What’s Next?
Important to-dos for all new students

This timeline is designed to give you direction on what still needs to be done to prepare for your start at Chatham this fall. In addition, you can visit www.chatham.edu/newundergraduatestudent for more extensive information. Please carefully review this packet. Completing all necessary forms and familiarizing yourself with this information is a sure step toward your success at Chatham University.

Welcome to Chatham, and we look forward to seeing you in August!

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**MARCH**

- **Pay your tuition and housing reservation fee** ($150 each or $300 total) Please note that you will pay your housing reservation fee within your housing application directly. This is not through the Office of Admission.
- Sign up to attend a New Student Registration Day at chatham.edu/newundergraduatestudent. Earlier registration provides premium housing choices and best selection of courses! At a New Student Registration Day you will receive your class schedule, tour the residence halls, and receive your Chatham Student ID (and start enjoying free public transportation around Pittsburgh). Submit your ID photo online for easy pickup.
- **Complete the Free Application for Federal Student Aid** (FAFSA) at www.fafsa.ed.gov and list Chatham's school code: 003244, by May 1. Reminder that a completed FAFSA is required in order to receive an official Chatham financial aid package and to determine your eligibility for need based aid, work study and federal loans.
- Housing applications can be completed for students that have submitted a housing reservation fee. Visit my.chatham.edu, select My Tools, and choose Student Housing.

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**APRIL**

- Log into your electronic award letter on my.chatham.edu and accept the offered financial aid. The Office of Financial Aid will receive notification regarding your acceptance and/or denial of the financial aid you were awarded.
- Promissory notes and entrance counseling for student loans begins mid-April. Must be completed by July 1.
- R.I.S.E.: Retain. Involve. Strengthen. Excel. is a mentorship program and community for students of color transitioning to Chatham. Apply for the 2020-21 year by June 30 at chatham.edu/student-experience > Multicultural Affairs.
- If you haven’t already done so, sign up to attend a New Student Registration Day at chatham.edu/newundergraduatestudent.

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**MAY**

- **Housing Reservation Fee & Application Priority Deadline:** Housing applications are accepted on a rolling basis, however housing is guaranteed for those who submit their reservation fee and complete their online housing application by May 1. Students who do this will receive their housing assignment and roommate information by mid-June.
- Students applying between May 2-June 1 will receive this information by mid-July. **Students who apply for housing after June 1 are not guaranteed housing and will be placed based on availability. Students will be notified directly about their status.**
- **FAFSA and PHEAA deadline for PA residents**
- **National tuition deposit deadline**
- **Housing & Dining Medical Accommodation Request Deadline:** Students who would like to submit a medical accommodation request related to student housing or their meal plan are encouraged to do so by May 1. Review the Housing & Dining Medical Accommodation Request policy that you have been provided and submit the cover letter and disability verification request form. For further information or instructions, contact Devin Fabian, assistant director of residence life, at dfabian@chatham.edu.
- **Living Learning Community Application Deadline:** If you are interested in being considered for one of our Living Learning Communities (LLC), complete the LLC section of your housing application by today.
- **Roommate Request Deadline:** If you would like to request a specific roommate, all roommate requests are due today. Roommate requests must be mutual, meaning a request must be sent and then accepted by both roommates in order to be honored. Roommate requests must be submitted through the online housing application.

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**MAY 1**

- FAFSA and PHEAA deadline for PA residents
- National tuition deposit deadline

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**MAY 15**

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**JUNE**

- The following information needs to be received by the Office of Admissions to complete your file:
  - Final official transcripts from your high school and all colleges attended.
  - Advanced Placement (AP) test scores, if applicable
  - Dual enrollment/Post-Secondary Education Option (PSEO) college transcripts, if applicable.
  - International Baccalaureate Diploma/Certificate, if applicable.
- Notify your admission counselor and the Office of Financial Aid of any additional outside scholarships you receive. You'll want to make sure that you have funds sent to the Office of Financial Aid to credit your account before tuition bills are sent out.
- Tuition statements mailed by mid-June to all registered students.
- Chatham University has a two year residency requirement. However, students who are living within 30 miles of campus with a parent/guardian, or are Gateway students (23 or older) can be exempted from this requirement. Students who wish to commute must complete the Application for Commuter Student Status which can be found on my.chatham.edu. Once approved, you will be able to apply for a parking pass.
- Ensure that your appointments are scheduled to meet with your physician to complete your medical forms via Med+Proctor at medproctor.com.

