

**YOUR ESSENTIAL  
GUIDE TO**  
*Getting Ready*  
**FOR NAZARETH**

A CHECKLIST OF STEPS  
TO COMPLETE  
BEFORE ORIENTATION

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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](http://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 15**.

## 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 27**, verify/update your cell phone number as part of your campus record. Go to [mynaznetss.naz.edu](http://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](http://naz.edu/NazAlert)

## PROVIDE YOUR EMERGENCY CONTACT INFORMATION

To do:

- Go to [mynaznetss.naz.edu](http://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, Blackboard/MyAccounts, and Qualtrics.
- If you have activated your MyNaz account but need to reset your password, visit [auth.naz.edu/students/](http://auth.naz.edu/students/) or call the Technology and Media Service Desk at 585-389-2111 for assistance.
- Once you have paid your enrollment deposit, you will receive a separate 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.
- Download the free Nazareth College app and log in using your MyNaz username and password. Be in the know about campus events — and manage your student life on your mobile device. Details: [naz.edu/app](http://naz.edu/app)

## STAY ON TRACK WITH DASHBOARD

To do:

- Stay on task by logging on to your Admissions Dashboard at [naz.edu/dashboard](http://naz.edu/dashboard). 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 to [campussafety@naz.edu](mailto: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](http://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 the Registrar's Office.

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 THE GOLDEN FLYER WELLNESS CENTER

To do:

- By **June 28**, complete your health records at the Nazareth Student Health Portal, [naz.edu/health-portal](http://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. **Note:** If you have a physical exam scheduled during the summer of 2021, please upload as much information as you can by the deadline of June 28, and then provide any new information (i.e.: immunizations received, new medical/mental health diagnoses, medications, surgeries, etc.) after your summer physical exam. Questions: email [smaster3@naz.edu](mailto:smaster3@naz.edu)
  - Immunization 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, we strongly encourage you to receive the COVID-19 vaccine as soon as you are eligible.
  - 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 onto the Student Health Portal or fax to the Student Health Office at 585-389-2503.
- If you have special medical or mental health concerns, contact the Golden Flyer Wellness Center at 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/golden-flyer-wellness-center](http://naz.edu/golden-flyer-wellness-center) to learn more about the Golden Flyer Wellness Center, including new student health information and health items to pack for college.
- 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.

## COVID-19 PROTOCOLS

To do:

- Complete the required COVID-19 protocol training for students online **by the first day of classes**
- To stay informed about protocol, bookmark and visit this webpage often – [naz.edu/covid-new-students](http://naz.edu/covid-new-students)
- Read email updates and newsletters from Nazareth College.

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 weekly e-newsletters to students and families, faculty, and staff, and our COVID-19 webpage for new students, [naz.edu/covid-new-students](https://naz.edu/covid-new-students), includes the most up-to-date:

- Information and links for the online training required for all students, faculty, and staff
- Information about classes and academics; campus life; health and wellness; athletics; and current policies concerning campus visitors
- 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](https://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](https://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 and Apple in Education. Visit their websites for more info.
- **RECOMMENDED APPLICATIONS:**
  - Internet Browser: Firefox 86.0 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 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 will be available on the Information Technology Services website this summer at [naz.edu/office365](http://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](http://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, 256+ GB hard drive, 8 GB memory, Windows 10 or above (PC) or Mac OS X 10.15 or above, USB thumb drive, ethernet port, wireless g/n/ac (for laptops)

## DINING AT NAZARETH

To do:

- By **August 1**, select and sign up for a resident meal plan online at [housing.naz.edu](http://housing.naz.edu) or by emailing [dining@naz.edu](mailto:dining@naz.edu)
- By **August 22**, if needed, complete the Food Allergy and Special Nutrition form at [nazdining.com](http://nazdining.com) and email it to the Director of Health and Counseling Services at [health@naz.edu](mailto:health@naz.edu)
- Follow us on Instagram @NazDining. Visit [nazdining.com](http://nazdining.com) for more info.

Good to know:

- Meal plans are required for students living on campus (excluding the 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.com](http://nazdining.com)
- **CHECK FUNDS:** Check the status of meal plans or money on your card at [go.naz.edu/mealplan](http://go.naz.edu/mealplan)
- **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](http://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](mailto: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](http://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 contacting Campus Operations, 585-389-2019, emailing [dining@naz.edu](mailto:dining@naz.edu), or visiting Smyth 60.
- **STAY IN THE KNOW:**
  - Download the free Bite U by Sodexo 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, and more.

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

\*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](http://naz.edu/housing-new). If desired, the application includes options to request a hall, a room type, and roommate(s).
- After **July 5**, log onto the housing portal at [housing.naz.edu](http://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](http://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](http://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**

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. Visit [naz.edu/central-mail-services](http://naz.edu/central-mail-services) for full pickup hours. Call 585-389-2069 for more info.
- **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 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 NazBound 2021 Facebook group; 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 Division for Community and Belonging 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 Naz community.

