

KEY DEADLINE DATES

By May 13

- ☐ Complete First-Year Course Selection Survey and any assigned placement assessments (chemistry, modern foreign language).

June 8

- ☐ Complete housing application and select a meal plan at naz.edu/housing-new. You can also request a hall, a room type, and roommate(s).

Beginning in July

- ☐ Check Naz email for important communications.

After July 6

- ☐ Log in to housing portal to find out your housing assignment.
- ☐ Begin viewing bills on NazNet Self-Service.

Mid-July

- ☐ See email: summer reading assignment for Academic and College Success (ACS) class.

By July 15

- ☐ Submit a photo or have your photo taken at Campus Safety for your Nazareth ID card.
- ☐ Complete online application to get your security escort alarm.
- ☐ Complete online application for a parking permit.
- ☐ Athletes only: Submit sports information student-athlete form at go.naz.edu/student-athlete

By July 31

- ☐ Immunizations/vaccine and other required documentation due to Health and Counseling

Beginning of August

- ☐ Log in to Handshake account to begin reviewing on-campus job postings.

Early August

- ☐ View your class schedule.

By August 5

- ☐ Athletes only: Submit medical, insurance, and other documentation.
- ☐ Athletes only: Email Athletics Director Pete Bothner (pbothne4@naz.edu) regarding your athletics expectations at Nazareth.

By August 10

- ☐ Pay bills for fall semester (available after July 6).

By August 22

- ☐ If needed, fill out Food Allergy and Special Nutrition Form.

By August 25

- ☐ Complete required pre-orientation prep course in Moodle (sent in mid-July).

By August 26

- ☐ Set up NazAlert, Nazareth College's mass emergency notification system.
- ☐ Complete your first ACS assignment.

August 28

- ☐ If seeking on-campus employment, attend the On-Campus Part-time-job Fair

During orientation

- ☐ Meet with your academic advisor.

Prior to working

- ☐ If you are planning to work an on-campus job, show proof of eligibility to work to the Payroll Office in the basement of Smyth Hall, Room 40.

By September 14

- ☐ Complete NYS-required online course about sexual and interpersonal violence prevention.



WE'RE COUNTING DOWN THE DAYS

and looking forward to welcoming you to campus this fall.

As you pack and prepare for your next big step—becoming a college student at Nazareth—we're pleased to provide the enclosed guidebooks for you and your parents. "Your Essential Guide to Getting Ready for Nazareth," as well as "Parents Guide to Surviving the First Year" will help keep you on top of your college prep "to do" list. Plus, flip this letter over for a quick reference checklist of key deadlines you won't want to miss.

Of course, as you're getting ready, feel free to contact us with questions or concerns at any time.

- naz.edu/new-student-info
- 585-389-2525

For now, best wishes for a summer to remember.

Sincerely,

Your Friends at Nazareth College

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YOUR SAFETY FIRST

SECURITY ESCORT ALARM

To do:

- ☐ By **July 15**, complete the online application form to get your security escort alarm at naz.edu/security-escort

Good to know:

The security escort alarm is a "must have," key-chain-sized device that can be activated in an emergency. When activated it allows Campus Safety officers to locate and assist you quickly, anywhere on campus. You should get yours and carry it with you at all times. If you submit your security escort application by July 15, then your alarm will be mailed to your home address in early August.

COMPLETE THE REQUIRED ONLINE COURSE ON SEXUAL + INTERPERSONAL VIOLENCE PREVENTION + RESPONSE

To do:

- ☐ In early August, you will receive an email from the Title IX Coordinator with a course link and instructions to complete a New York State-required online course about sexual and interpersonal violence prevention and response.
- ☐ The course is due to be completed by **September 14**.

SAVE CAMPUS SAFETY'S NUMBER

To do:

- ☐ Add Campus Safety to your personal contacts, 585-389-2850, so it's easy to summon help if you see a need.

SET UP NAZALERT, THE NAZARETH COLLEGE MASS EMERGENCY NOTIFICATION SYSTEM

To do:


- ☐ By **August 26**, verify/update your cell phone number as part of your campus record. Go to mynaznetss.naz.edu and login using your MyNaz credentials. Select your username in the upper right hand corner, then choose "User Profile." In the Phone Numbers section, select the pencil icon next to the cell phone number you wish to edit.
- ☐ Update your cell phone number (using steps above) anytime it changes while you are attending Nazareth.

Good to know:

- NazAlert is the Nazareth College system for quickly sending time-sensitive emergency messages in the form of text, phone, and email messages so you are informed and can take immediate and appropriate action.
- Every Nazareth student is automatically enrolled in NazAlert. Emails are sent to your official Nazareth email address. Text messages and voice calls are sent to your cell phone number on file. Depending on your mobile phone plan, your cellular phone provider may charge a per-text message fee.
- For further communication options and preferences, refer to naz.edu/NazAlert

PROVIDE YOUR EMERGENCY CONTACT'S INFORMATION

To do:

- ☐ Go to mynaznetss.naz.edu and log in using your MyNaz credentials. From there, select the menu icon () on the corner of the page, find "User Options" and select "Emergency Information." Fill in the emergency contact information (such as a family member) and select submit.

Good to know:

In extreme emergency situations such as illness or injury requiring transportation to a hospital, it's important that we have your emergency contact information recorded here.

YOUR NAZ ACCOUNT + ID

YOUR NAZARETH ACCOUNTS

To do:

- ☐ If you have not already done so, activate your MyNaz account using the unique activation link previously sent to you in an email with the subject containing "NEW Nazareth MyNaz account." Your MyNaz account will be used to access the Nazareth College mobile app, MyHousing, NazNet Self-Service, Handshake (jobs on and off campus), and tools you'll use once classes start, such as Moodle, Transact/MyAccounts, and Qualtrics.
- ☐ If you have activated your MyNaz account but need to reset your password, visit authx.naz.edu or call the Technology and Media Service Desk at 585-389-2111 for assistance.
- ☐ Once you have paid your enrollment deposit, you will receive an email titled "Your new Nazareth Google email account" that contains information about how to log on to your Nazareth email account. Nazareth email is the College's official means of communication, where you receive important communications about registration, billing, and housing.