**Health/Immunization Record Information**

You are required to submit health information and immunization record information **by August 1, 2020**, through a secure web-based software platform called Med+Proctor, which will become part of your health record in the Office of Student Health Services.

You will be receiving an e-mail to your Chatham University e-mail account from Med+Proctor shortly after you deposit prompting you to set-up your account, where you will complete and upload the required health and immunization record information, which will need to be verified by your doctor’s office. Please be sure to check your Chatham e-mail account regularly (including the clutter and junk folders) for this e-mail. If you DON'T receive an invitation from MedProctor, go to medproctor.com/student-help and click the Login/Register link.

**MID-JUNE**

- Housing announcements will be released for students who submitted their reservation fee and application before May 1.

**JUNE 30**

- **Deadline for applying to R.I.S.E.** at chatham.edu/student-experience > Multicultural Affairs. Contact Dr. Randi Congleton at multiculturalaffairs@chatham.edu for more information.

**JULY**

- Families can begin their payment planning with the Office of Student Accounts. 10-month and 8-month plans are offered.
- Begin to research book purchasing options for fall classes. If you know your course schedule, you can find required textbooks at www.bkstr.com/chathamstore/home/en.
- Submit information for your student ID card by logging into your Student Portal. Click on “Student ID Request” under “MyProfile.” You will receive your ID when you come to campus for orientation. For more information, contact OSA@chatham.edu.
- Deposited students who are registered for fall 2020 classes can **begin enrolling in Student Health Insurance coverage** after July 1, 2020 on my.chatham.edu.
- **Meal Plans:** be sure to register for your meal plan. On-campus residents will select a plan when they complete the online housing application. Commuter students should log in to my.chatham.edu to select a plan.

### Meal Plan (2020-21) Cost per term

<table>
<thead>
<tr>
<th>Plan</th>
<th>Cost per term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chatham Platinum</td>
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<tr>
<td>Chatham Gold</td>
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<tr>
<td>Chatham Silver</td>
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<tr>
<td>Chatham Bronze</td>
<td>$1,500</td>
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<tr>
<td>Rachel Build Your Own 1</td>
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<td>$875</td>
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<td>$1,025</td>
</tr>
<tr>
<td>Rachel Build Your Own 6</td>
<td>$1,225</td>
</tr>
</tbody>
</table>

If you will be living on upper campus, you must take one of the “Chatham” meal plans. If you are living in one of the Chatham-owned apartments, you must take one of the “Rachel” meal plans at a minimum. Commuter students may also purchase meal plans. For more details on the meal plan options, visit chatham.edu/student-experience.

**JULY 1**

- Complete Master Promissory Notes and Entrance Counseling by today.
- Complete the Verification process with Financial Aid if required by today and submit tax information.

**BY MID-JULY**

- Housing announcements will be released for students who submitted their reservation fee and application between May 2-June 1.

**JULY 15**

- **10-month payment plans:** First tuition payment is due today. Five monthly installments beginning on July 15 for the fall term and December 15 for the spring term.
AUGUST

□ Start exploring campus employment opportunities on Handshake at chatham.joinhandshake.com/login. Use your Chatham username and password to set up your account, Click on Jobs, and apply the On Campus filter.
□ Register for New Student Orientation at chatham.edu/newundergraduatестudent. Contact the Office of Student Affairs at osa@chatham.edu with questions.
□ Instructions for completing AlcoholEdu and Sexual Assault Prevention will be sent to your Chatham e-mail address in late July. Both modules must be completed online prior to August 14, 2020.

AlcoholEdu and Sexual Assault Prevention
AlcoholEdu and Sexual Assault Prevention are mandatory online programs that must be completed prior to Orientation.

AlcoholEdu is a nationally recognized program and 36% of all first year students at America’s four year institutions participate. AlcoholEdu is designed for all students – whether you are a frequent drinker or a non-drinker. This educational tool will help prepare you for college life and will provide the University with important data on alcohol behaviors which can help Chatham gain grants and offer better program opportunities for students.

With data from the National Institute of Justice showing that one in five college women (and one in 16 men) will experience some form of non-consensual sexual activity by graduation, the widespread impact of sexual violence on students presents an urgent and pressing challenge for our nation’s campuses. Sexual Assault Prevention addresses the critical issues of sexual assault, relationship violence, and stalking, which impact countless college students across the country.

