YOUR NEXT STEPS
BE THE BEAR at New Student Orientation

8:00 AM to 8:30 AM  
**Check-In at Orientation Morning Headquarters**  
*Penfield Hall Large Room*  
Welcome to New Student Orientation! During check-in, meet a representative from the Student Health Center to hand in your Immunization Form. Should you have any orientation questions throughout the day, please stop by Orientation Headquarters, located at check-in.

8:30 AM to 8:45 AM  
**Welcome and Overview of the Day**  
*Penfield Hall Large Room*  
We are glad that you are here! Members of the Mercer community will welcome you and outline today’s schedule.

8:45 AM to 9:00 AM  
**Tips and Tricks for Involvement and Engagement**  
*Penfield Hall Large Room*  
Discuss the student benefits of campus engagement, ask questions about Campus Life, and connect with the community.

9:00 AM to 9:20 AM  
**“Feed the Bear” with Auxiliary and Dining Services**  
*Penfield Hall Large Room*  
Learn more about Mercer meal plans, dining dollars, and Bear Bucks that keep each Mercer Bear fed and nourished.

9:20 AM to 9:30 AM  
**Coffee Break**  
*Penfield Hall Large Room*  
Refill your coffee and prepare for the remaining morning sessions.

9:30 AM to 10:30 AM  
**Student Health and Safety Panel and Q&A**  
*Penfield Hall Large Room*  
Discuss the support systems put in place that prioritize student health and safety.

10:30 AM to 10:45 AM  
**“Bear Talk”**  
*Penfield Hall Large Room*  
Learn the ins and outs of being a Mercer Bear. From the A.R.C. to the U.C., you’ll know exactly what your fellow Mercerians are talking about after this alum led session.

10:45 AM to 11:00 AM  
**Academic Tech Session**  
*Penfield Hall Large Room*  
Hear tips and tricks for academic success related to your MyMercer account as well as the many tools available to you as a Mercer student.

11:15 AM to 12:00 PM  
**Meetings with Deans**  
*Locations Listed Below*  
Meet with a representative from your college or school to discuss your academic requirements.

- **COLLEGE OF LIBERAL ARTS:** Connell Student Center, Conference Room 1  
- **STETSON-HATCHER SCHOOL OF BUSINESS:** Stetson Hall, Room 251  
- **SCHOOL OF ENGINEERING:** Science and Engineering Building, Room 110  
- **COLLEGE OF HEALTH PROFESSIONS:** Location To Be Announced  
- **TIFT COLLEGE OF EDUCATION:** Location To Be Announced  
- **TOWNSEND SCHOOL OF MUSIC:** Location To Be Announced

**12:00 PM to 1:30 PM**  
**Lunch**  
*Penfield Hall Large Room*  
Exchange your “Bear Buck” Meal Ticket for lunch anytime during this timeframe. Additionally, during lunch, visit with representatives from the Registrar’s Office and hand in your FERPA form.
AND PLAN YOUR Orientation Afternoon

12:30 PM to 2:00 PM
Placement Exams
If you have been advised to take the math (MPE) and/or foreign language (FLPE) exam(s), please do so today.
MATH PLACEMENT EXAM: Stetson Hall, Lab 135
FOREIGN LANGUAGE PLACEMENT EXAM: Stetson Hall, Lab 133

12:30 PM to 3:00 PM
Academic Advising Appointments Begin
Review and finalize your Spring 2020 course schedule with an academic advisor from your academic area.

1:00 PM to 3:00 PM
Student Identification “Bear Cards”
Peer Advisors (PAs) depart every thirty minutes to have your Bear Card made with Auxiliary Services.

1:00 PM to 3:00 PM
Campus Tours
PAs walk you through the buildings you will utilize throughout the spring semester based upon your course schedule.

1:00 PM to 3:00 PM
Parking Decals
PAs depart every 30 minutes to escort you to Mercer Police for your parking decal.
Be sure to know your make, model, year, and license plate number of your vehicle for a decal. Residential students will also need to know their Spring 2020 housing location to complete the decal registration process.

1:00 PM to 3:00 PM
EverFi Online Course
If you have not already completed the mandatory EverFi course, please do so today.

1:30-2:00 & 2:00-2:30 PM
Pre-Health Program Information
If you are interested in pursuing any of Mercer’s Pre-Health Professions tracks, learn more about your academic responsibilities with Dr. Carol Bokros, Director of Pre-Professional Programs.

At the end of your day
Residential Student Check-In with Residence Life
If you are living on-campus for the Spring semester, you will need to check-in with the Office of Residence Life at the end of your orientation day.

Open until 4:30 PM
Campus Business
Campus offices are available to answer questions and provide further information to aid in your transition to Mercer.

Make sure to get plenty of pictures around campus! #BETHEBEAR
CAMPUS INVOLVEMENT

CAMPUS LIFE
campuslife.mercer.edu/macon
campuslife@mercer.edu
Located in the Connell Student Center, Third Floor
(p) 478.301.2868

Campus Life supports over 140 student organizations focused on leadership, academics, media/arts, special interests, multicultural awareness, athletics, services, religious life, and social-Greek opportunities.

Every week, the student programming board, QuadWorks, offers a variety of events. In the Spring, Quadworks also hosts a large music festival called Bearstock.