STAY ON TRACK WITH DASHBOARD

To do:

- ☐ Stay on task by logging on to your Admissions Dashboard at apply.naz.edu/account/. Track your progress on required action steps such as: housing selection, health documentation submission, providing final high school transcripts, first-year course selection survey, and special exams required for some academic majors (e.g. chemistry readiness, foreign language, ALEKS chemistry review course).

NAZCARD ID

To do:

- ☐ By **July 15**, submit a photo for your Naz ID card by email to campussafety@naz.edu. A head-and-shoulders shot with a solid background (.jpg format), and accompanied by a legible photo or scan of your driver's license or high school ID is required.
- ☐ Or, you can have your photo taken by Campus Safety by visiting their office on the ground level of the Shults Center **on or before July 15**.

Good to know:

Your NazCard is your official Nazareth College I.D. card, essential to your day-to-day activities on campus. Carry it with you at all times. There is no application form or fee for your NazCard, however a photo is needed by **July 15**. If a photo is submitted by July 15, then your NazCard ID will be mailed to your home address in early August.

CHOSEN NAME AND/OR GENDER IDENTITY DECLARATION

To do:

- ☐ *Only students seeking to select a first name at Nazareth that is different from their legal first name need to complete this section.* Log into Self-Service at mynaznetss.naz.edu. Select the Chosen First Name/Gender Identity Change Request Form under the "User Options" tab (left side, under the navigation section). Click "Edit Personal Identity." Complete and submit securely to provide your chosen first name and/or gender identity, to reflect how you would like to be known. This will change the way your first name appears on class rosters, Moodle, your Naz ID card, and more. For name/gender updates, contact Registration and Records.

Good to know:

To foster a campus environment that is inclusive and encourages self-expression, we have established a policy (consistent with Title IX federal law protecting students against discrimination based on gender identity and expression) whereby any current student may use a preferred/chosen first name on campus. We strive to use this name wherever a legal name is not necessary. This option is available to anyone who regularly uses a chosen name other than their legal/primary first name.

LIVING THE NAZ LIFE

PROVIDE YOUR HEALTH RECORDS TO HEALTH AND COUNSELING SERVICES

To do:

- ☐ By **July 31**, complete your health records at the Nazareth Student Health Portal, naz.edu/health-portal, including:
 - Health history: including medications you're taking, your medical, mental, and surgical health history, any COVID-19 related lab/medical documentation (positive test and/or illness), and family medical/mental health history. Answer questions honestly and fully so that our medical and counseling staff can provide the best care possible if/when you need it. Rest assured, all information is confidential and secure for privacy. Information may not be released unless we have your signed permission each time you are ill or need services. **Note:** If you have a physical exam scheduled during the summer of 2022, please upload as much information as you can by the deadline of July 31, and then provide any new information (i.e.: immunizations received, new medical/mental health diagnoses, medications, surgeries, etc.) after your summer physical exam.
 - Immunization/vaccine dates (including proof of two MMR vaccines, proof of a meningitis vaccine within the last five years or signed waiver, tetanus, hepatitis B, HPV, and COVID-19 vaccination, if applicable). Although not required by NYS, Nazareth requires students and employees to receive the COVID-19 vaccine series and booster when eligible. Limited medical and religious exemptions will be granted. Please email health@naz.edu by July 31 if you would like to apply for an exemption.
 - Health insurance information, including name, address, and phone number of insurance company, subscriber ID, and the name of the insured (which is often a parent or guardian).
- ☐ Upload your official immunization and vaccine records into the Student Health Portal or fax to Health and Counseling at 585-389-2503.
- ☐ If you have special medical or mental health concerns, call 585-389-2500 to speak with a staff member or schedule an appointment.

❏ Student athletes, see page 28.

Good to know:

On the Nazareth Student Health Portal, you can:

- Complete forms: health history and meningitis waiver.
- Download an athletic physical form.
- View, input, and print immunization records.
- Upload lab or x-ray results, immunization, and medical records.
- Privately schedule a new counseling appointment.
- Send a secure message to Health Services staff.
- Indicate your preferred gender identity, name, or pronoun.
- Read health education information.
- Visit our website at naz.edu/health-and-counseling to learn more about us, including new student health information and health items to pack for college. Questions: email health@naz.edu
- Students who have not submitted their information by the start of the semester will incur a **non-refundable fee of \$100**, which will be charged to their student account, and they will be unable to register for classes for the following semester until resolved.

COVID-19 PROTOCOLS

Good to know:

Nazareth's approaches during the pandemic are guided by our core values to provide the highest quality educational experience to our students and ensure the health and safety of our College community and the wider community. We follow state and federal public health protocols as we innovate and adapt.

We communicate regularly via e-newsletters to students and families, faculty, and staff, and our COVID-19 webpage, naz.edu/covid-19-resources, which includes the most up-to-date information:

- COVID-19 safety protocols
- Answers to common questions
- An overview of Nazareth's COVID-19 resources

CAMPUS PARKING PERMIT

To do:

- ☐ By **July 15**, complete the online application for a parking permit at naz.edu/parking-permit
- ☐ In early August, the permit and instructions will be mailed to you.