AUGUST 1

□ Med Proctor medical information is due today. You received an invitation to complete this paperwork electronically through your Chatham e-mail not long after you deposited.
□ Students with a Federal Work Study (FWS) Award may begin applying for on-campus employment via Handshake. Questions regarding your FWS status? Contact the Office of Financial Aid.

AUGUST 14

□ 8-month payment plans: First tuition payment is due today. Four monthly installments beginning on August 15 for the fall term and December 15 for the spring term.
□ Application for Commuter Status must be completed by today if you plan to commute to campus.

MONTH-END

□ Start exploring campus employment opportunities on Handshake at chatham.joinhandshake.com/login. Use your Chatham username and password to set up your account, Click on Jobs, and apply the On Campus filter.
□ Register for New Student Orientation at chatham.edu/newundergraduat тестudent. Contact the Office of Student Affairs at osa@chatham.edu with questions.
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NEW AND TRANSFER STUDENT ORIENTATION

Thursday, August 20 through Sunday, August 23
Additional information will be sent over the summer.
Required for all new and transfer students. Save these dates!

SEPT

SEPTEMBER 15

□ Students not receiving FWS may begin applying for on-campus employment via Handshake.

FOLLOW THE OFFICE OF STUDENTS AFFAIRS ON INSTAGRAM!
@chathammustudentaffairs

The account will be posting about everything from Chatham events to Chatham news, and even feature some giveaways! It is a great way to stay connected to Chatham over the summer.
S T U D E N T  L A P T O P S

Through the Chatham One-to-One Program, the University provides all incoming full-time undergraduate first-year students and full-time transfer students a laptop computer, the Microsoft Office Professional suite of applications online through Microsoft Office 365, 4-year manufacturer’s warranty, 4-year Accidental Damage Protection and theft insurance, and a Chatham University logoed backpack. Ownership of the computer, accessories, and backpack are transferred to the student upon graduation.

Computers are distributed during New and Transfer Student Orientation.

For additional information on the ITS department, technology resources at Chatham, and the Chatham One-to-One Program, please visit www.chatham.edu/its, the Orientation for New Users site.

O P P O R T U N I T I E S  T O  G E T  I N V O L V E D

- **Join a club or organization:** Throughout orientation you will be able to meet up and learn about clubs and activities at Chatham. You can also check out the ChathamU Mobile App for more information.
- **Think about Leadership Opportunities!**
  - Chatham Undergraduate Student Government (CSG) elections for Class of 2024: Look for information the first week of classes
  - Residence Hall Association elections: Look for information the first week of classes
  - Be on the lookout over the summer for information regarding the Emerging Leaders Retreat, which occurs during the first few weeks of classes and is designed specifically for first-year and sophomore students.
- **Join the Welcome Aboard Mentorship Program,** which matches new students with a Chatham alumna/us or a local professional who will share their experience, offer support, and provide guidance. Learn more/apply at my.chatham.edu > Departments > Career Development.

C O N T A C T  I N F O R M A T I O N

Office of Enrollment Management ... 412-365-1825 ... undergraduate@chatham.edu
Office of Student Affairs ............. 412-365-1286 ... osa@chatham.edu
Counseling Services ................... 412-365-1282 ... arce@chatham.edu
Health Services ....................... 412-365-1714 ... healthservices@chatham.edu
New & Transfer Student Orientation 412-365-1286 ... osa@chatham.edu
Residence Life ......................... 412-365-1518 ... reslife@chatham.edu
Student Engagement .................. 412-365-2990 ... studentengagement@chatham.edu
Academic & Accessibility Resources 412-365-1523 ... oaar@chatham.edu
Athletics ............................... 412-365-1625 ... athletics@chatham.edu
Career Development .................. 412-365-1209 ... careers@chatham.edu
Information Technology Services ... 412-365-1112 ... helpdesk@chatham.edu
International Affairs ................. 412-365-1388 ... internationalaffairs@chatham.edu
Multicultural Affairs .................. 412-365-2499 ... multiculturalaffairs@chatham.edu
Parkhurst Dining Services .......... 412-365-1659 ... cblood@chatham.edu
Public Safety ......................... 412-365-1230 ... CUPD@chatham.edu
Student Employment .................. 412-365-2762 ... studentemployment@chatham.edu
Student Services Center ............. 412-365-2797
Financial Aid ......................... 412-365-2781 ... financialaid@chatham.edu
Registrar ............................. 412-365-2963 ... registrar@chatham.edu
Student Accounts .................... 412-365-2719 ... studentaccounts@chatham.edu