COMMUNITY ENGAGEMENT
campuslife.mercer.edu/macon/community-engagement
volunteer@mercer.edu
Located in the Connell Student Center, Third Floor
(p) 478.301.2870

Mercer students have opportunities to serve and become advocates for positive change in literacy and education, healthcare and wellness, neighborhood revitalization, youth programs, legal advocacy, nonprofit management, disability access, homelessness, family self-sufficiency, elder care, and many other areas of need. In addition to connecting individual students with services opportunities, the CCE is home to MerServe, the student services programming board.

FRATERNITY & SORORITY PROGRAMS
campuslife.mercer.edu/macon/fsp
greeklife@mercer.edu
Located in the Connell Student Center, Third Floor
(p) 478.301.2868

Social-Greek organizations play a vital role in creating a vibrant student experience, 26% of our student population belongs to a Greek organization. Greeks participate in events on and off campus and host a number of philanthropic initiatives each year.

Panhellenic Council
Alpha Delta Pi, Alpha Gamma Delta, Phi Mu, & Chi Omega

National Panhellenic Council
Alpha Kappa Alpha, Delta Sigma Theta, Zeta Phi Beta, Kappa Alpha Psi, Omega Psi Phi, & Phi Beta Sigma

Interfraternity Council
Alpha Tau Omega, Kappa Alpha, Kappa Sigma, Lambda Chi Alpha, Pi Kappa Phi, Phi Delta Theta, Sigma Alpha Epsilon, & Sigma Nu

REC SPORTS & WELLNESS
rsw.mercer.edu/macon
Located in the University Center
(p) 478.301.5153

Rec Sports and Wellness has four major program areas: Aquatics, Student Fitness/Wellness, Sport Clubs, and Intramural Sports. Each give students, faculty, and staff the opportunity to participate in a variety of interest. Additionally, Mercer Outdoors provides outdoor travel opportunities, such as a canoeing trip and high ropes course!
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 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.

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 decrease with each purchase you make.

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.
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.

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.

CAPS is dedicated to supporting the emotional, personal, social and developmental needs of Mercer students. Services are designed to help address existing personal challenges and prevent future issues by providing confidential individual and relational counseling throughout a student’s career at Mercer. Additionally, CAPS offers consultation to students, faculty, staff and families, crisis management, outreach programs including AWARE and SHAPE and other educational programs. CAPS staff are here to help students be successful at Mercer. Students can call CAPS to schedule an appointment.

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 AM til 5 PM, Monday-Friday
Closed from 12 PM to 1 PM

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.

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 student are required to complete the MANDATORY EverFi 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. The online course must be completed prior to the start of the semester.
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, they 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 learning management 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, participate in online discussions, just to highlight a few of the functions. Please note: not all faculty use all of the system’s functions.
YOUR ADVISING APPOINTMENT

REVIEWING YOUR SCHEDULE
While at Spring 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 Spring 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 the “Sel Help Center” tab and the “Unofficial Transcript” link.

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 orientation or during the first week of classes. 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 in college, you do not need to complete the placement exam.

MATH
If your major or track 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 orientation or during the first week of classes to determine your future placement in a math course.
Map Out Your Classes

Have a Peer Advisor help you locate your classes for the upcoming semester! This will serve as a great start for getting to know campus even better.

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Mercer University
1501 Mercer University Drive, Macon, Georgia 31207
IMPORTANT DATES

SPRING 2020 ACADEMIC CALENDAR
as published by the Registrar’s Office
registrar.mercer.edu/macon/calendars

- First Day of Class - January 6
- Late Registration & Drop/Add - January 7-10
- Last Day for Late Registration, Drop/Add - January 10
- Holiday - Martin Luther King, Jr. Day - January 20
- Midterm - February 25
- Spring Break - March 2-6
- Last Day for Course Withdrawal - March 20
- Advising/Priority Registration - March 16
- Holiday - Good Friday - April 10
- Last Class Day - April 24
- Reading Days - April 25-26, 29
- Final Examinations - April 27-28, 30 and May 1-2
- Commencement - May 11

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 $996/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)
Located in Langdale Hall
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.

In order to complete the FERPA form students will log into MyMercer, and go under the Self Help Center. From there, they can click on FERPA form which will take them to the launching page for completion and submission.

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 January 24, 2020. Once your waiver has been submitted and approved, your charge is removed.
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 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
Your New Student Checklist

1. COMPLETE & PICK UP
   - STUDENT RECORDS RELEASE AUTHORIZATION (FERPA FORM)
     registrar@mercer.edu
     Log into MyMercer > Self Help Center > Click on FERPA Form > Submit
   - BEAR CARD
     from Auxiliary Services (if pre-printed or mobile) or from Mail Services (if made in-person)
   - IMMUNIZATION FORM
     to the Student Health Center
     shcmacon@mercer.edu
   - MU BOX NUMBER
     from Mail Services
     maconmail@mercer.edu

2. SUBMIT FINAL HS & ANY COLLEGE TRANSCRIPTS
   OFFICE OF ADMISSIONS
   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, located 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. 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. DISCUSS HEALTH INSURANCE
   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 January 24.

7. PLAN TO ATTEND TRANSFER MEET-UPS
   ONCE EVERY MONTH
   Grace Day and Pablo Valentin will reach out via email to keep you in the loop on our monthly programming aimed at helping you check in with your transfer student community to make a successful transition, identify campus support systems, and connect with resources.

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