Good to know:

If you plan to have a vehicle on campus, you need a parking permit. Please do not mail your payment; the fee will be charged directly to your student account after the permit is issued. Parking permit fees will be available by the end of April and can be found from the following link under Parking Fees at naz.edu/student-accounts/current-student-costs

YOUR COMPUTER ON CAMPUS

Good to know:

- **Buying a new computer for college?** Discount programs are offered through Dell University (dell.com/naz) and Apple in Education. Visit their websites for more info.
- **RECOMMENDED APPLICATIONS:**
 - Internet Browser: Firefox 91.0 or higher
 - Security: An antivirus or antispyware program, including Windows Defender which is included in Windows
 - Productivity Software: Microsoft Office (Word, Excel, PowerPoint, Publisher); Google Drive and Apps (each Nazareth student is assigned a Google Workspace (G-Suite) for Education Account
 - Prior to arriving on campus, students will be able to download and install MS Office 365 free of charge. Additional information is available on the Information Technology Services website at naz.edu/office365
- **RESIDENCE HALL INTERNET ACCESS:** Free, high-speed data network providing both wireless and wired internet access
- **COMPUTING CODE OF CONDUCT:** Visit naz.edu/it-policies

- **RECOMMENDED CONFIGURATIONS:** These are the minimum recommended configurations. If you purchase a desktop computer, it ideally should last you through your tenure at Nazareth. Laptops tend to have a slightly shorter useful life. Your personal preferences and requirements may vary from the recommendation.

PC AND MACINTOSH

Intel Core i5 Processor or above, 500+ GB hard drive, 8 GB memory, Windows 10 or above (PC) or Mac OS X 11 (Big Sur) or above, USB thumb drive, ethernet port, wireless g/n/ac (for laptops). **Chromebooks** are not recommended due to their limited ability to run popular software relative to PC and Macintosh, including online testing apps.

DINING AT NAZARETH

To do:

- ☐ Select and sign up for a resident meal plan online at naz.edu/housing-new by **June 8**. After June 8, email dining@naz.edu.
- ☐ By **August 22**, if needed, complete the Food Allergy and Special Nutrition form at nazdining.sodexomyway.com and email it to the Director of Health and Counseling Services at health@naz.edu
- ☐ Download the Bite U app, the primary method for ordering on campus, from your app store. To link your Naz card, you will first need to log in to eAccounts (go.naz.edu/eaccounts) using your MyNaz credentials. Sign up using your Naz email only. When asked for your card number, enter your NazCard ID, your unique 7-digit number. After downloading the app, turn on location services or search "Nazareth" in the app, and stay in the know about menus, nutrition info, hours of operation, specials and promotions. Visit nazdining.sodexomyway.com for more information.
- ☐ Follow us on Instagram @NazDining.

Good to know:

- Meal plans are required for those living on campus (excluding apartments).
- Commuter-specific plans are available to students not living on campus or in the apartments.

- **DINING DOLLARS:** Add funds to your dining dollars account anytime at nazdining.sodexomyway.com
- **CHECK FUNDS:** Check the status of meal plans or money on your card at go.naz.edu/eaccounts
- **FOOD ALLERGIES AND SPECIAL NEEDS:**
 - Simple Servings are meals that do not include the top eight allergens of milk, eggs, wheat, soy, shellfish, peanuts, tree nuts, and gluten. Served in Lourdes and Kearney Dining Commons.
 - MyZone is a gluten-free, peanut- and tree-nut-free zone for those who have allergies or dietary needs. It includes a designated toaster, microwave, and refrigerator and offers bagels, breads, frozen entrees, cereals, and desserts. A MyZone can be found in Lourdes and Kearney Dining Commons. All retail locations have gluten-free options.
 - All sandwiches and wraps in the Golden Flyers Grill and Deli can be made with gluten-free bread, rolls, and wraps. Soy milk, other non-dairy, vegetarian, and vegan options are available.
 - Most students' needs can be met through the standard meal plan options. For on-campus food options that are specifically geared to your allergen or dietary need, visit nazdining.sodexomyway.com/explore/nutrition. Students with remaining questions are welcome to tour the dining facilities or contact our Naz Dining Manager, Nick Moore, nmoore11@naz.edu. Students with special nutritional/dietary needs that require additional accommodations beyond what is provided should complete the Food Allergy and Special Nutrition Form with your physician and return it to Student Accessibility Services. For more, visit naz.edu/dining-overview
- **MAKING CHANGES TO YOUR MEAL PLAN:**
 - Anytime **through the first 14 days** of the semester, you can change your meal plan by emailing dining@naz.edu
- **STAY IN THE KNOW:**
 - Sign up for MyDtxt to receive text messages from Dining Services for up-to-date daily specials, promotions, and news. Text "NazDining" to 82257.
 - Visit nazdining.sodexomyway.com for dining events, hours of operation, menus, FAQ, general dining inquiries, and more.

WHAT TO PACK

To do:

- ☐ As you are packing, write your name, hall, and room number on your boxes, bags, and bins. On move-in day, this helps the move-in crew be more efficient and ensures that your belongings end up in the right place.
- ☐ Get the right size sheets for your bed. All mattresses on campus are twin XL sized.
- ☐ Review policies at naz.edu/packing-list to make sure the things you hope to bring to your residence hall are permitted. For fire prevention and safety, some things are not allowed.

PACKING LIST

Alarm clock	Iron	Shower shoes
Bathrobe	Laundry bag	Small refrigerator (approved sizes include 1.7, 2.7, and 4.5 cubic feet)
Bedsprad	Laundry detergent and/or pods	Snacks
Cleaning supplies	Masking tape	Social Security card (original copy)
Coffeemakers	Mug	Throw pillows
Desk lamp	Pictures	Throw rug or carpet
Desk supplies	Picture hangers, non- permanent (e.g. Command hooks)	Toiletries
Dishes and glass, a set for your room	Pillows	Towels/washcloths
*Fabric tapestries & other fabric hangings smaller than 3 ft x 5 ft	Plants	Twin XL sized bed linen
Fan	Plastic storage crates	Umbrella
First aid kit	Posters	
Flashlight	Pots & pans	
Hangers	Powerstrips, fuse protected	
Headphones	Sewing kit	

*Must be treated to be fire resistant through Naz annually. Look for the tent at orientation where the staff can spray your items with fire resistant coating.

DO NOT BRING (These items are not permitted and will be removed from residence halls).

