 to 2:30 p.m. Math and Foreign Language Placement Exams................................................Locations Listed Below

12:30 to 3:00 p.m. Student Identification Card Production..........................................................Auxiliary Services

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

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

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

As You Depart 

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 20, at 8:00 a.m.!
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 while at Transfer Orientation.

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

Housing and 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 AND 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 depressed, struggling with the balance between family, relationships, and school, or dealing with more than they can handle, CAPS staff help with these issues and anything else that makes life hard. All services are free to enrolled Mercer students. CAPS staff maintain confidentiality (including Title IX situations) unless danger to self or others is present. Students can call CAPS to schedule an appointment.

STUDENT HEALTH CENTER
shc.mercer.edu/macon
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: 8:00 a.m. to 5:00 p.m., Monday-Friday

SHC provides various healthcare services including acute illness and injuries, allergy injections, immunizations, women’s health, and health education. Some students may be referred out—depending on the illness/injury—at the discretion of the SHC staff. All visits to the SHC are confidential. No information is released without the 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, 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.

New students are required to complete the MANDATORY EverFi: Understanding Sexual Assault for Undergraduates 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.

In preparation of you joining the Mercer community for the fall semester, both Part I and Part II of the course must be completed by August 15, 2018.
NEED-TO-KNOW DATES, DOCUMENTS, & INFORMATION

IMPORTANT DATES
FALL 2018 ACADEMIC CALENDAR
as published by the Registrar’s Office
registrar.mercer.edu/macon/calendars

• TRANSFER CHECK-IN: Monday, August 20
• FIRST DAY OF CLASS: Tuesday, August 21
• LAST DAY FOR DROP/ADD: Friday, August 24
• LABOR DAY HOLIDAY: Monday, September 3
• FALL BREAK: October 11-12
• MIDTERM: Friday, October 12
• THANKSGIVING BREAK: November 21-23
• LAST DAY OF FALL CLASSES: Friday, December 7
• FINAL EXAMS: December 10-15

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 $947/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

IMPORTANT DOCUMENTS
STUDENT RECORDS RELEASE AUTHORIZATION (FERPA FORM)
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/macon
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 7, 2018. The waiver process for the fall semester is now available. Once your waiver has been submitted and approved, your charge is removed.
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 student handbook is 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.

Mercer University has partnered with EverFi for a mandatory prevention program that empowers you to make well-informed decisions about issues that affect your years at Mercer University and beyond. To fulfill Mercer University’s requirement, go to the EverFi log-in page and register as a “Student/Learner” with registration code: 0e80b205. Complete the 50-minute online course. Be sure to enter your Mercer University e-mail address using your MUID number (ex: 12345678@live.mercer.edu) to receive credit for completion. Both Part I and Part II of the course must be completed by August 15, 2018. Should you have any questions about this campus mandate or the course in general, please contact our Title IX Coordinator at TitleIX@mercer.edu.
YOUR ADVISING APPOINTMENT

REVIEWING YOUR SCHEDULE
While at Transfer Orientation, you meet one-on-one with an academic advisor. 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 and an accurate fall course schedule to be created. 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 the “Self Help Center” tab and the “Unofficial Transcript” link.

PLACEMENT EXAMS
Placement Exams are offered at Transfer Orientation, Transfer Check-In, and the first week of the semester.

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. 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 placement exam to determine your future math course placement.
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.

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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. Be sure to keep your receipts, just in case your fall course schedule changes.

As you are preparing to purchase textbooks, be sure to learn more about Barnes & Noble Bookstore at Mercer University’s price match guarantee for textbooks. The price match criteria is outlined on their website.

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 through e-mails, Canvas, and social media.

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!
TAKING CARE OF THE BEAR NECESSITIES

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

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 each semester. Bill notifications will be e-mailed 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

PAYMENT PLAN ENROLLMENT
Payment plans are now available through MyMercer for the fall semester. You should enroll in a payment plan prior to the first day of class.
MAKING THE MOST OF CAMPUS SERVICES

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 both the Housing and 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 auto-assigned the Unlimited PLUS 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.

BEAR BUCKS
bearcardoffice.com

Your Bear Bucks account – a prepaid, stored-value account that’s part of your Bear Card – is the convenient, cashless way to pay for your purchases on campus and at a variety of off campus locations. The area’s most popular local businesses accept Bear Card, and you can use it to pay for school supplies, restaurants, delivery, and more. Check out the website for a complete list of merchants who accept the Bear Card. To use it, simply deposit money into your Bear Bucks account and the balance will decline with each purchase you make.

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
Located in the University Center
(p) 478.301.2020

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 University Center 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 (OSE)
mercer.edu/studentemployment
Located in the Breezeway, Connell Student Center
(p) 478.301.2670 | (f) 478.301.2671

OSE is dedicated to assisting students with part-time employment opportunities. Browse the online job board and register for JobMail to receive an e-mail each time an employer submits a job post. Apply to positions following the instructions and keep a log of positions for which you’ve applied and who you should contact for more information. To complete the new hire process, students will need to provide proof of identity and authorization to work (as outlined on the Federal I-9 form) to OSE.
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.