Air conditioners	Explosives	Lofts
Alcohol & other drugs	Extension cords	Microwave oven
Any item that can produce a flame	Firearms & weapons	Pets (except fish in tanks of 25 gallons or less)
Bed risers or cinder blocks to raise height of furniture	George Foreman or other electric grills	Space heaters
Candles (battery powered candles are permitted)	Grills, gas or charcoal	Sun lamps
Decorations intended to cover an entire door or wall	Halogen lamps	Fabric tapestries & other fabric hangings larger than 3 ft x 5 ft
Items intended to be mounted to the ceiling, pipes, or fire safety equipment	Multi-headed lamps (those with three or more bulbs)	Toasters and toaster ovens
	Multi-plug adaptor cubes	Waterbeds
	Hot plates	
	Hot pots	
	Incense	

RESIDENCE HALL AND ROOMMATE ASSIGNMENTS

To do:

- ☐ Complete your housing application by **June 8** at naz.edu/housing-new and select a meal plan if you are living on campus. The application includes options to request a hall, a room type, and roommate(s).
- ☐ After **July 6**, log onto the housing portal at housing.naz.edu to find out your housing assignment. Students will not be able to make changes to their room assignment until the designated room change period in the fall semester.
- ☐ Students who change their housing assignment may see a change in price. Please reference naz.edu/student-accounts/current-student-costs to see room and board costs.

BRINGING A TV FOR YOUR ROOM?

Make sure it has a QAM tuner and coaxial cable, preferably digital grade (refer to your owner's manual). For more info, go to naz.edu/tech-setup

MAIL AND CARE PACKAGES

Receiving:

- ☐ Tell your friends and family that mail and online orders should be addressed to you like this:
Your Full First and Last Name (All preferred names should first be added through the Registration and Records Office)
Central Mail Services
Nazareth College
4245 East Ave.
Rochester, NY 14618
- ☐ Instead of cramming it into the trunk of your car on move-in day, consider having a big package such as small refrigerator or TV shipped to campus. When it arrives, you'll be notified by email and you can borrow a dolly during normal office hours to transport the package from Central Mail Services to your residence hall.

Good to know:

- **PICKING UP YOUR MAIL AND PACKAGES:** Your mail and packages are delivered to Central Mail Services on the lower level of Shults. You'll get an email when it arrives, and you can get it during pick-up hours. Packages are not considered received until we (not Amazon, UPS, etc.) notify you via email. Visit naz.edu/central-mail-services for full pickup hours. Call 585-389-2069 for more information. Pick up hours vary due to incoming volume.
- **MEDICATIONS** can be mailed and should be clearly marked if refrigeration is needed.
- **FLOWERS AND PERISHABLE PACKAGES** will arrive in Central Mail Services, and you will get an email notifying you to come pick it up.
 - If it's not picked up by 4 p.m. on Friday, then it will go to Campus Safety, and you will be notified by email that you can pick it up there over the weekend.
 - If items are not picked up by Sunday night, they will go back to Mail Services for you to pick up there.

Sending:

- Stamps can be purchased (cash only) at Central Mail Services.
- Mail leaves campus every weekday at 3:15 p.m.

- Packages can be sent via UPS from the Campus Bookstore.
- Central Mail Services will ship via USPS and Fed-Ex. Prepaid labels are accepted. Cash is required for the postage to ship USPS packages. Credit card information is required to ship Fed-Ex packages.

GETTING AROUND, OFF CAMPUS AND ON

Good to know:

- **PUBLIC TRANSPORTATION (RTS BUSES)** to/from campus are just \$1.
- **BIKES@NAZ** is a free bike share program headquartered in the Shults Center. Borrow a bike for a canalside ride, to explore the area, or get to where you need to go.

NAZARETH COLLEGE APP

To do:

- ☐ If you have not downloaded the app, search Nazareth College in the App Store/Google Play.

Good to know:

- **MANAGE YOUR STUDENT LIFE** — academic, career, social, financial, and news. In the app, you can view your class schedules and grades; manage your coursework through Moodle; connect with other students in the FlyerInsider Social Community; find campus jobs through Handshake; and use the events feature to follow campus activity options and get involved in the vibrant campus.

COMMUNITY AND BELONGING

Good to know:

The mission of the Community and Belonging (naz.edu/belonging) division is rooted in Nazareth College's founding values of solidarity and social justice. These guiding principles ensure an intentional commitment to diversity, equity, and inclusion in which each person's lived experience is not only acknowledged, but honored. Nazareth is dedicated to the active pursuit of conscious and sustained practices and processes that value and respect differences. This commitment informs our curriculum, teaching, learning, scholarship, creative activities, co-curricular activities, residential life, community involvement, and support of these endeavors by the Nazareth community.

The responsibility for building community lies within each of us. This commitment is campus-wide and includes the following offices:

- **CENTER FOR SPIRITUALITY (CFS):** Encourages students to explore their own spirituality, dialogue with others and engage with the world around them. Nazareth College has long recognized the importance of spiritual growth in the development of the whole person. The Center for Spirituality is committed to fostering an environment where students, staff, and faculty can practice their own religious/spiritual tradition while offering many opportunities for discovery and dialogue with people who hold a belief system different than their own. Center for Spirituality chaplains serve students, staff, faculty, alumni, and other members of the Nazareth community. A chaplain can help you to feel more peaceful and relaxed during times of high stress or uncertainty and help you feel more connected with yourself and your community. Please feel free to contact any of the chaplains listed if we ever can be of service, Naz.edu/spirituality/contact-us.
- **OFFICE FOR DIVERSITY AND INCLUSIVE EXCELLENCE EDUCATION (ODIEE):** Develops as well as facilitates ongoing educational programs, workshops, trainings, and initiatives (curricular and co-curricular) that engage students, faculty, and staff within and across differences. Additionally, the office provides outreach, advice, and resources to campus leaders on diversity and inclusion practices to assist faculty, staff, and students in creating and sustaining an inclusive campus community.

- **STUDENT ACCESS AND ACHIEVEMENT PROGRAMS (SAAP):**

Comprised of the Arthur O. Eve Higher Education Opportunity Program (HEOP), the Young Scholars Program, and First Generation Student Initiatives. This department supports a variety of students throughout their time at Nazareth by implementing best-practice support services in the following areas: personal/social, academic, financial aid, and careers. SAAP provides individual counseling, academic, cultural, educational, and social activities/events designed to develop students holistically. Additionally, the department assists in providing students opportunities for internships, research, study abroad, and continuing their education beyond the undergraduate level.

SAAP IMPORTANT DATES:

- Summer Start program: **July 11-August 5**
- All required student forms are due **by July 1**: housing application, fall course selection survey, health and immunization records (via Health Portal), liability form, dietary restrictions, and student success contract. HEOP only: financial data worksheet and tax transcript.
- **TITLE IX:** The Title IX Office collaborates with students, faculty, and staff to foster a campus climate free from sex- and gender-based discrimination and harassment, sexual violence, stalking, and intimate partner violence, through clear and effective policies, a coordinated education and prevention program, and prompt and equitable procedures for resolving complaints. The Title IX Office provides a neutral resource for all campus community members including students, parents/guardians, employees, and visitors.
- **NAZARETH BIAS RESPONSE EDUCATION TEAM (NBRET):** Understanding that growing a Community of Belonging is a shared community responsibility, NBRET comprehensively, collaboratively, and consistently works to address bias incidents that affect Nazareth College students, faculty, staff, and community members through education and restorative practices.
- **LIFEPREP@NAZ:** an innovative program designed to provide individuals with disabilities with a college experience, strengthening their life skills, self-sufficiency and independence. Nazareth students serve as paid mentors, providing consistent peer to peer interaction and gaining first-hand experience and skills. The mentors assist and support LifePrep students in LifePrep and Nazareth classes and accompany them to lunch, as well as their on-campus and off-campus vocational experiences.

FINANCIAL MATTERS

STUDENT ACCOUNTS + ADDING AUTHORIZED USERS (E.G. YOUR PARENTS OR GUARDIANS)

To do:

- ☐ Make sure your parents or guardians can view your bill, make payments online, and are permitted to communicate with the College about your financial information by adding them as authorized users (a.k.a. proxies). Set it up at naz.edu/proxy

Good to know:

Billing dates: naz.edu/billing-dates. Billing statements are found exclusively online through your NazNet Self-Service account. You will receive an email when they are available.

PAYING YOUR NAZARETH BILL

To do:

- ☐ Log in to NazNet Self-Service at mynaznetss.naz.edu. In Self-Service, you can make online payments from a checking/savings account and enroll in a monthly payment plan. Bills are available July 7 and due **August 10**.

SET UP DIRECT DEPOSIT FOR STUDENT REFUNDS

To do:

- ☐ Log in to NazNet Self-Service at mynaznetss.naz.edu. From Student Finance, select "Payments, Payment Plans & Refunds (Nelnet)." On the next screen select "proceed to Nelnet." After reviewing information, select "Manage Refunds" and enter your bank account and routing numbers. Select save.

CONSENT TO RECEIVE 1098-T ELECTRONICALLY

To do:

- ☐ Log in to NazNet Self-Service at mynaznetss.naz.edu. From Tax Information, select the "1098-T Information" tab and check "Receive my 1098-T only in electronic format."

FINANCIAL AID

To do:

- ☐ Go to myfinaid.naz.edu to see financial aid package and ensure you've completed your financial aid.
- ☐ Begin checking your Naz email in **July** for important communications.

BANKING ON CAMPUS

Good to know:

- **ATM ON CAMPUS:** An M&T Bank ATM is in the lower level of Shults Center, next to Campus Safety.
- **BANKS WITHIN A MILE OF CAMPUS:** Bank of America, KeyBank, Citizens, Charter One, Canandaigua National Bank & Trust, M&T Bank, ESL Federal Credit Union, and Tompkins Bank of Castile.

PART-TIME JOB WHILE YOU'RE AT COLLEGE

To do:

- ☐ **Beginning in mid-July**, review the listings of all open part-time jobs, on campus and off, posted on Handshake, naz.edu/handshake
- ☐ Watch for more information throughout the summer on ways to connect through Handshake and with departments about on-campus jobs! Links and details to come. In addition, attend the on-campus part-time-job fair on **August 28**.
- ☐ **When you arrive on campus, present the required identification to prove your eligibility to work to the payroll office in Smyth Hall, Room 40.** Due to federal regulations, only unexpired, original documents can be accepted. Students can present documents at move-in and send back with their parents once presented and documented by payroll office. Students will not be permitted to work on campus until proper forms of ID are presented and they are added to the college payroll.
- ☐ Visit go.naz.edu/i9 for more details (pg. 3) of acceptable forms of ID, which include original social security card, birth certificate, or passport.
- ☐ Meet with your career coach in the Center for Life's Work to find out about more options for work study employment and jobs on and off campus using your Handshake account.

GETTING STUDIOUS NAZARETH STYLE

ACADEMIC ADVISEMENT

To do: First-Year Students:

- ☐ Log in to your Admissions Dashboard (apply.naz.edu/account/login), where you will find the First-Year Course Selection Survey and any assigned placement assessments (chemistry, modern foreign language). Complete the survey **by May 13** so that advisors in Academic Advisement can create your fall schedule. We recommend depositing and submitting your survey early.
- ☐ In **early August**, see NazNet Self-Service or the Naz Mobile App to check out your fall class schedule, which is based on the course selection survey you completed.
- ☐ Meet your advisor **during orientation**. Find out who your advisor is at mynaznetss.naz.edu by selecting "Student Planning." Go to the "Advisor" tab under the "Plan & Schedule" view. For more information, view the orientation schedule in the Nazareth App or naz.edu/orientation

To do: Transfer Students:

- ☐ An academic advisor from Academic Advisement will begin reaching out to new transfer students in early April to assist with the process of being advised and registered.

FIRST YEAR EXPERIENCE (FOR FIRST-YEAR STUDENTS)

To do:

- ☐ Visit naz.edu/fye-sye to familiarize yourself with the people, programs, and resources available to support you as you navigate the first year of college and all of its lessons—in and outside of the classroom.