YOUR ON-CAMPUS HOUSING ASSIGNMENT

residencelife.mercer.edu/macon
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, visit: residencelife.mercer.edu/macon/halls.

Prior to moving to campus, complete your electronic Check-In form from Housing and Residence Life sent to your Mercer e-mail. Transfer students move into their residence halls on Friday, August 17, between 10:00 a.m. and 5:00 p.m., or Sunday, August 19, between 1:00-5:00 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, 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.
SUPPORT THROUGHOUT YOUR FALL SEMESTER

TRANSFER CHECK-IN
MONDAY, AUGUST 20
with Academic and Advising Services (Penfield Annex)
aas.mercer.edu/orientation-programs/transfer-students/(p) 478.301.2078

8:00 to 8:30 a.m.
Check-In with Academic and Advising Services
Pick up your FREE Mercer t-shirt and meal ticket!

8:45 to 9:15 a.m.
Upholding the Mercer Honor Code
Learn about your academic expectations related to academic honesty that add credibility to your future Mercer degree.

9:30-10:00, 10:15-10:45, & 11:00-11:30 a.m.
Morning Workshops:
- Mercer on Mission and International Programs
- Student Employment
- Campus Involvement and Engagement
- Mobilize Mercer and Civic Engagement
- Bear Cards, Document Services, and MU Boxes
- Academic Tips for Success
- Research that Reaches Out
- Recreation Sports and Intramurals

10:00 to 10:40 a.m.
Math & Foreign Language Placement Exams
If you haven’t yet completed any necessary exams.

10:00 a.m. to 12:00 p.m.
Music Ensemble Auditions
If you’re interested in participating in an ensemble.

11:30 a.m. to 1:00 p.m.
Lunch in the Dining Centers
If studying BUS, attend the Business Luncheon.

1:00 to 2:00 p.m.
Convocation Line-Up and Processional
Remember your business casual attire for this special academic ceremony.

2:00 to 3:30 p.m.
New Student Convocation
Experience your first academic ceremony as a Mercer student and celebrate the year ahead.

4:00 to 6:00 p.m.
Bear Fair
Learn about opportunities for campus involvement!

TRANSFER MEETUPS
A community of transfer students and Peer Advisors intended to help you make a successful transition to Mercer by identifying campus support systems and connecting you with resources.
EVERY OTHER WEDNESDAY
10:00 TO 10:40 A.M.
HOSTED BY THE OFFICE OF ACADEMIC AND ADVISING SERVICES (PENFIELD ANNEX)

WEDNESDAY, AUGUST 29
Important Fall Semester Dates & Events
WEDNESDAY, SEPTEMBER 12
Academic Success
WEDNESDAY, SEPTEMBER 26
Leadership & Campus Engagement
WEDNESDAY, OCTOBER 10
Midterm Resilience
WEDNESDAY, OCTOBER 24
Advising and Registration
WEDNESDAY, NOVEMBER 7
Career and Professional Development
WEDNESDAY, NOVEMBER 21
Preparing for Finals
WEDNESDAY, DECEMBER 5
Tower Tour
YOUR CHECKLIST

1. **Hand in & Pick up**
   - **Bear Card** from Auxiliary Services
   - **MU Box Number** from Mail Services
   - **Parking Decal** from Mercer Police

2. **Submit Final Transcripts & Any AP or IB Credits**
   - Office of Admissions
     1501 Mercer University Drive, Macon, GA 31207
   - The Registrar’s Office reviews final college credit and any AP or IB coursework. View evaluated credit via MyMercer under ‘Self Help Center’ and ‘Unofficial Transcript’.

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 each 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**
   - **Everfi Online Course**
     everfi.com/login
     TitleIX@mercer.edu
     (p) 478.301.2788
   - Complete the 50-minute online EverFi course. Be sure to enter your Mercer University e-mail address using your MUID number (ex: 12345678@live.mercer.edu) to receive credit for completion.

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 for the fall semester by September 7, 2018.

8. **Attend Check-In**
   - **Transfer Check-In: August 20**
     aas.mercer.edu/orientation-programs/transfer-students/
   - Check in on Monday, August 20, between 8:00-8:30 a.m. to receive your FREE Mercer t-shirt and meal ticket. Take part in morning workshops, complete any necessary placement exams, have last-minute questions answered, and enjoy lunch in the cafeteria. In the afternoon, participate in New Student Convocation at 2:00 p.m. and Bear Fair from 4:00-6:00 p.m.

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THE TRANSFER BEAR FACTS

Provided by the Office of Academic and Advising Services
aas.mercer.edu | academicservices@mercer.edu | (p) 478.301.2078