Good to know:

Our First Year Experience approach is designed to ensure that your transition to college life is successful and positive. Its programs and activities focus on three keys for success: knowledge, responsibility, and connection.

ACS 101 ACADEMIC + COLLEGE SUCCESS READING ASSIGNMENT

To do:

- ☐ By **mid-July**, first-year students should look for a message sent to your Naz email with details about a summer reading assignment.
- ☐ By **August 26**, complete your reading assignment! It's due for your first Academic and College Success (ACS) class on Saturday of Orientation, August 27. Be prepared to discuss the reading assignment and consider the reflection questions. A formal essay is not required, but notes of your observations and thoughts will be helpful.
- ☐ Transfer students take ACS090 instead of ACS101 to help with the transition to Nazareth. See section for Transfer Students (p. 26).
- ☐ Questions? Contact Andy Morris, Associate Vice President for Retention and Student Success at amorris8@naz.edu.

OFFICE OF STUDENT SUCCESS

To do:

- ☐ Reflect on your time management, study skills, and confidence in being ready to tackle the rigors of college life and learning. If you have concerns, connect with the Office of Student Success now so that you're ready to hit the ground running when classes begin.

Good to know:

The Office of Student Success offers a range of services to help you transition to college and enhance your academic experience, such as:

- Tutoring and learning labs
- Time and organizational skill building
- ACS 200 - Advanced Academic Strategies course
- Study and note-taking tips and peer mentoring
- Academic success coaching is our one-on-one approach to establishing and supporting you as you strive toward your academic and individual goals. Academic success coaches support you and help you stay focused, motivated, on track, and connected.

CENTER FOR LIFE'S WORK

To do:

- ☐ Go to naz.edu/center-lifes-work/contact/ to find the name and contact info of your major-specific career coach.

Good to know: Your Career Coach

Your career coach serves as your mentor, motivator, and champion and will help connect you to the meaningful experiences available to you at Naz and beyond. They're excited to work with you as you jump right in and get inspired to experience and learn — both inside and outside of class.

STUDENT ACCESSIBILITY SERVICES

To do: Seeking Academic Accommodations

- ☐ Submit relevant disability documentation **ASAP** to support necessary academic accommodations. Documents may include IEP, 504 plan, psychoeducational evaluation, learning evaluation, and/or letters from medical professionals. Documentation can be dropped off in person to Golisano Academic Center in 60F, mailed, or faxed to 585-389-2499.
- ☐ Contact the office **ASAP** to set up an initial meeting appointment to discuss your academic needs and how we can support you at Naz. Please call 585-389-2498 or email ehess6@naz.edu.

To do: Seeking Special Housing Accommodations

- ☐ Visit the Special Housing Accommodations webpage, naz.edu/special-housing and follow the steps **ASAP**. Special housing accommodation requests are considered on a rolling basis, but as space permits. Submit completed parts one and two to Student Accessibility Services.

DIVE IN + GET INVOLVED

CHANGEMAKER CHALLENGE

To do:

- ☐ Plan to participate in this annual tradition. Together with your orientation group, you'll take part in virtual or in-person service projects exploring community challenges while developing action steps towards making a difference. Participate in a project designed to heighten your understanding of local and global challenges and your opportunities to grow as a changemaker! Learning through community engagement is a hallmark of the Nazareth education.
- ☐ Need special accommodations to participate? Fill out the disability-related accommodations form at go.naz.edu/disabilityrelated-accommodations

Good to know:

The ideal of service to our community is at the heart of what it means to be a Golden Flyer. The Changemaker Challenge gives you an introduction to our community and a chance to work together to explore some of our community challenges.

COMMUNITY SERVICE AND ENGAGEMENT

Good to know:

At Nazareth, community engagement and service-based experiences deepen awareness and understanding of a variety of social justice issues through action. The Weider Office for Community Engagement provides volunteering, work-study, and campus employment options, academic experiences and our award-winning community partnership programs that connect students with local, regional, national, and global organizations addressing social challenges.

Through our community engagement and service opportunities, students build community by connecting with other students and passionate faculty, staff, and community members. Working to make a difference develops relationships, leadership, and professional skills and empowers Nazareth students to find their unique abilities as changemakers. Join our community of changemakers as 100 percent of undergraduate students participate in

hands-on learning experiences, and 90 percent of Nazareth undergraduates and graduate students participate in community service each year.

COMMUNITY SERVICE OPPORTUNITIES

Non-credit-bearing (or co-curricular) community service opportunities are student learning opportunities through service, ranging from one-time days of service to weekly immersive partnerships with community organizations. Some roles are paid. Get involved through:

- Short term opportunities, Naz Alternative Breaks, NazVotes, Partners for Serving, Partners for Learning, Nazareth College Connection, Social Innovation. Learn more at go.naz.edu/service

INTERNATIONAL EXPERIENCES

Good to know:

Nazareth offers more than 100 study abroad programs and experiences in over 30 countries. These include semester-long options, short-term programs led by faculty and staff, international internships, and overseas community-engaged learning programs. Visit naz.edu/international-education/study-abroad

CLUBS, ACTIVITIES, AND GETTING INVOLVED ON CAMPUS

To do:

- ☐ Plan to attend the Student Engagement Expo **during the Weeks of Welcome** to learn first-hand about the clubs, recreational resources, community service opportunities and activities awaiting you.
- ☐ Visit naz.edu/sel to become familiar with your options.
- ☐ Follow the **@NazarethStudents Instagram** student-run account to stay in the know!
- ☐ Look for a **"This Week at Naz"** email every Wednesday and Sunday at 5 p.m., featuring an announcements section, along with event highlights.

Good to know:

- With more than 55 student clubs and organizations ranging from those focused on professional development to those focused purely on fun,

there really is something for everyone and every interest. And if you don't see an existing club that suits your interests, you can start one.

- Plus, Nazareth provides the following to make it even easier to enjoy a little R&R off campus or on:
 - Bikes@Naz free bike share program
 - Snowshoes, cross country skis, and hammocks for free rental
 - Funding for expenses such as conference attendance, travel costs for outings, weekend trips, and more

INTRAMURALS + RECREATION, CLUB SPORTS WITH ATHLETICS

Good to know:

From open gym time to organized clubs and activities, there's no shortage of recreational opportunities on campus and afield. Listed below are some options, but if you don't see something you'd like, connect with Student Engagement and Leadership to get it started.

- **CLUB SPORTS:** Men's club basketball, women's club volleyball, ESports, men's rugby, men's club soccer, men's rowing, cheerleading
- **GROUP FITNESS CLASSES:** FIT1, yoga, Zumba
- **INTRAMURALS:** Basketball, flag football, kickball, soccer, volleyball, wiffle ball
- **SPECIAL ACTIVITIES:** Dodgeball tournaments, black light volleyball, laser tag, archery tag, kayaking, free personal trainer, Makerspace
- **"THE NEST" GAMING ROOM:** Air hockey, billiards, darts, table tennis, skee ball, video games, 80" TV

PRE-ORIENTATION PREP COURSE

To do:

In **mid-July**, you'll receive access to the required pre-orientation prep course in Moodle. As you work through the modules, you'll learn about important campus resources, available services, engagement opportunities, strategies for success, and more. Complete the course prior to the first day of Orientation, **August 25**.

TRANSFER STUDENTS

To do:

- ☐ Get ready to say “cheese.” All new transfer students will gather during orientation for a group photo at the Golisano Training Center (GTC) lawn.
- ☐ Review the Transfer Student Orientation schedule online and attend special opportunities for you to meet, mingle, and learn more about what life as a student at Nazareth is like.
- ☐ Meet your academic advisor **during orientation**.
- ☐ Attend the First Day Transfer Welcome event on **August 29, 9 a.m.–2 p.m.** for coffee, treats, plenty of Naz swag, and more.
- ☐ Attend your ACS090 class as it will help you successfully navigate through your first semester at Nazareth and beyond.
- ☐ If seeking on-campus employment, attend the On-Campus Part-time Job Fair August 28.

Good to know:

Life will be different as a Nazareth student — but in all the best ways. Our Transfer Advocacy Group is here to provide support and guidance as you transition to our campus. Watch your email for special invitations, events, tips, and news about resources available for transfer students like you.

COMMUTER STUDENTS

To do:

- ☐ Plan to attend Commuting 101, a session devoted to tips and techniques for staying connected and supported as a commuter student at Nazareth.
- ☐ By **August 1**, if interested, select a meal plan by emailing dining@naz.edu

Good to know:

Visit naz.edu/commuters to learn more about the programs and resources available to help you become fully engaged in life as a student at Nazareth.

SPARK GRANT

Good to know:

SPARK = Students Pursuing Academic and Real-world Knowledge. SPARK is intended to help make possible great opportunities that can spark learning, growth, and connections that can be life-enriching, door-opening, and career-enhancing.

WHAT IS SPARK?

Nazareth offers \$1,500 SPARK grants to help cover undergraduate student costs for:

- an unpaid or underpaid summer internship
- unpaid or underpaid summer research
- an international experience (a Naz-approved study abroad program) any time of year.

Nazareth also provides a tuition scholarship for summer SPARK-eligible experiences that earn credit, bringing the total SPARK support to more than \$4,000.

WHO IS ELIGIBLE?

- First-time (meaning you don't have a bachelor's degree), full-time undergraduate first-year students within 24 months of your start date at Nazareth.
- First-time (you don't have a bachelor's degree), full-time undergraduate transfer students within 12 months of your start date at Nazareth (exception: 18 months if you transfer to Nazareth before the end of your first year).
- Overall GPA of 2.5 or greater required when application is approved. (Students may apply for an exception through a petition process.)
- You must have an active planning process established with your career coach.
- You must be registered at Nazareth for the semester following your SPARK experience.

To do:

- ☐ Meet with your career coach if interested to see the options available to you!

ATHLETE INFO

FOR STUDENT-ATHLETES WHO ARE COMPETING WITH A NAZARETH ATHLETIC TEAM THIS YEAR

To do:

- ☐ Fall student-athletes: Expect to hear from your coach no later than **June 10** regarding your pre-season move-in date.
- ☐ By **July 1**, transfer student athletes must submit final transcripts to Admissions.
- ☐ Visit go.naz.edu/student-athlete to fill out your Sports Information Student-Athlete information form by **July 15**. This is used to ensure the correct biographical information is published on the athletics website, nazathletics.com
- ☐ No later than **August 5**, complete and submit all required medical, insurance, and other documentation. Go to naz.edu/first-time-athletes for a detailed checklist of instructions. The checklist can also be found on the nazathletics.com website under the Sports Medicine tab by selecting "First-Time Student-Athletes."
- ☐ Prior to your first practice, attend a mandatory compliance meeting on campus. Your coach will contact you with more info about compliance meetings.
- ☐ By **August 5**, email the Athletic Director Pete Bothner at pbothne4@naz.edu a paragraph or two about what your expectations are regarding your athletic experience at Nazareth College.

ACADEMIC CALENDAR

SUMMER A SESSION 2022

May 16	Classes begin
May 17	Last day to add a Summer A class (4:30 p.m.)
May 20	Last day to drop a Summer A class without a "W" grade
May 30	Memorial Day - no classes
June 3	Make up day for Memorial Day (classes in session)
June 13	Last day to drop a Summer A course without an "F" grade
June 23	Summer A ends
June 27	Final Summer A grades due (8 a.m.)

SUMMER B SESSION 2022

June 27	Classes begin
June 28	Last day to add a Summer B class (4:30 p.m.)
July 1	Last day to drop Summer B classes without a "W" grade
July 4	July 4th holiday - no classes
July 8	Make up day for July 4th holiday - classes held
July 25	Last day to drop a Summer B course without an "F" grade
August 4	Summer B ends
August 8	Final Summer B grades due (8 a.m.)

FALL SEMESTER 2022

July 7	Fall semester bills available
July 31	Deadline to submit health info in the Naz Student Health Portal
August 10	Payment for fall bills due in Student Accounts
August 25-28	Arrival of new undergraduate students and orientation
August 27	Residence halls open at 8:30 a.m. for returning students
August 29	Day and evening classes begin
September 2	Last day to add or drop classes without a "W" grade
September 2	Application for graduation due for students completing degree requirements in spring/summer 2023
September 2	Late payment fee assessed for students who have not satisfied billing obligations by noon
September 2	Last day to receive full tuition reimbursement

September 2	Last day to reduce credit load (drop from full to part-time) without full-time tuition liability
September 5	Labor Day holiday, no classes; make-up day not required
September 9	Last day to change meal plan
September 16	Last day to add a credit to a course
September 16	Last day to change from credit to audit
September 16	Last day to add 1 or 2 credit independent study
September 19	Valid grades for summer 2022 incompletes due
October 6-7	Reading days; graduate classes in session
October 17-24	Mid-semester grades (S, U, F) for all students due in the Registration and Records Office
Oct. 20-Nov. 11	Advisement and course registration for spring 2023. Approval by major advisor (and EDMAJ advisor for INCH majors) is required
October 21-23	Reunion and Family Weekend
November 7	Last day to elect pass/fail
November 7	Last day to withdraw from any course without an "F"
November 22	Thanksgiving recess begins at 4 p.m. for all students
November 23	Residence halls close at 10 a.m.
November 23-27	Thanksgiving recess
November 27	Residence halls open at 8:30 a.m.
November 28	Classes resume
December 8	Day and evening classes end
December 9	Study day (no undergraduate exams)
December 10-16	Semester examination week for day and evening classes
December 16	Fall semester ends
December 17	Residence halls close at 10 a.m.
December 19	Final grades due at 8 a.m.

SPRING SEMESTER 2023

November 29	Deadline to submit health info in Naz Student Health Portal
November 30	Spring semester bills available
January 6	Payment for spring semester bills due in Student Accounts
January 21	Residence halls open at 8:30 a.m.; evening meal available

January 23	Day and evening classes begin
January 23	Commemoration of Dr. Martin Luther King, Jr.; classes in session but will be suspended for campus-wide programming 10:30 a.m.-12:30 p.m.
January 27	Last day to add or drop classes without a "W" grade
January 27	Application for graduation due for students completing degree requirements in fall 2023
January 27	Last day to receive full tuition reimbursement
January 27	Last day to reduce credit load (drop from full to part-time) without full-time tuition liability
January 27	Late payment fee assessed for students who have not satisfied billing obligations by noon
January 30	Valid grades for fall 2022 Incompletes due
February 3	Last day to change meal plan
February 10	Last day to add a credit to a course
February 10	Last day to add 1 or 2 credit independent study
February 10	Last day to change from credit to audit
March 3	Reading day; graduate classes in session
March 10-17	Mid-semester grades (S, U, F) due in Registration and Records Office
March 18	Residence halls close at 10 a.m.
March 20-24	Undergraduate and graduate spring recess
March 26	Residence halls open at 8:30 a.m.
March 27	Classes resume
March 30 - Apr. 20	Advisement and course registration for fall 2023. Approval by major advisor (and EDMAJ advisor for INCH majors) is required
April 3	Last day to elect pass/fail
April 3	Last day to withdraw from any course without an "F"
April 25	CARS (Creative Activity & Research Showcase); undergraduate classes suspended until 6 p.m.
May 5	Classes end
May 8-15	Semester examination week for day and evening classes
May 15	Spring semester ends
May 16	Final grades due for all graduating students by 8 a.m..
May 16	Residence halls close at 10 a.m.
May 18	All remaining final grades due by 8 a.m.
May 20	Undergraduate student Commencement

QUICK REFERENCE DIRECTORY

***Academic Advisement**

585-389-2871
advisement@naz.edu
naz.edu/academic-advisement
Smyth Hall 2

Athletics

585-389-2186
fax: 585-389-2839
nazathletics@naz.edu
athletics.naz.edu

Bookstore (Barnes & Noble)

585-586-2690
alt: 585-389-4459
fax: 585-586-1396
bkstore@naz.edu
naz.edu/bookstore

Campus Operations/ Golisano Training Center/ Shults Center

585-389-2019
jhoyt0@naz.edu
Smyth 60
naz.edu/campus-operations

Campus Safety

585-389-2850
campussafety@naz.edu
naz.edu/campus-safety

Center for International Education

585-389-2371
fax: 585-389-2372
global@naz.edu
naz.edu/cie
Golisano Academic
Center 121

Center for Life's Work

(Career Coaches,
Internships,
Weider Office For Community Engagement)
585-389-2878
cflw@naz.edu
naz.edu/cflw
Golisano Academic
Center 104

Center for Spirituality

585-389-2303
jiveryr1@naz.edu
naz.edu/spirituality
Golisano Academic
Center 153

Central Mail Services

585-389-2069
fax: 585-586-2452
centralmailservices@naz.edu
naz.edu/central-mail-services
Shults Center 023

Community and Belonging

(Office for Diversity and Inclusive Excellence Education, Center for Spirituality, Student Access and Achievement Programs, Title IX, Nazareth Bias Response and Education Team, LifePrep, Equitable Spaces Courses)
585-389-2303
belonging@naz.edu
naz.edu/belonging
Smyth 185

Dining Services

585-389-2535
fax: 585-389-5123
mwheeld2@naz.edu
naz.edu/dining
Dining office: Medaille
Room 102 (off the Dining
Commons)

Financial Aid

585-389-2310
fax: 585-389-2317
finaid@naz.edu
naz.edu/financial-aid

Health and Counseling

585-389-2500
fax: 585-389-2503
health@naz.edu
naz.edu/health-and-counseling

Hickey Center for Interfaith Studies and Dialogue

585-389-2963
fax: 585-389-2429
interfaith@naz.edu
naz.edu/interfaith