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

- **THE CENTER FOR SPIRITUALITY (CFS):** The Center for Spirituality is committed to fostering an environment where students, staff, and faculty can find grounding and perspective by providing spaces and opportunities to discover a deeper sense of self and purpose. Contemplative practice and discernment skills allow individuals to navigate the challenges of today's world from a place of self-awareness, empathy, and reflective action. CFS sponsors on-campus religious services, retreats, and numerous opportunities for dialogue and reflection.

Nazareth's chaplains provide professional guidance related to one's identity and purpose from the perspective of spirituality. Their offices are confidential, safe, and judgment-free spaces. CFS chaplains serve all members of the Nazareth community regardless of religious affiliation or spiritual practice. A CFS 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. CFS communities include ASH (Alternative Spiritual Humanists), Catholic Community, Hillel, Interfaith Leadership Cohort, Muslim Student Association, Nazareth Christian Fellowship, and Zen. All are welcome! Please feel free to contact any of the chaplains listed if we ever can be of service. They can be found at [Naz.edu/spirituality/contact-us](http://Naz.edu/spirituality/contact-us).

- **THE OFFICE FOR DIVERSITY AND INCLUSIVE EXCELLENCE EDUCATION:** 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, First Generation Student Initiatives, and Excel. 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 12-August 9**
- All required student forms are due **by June 25**: 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.

# 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](http://naz.edu/proxy)

Good to know:

All upcoming billing dates are listed here: [naz.edu/billing-dates](http://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](http://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 6 and due **August 11**.

## SET UP DIRECT DEPOSIT FOR STUDENT REFUNDS

To do:

- Log in to NazNet Self-Service at [mynaznetss.naz.edu](http://mynaznetss.naz.edu). From Student Finance, select "Payment Plans & Refunds." On the next screen select "proceed to Nelnet" and 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](http://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](http://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 located 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, ESL Federal Credit Union, and Tompkins Bank of Castile.

## PART-TIME JOB WHILE YOU'RE AT COLLEGE

To do:

- Beginning in August**, review the listings of all open part-time jobs, on campus and off, posted on Handshake, [naz.edu/handshake](http://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.
- When you arrive on campus, present the required identification (typically a valid passport or photo ID and social security card) to prove your eligibility to work to the payroll office in Smyth Hall, Room 40.** Due to federal regulations, copies or reproductions cannot be accepted; only originals. Students will not be permitted to work on campus until proper forms of identification are presented and they are added to the college payroll.
- Visit [naz.edu/payroll](http://naz.edu/payroll), select "Other" and then "I-9 Form" and **see page three** for more details of acceptable forms of ID.
- 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 campus and off 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](http://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 14** so that advisors in the Academic Advisement Center 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](http://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](http://naz.edu/orientation)

### To do—Transfer Students:

- An academic advisor from the Academic Advisement Center 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](http://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:

- In **early July**, first-year students should look for a message sent to your Naz email with details about a summer reading assignment.
- By **August 27**, complete your reading assignment! It's due for your first Academic and College Success class on the Saturday of orientation. 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](mailto:amorris8@naz.edu).

## CENTER FOR 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 Center for Student Success now so that you're ready to hit the ground running when classes begin.

Good to know:

The Center for 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.

## YOUR CAREER COACH

To do:

- Go to [naz.edu/center-lifes-work/contact/](http://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 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 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](mailto:ehess6@naz.edu).

To do - Seeking Special Housing Accommodations:

- Visit the Special Housing Accommodations webpage, [naz.edu/special-housing](http://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

## DAY OF SERVICE

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. Explore the UN Sustainable Development Goals as you 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](http://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. Day of Service gives you an introduction to our community and a chance to work together to explore some of our community challenges.

## COMMUNITY SERVICE + CIVIC ENGAGEMENT

Good to know:

Nazareth enhances students' college experience by offering community service opportunities, academic service-learning courses, and other community engagement initiatives — locally, regionally, nationally, and globally.

Civic engagement is a form of experiential learning in which students participate in individual and/or collective actions that are designed to identify and address issues of public concern. Nazareth is nationally recognized for its high level of civic engagement by students and faculty — experiences that bring Nazareth curriculum to life with what can be life-changing experiences. A full 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. Get involved through:

- Short term opportunities, Naz Alternative Breaks, #NazVotes, Partners for Serving, Partners for Learning, Nazareth College Connection, LifePrep@Naz, Social Innovation. Learn more at [go.naz.edu/service](http://go.naz.edu/service)

## 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](http://naz.edu/sel) to become familiar with your options.
- Follow the **@NazarethStudents Instagram** student-run account to stay in the know!
- Be on the lookout for **"This Week at Naz"** bi-weekly emails. This digest is sent twice per week on Wednesdays and Sundays 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:
  - Shuttle service to airport, bus station, and train station on Reading Days and semester breaks
  - 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 and 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, rowing, ESports, Naz Ultimate (Frisbee), men's rugby, men's club soccer
- **GROUP FITNESS CLASSES:** FIT1, yoga, Zumba
- **INTRAMURALS:** Basketball, flag football, kickball, soccer, volleyball, wiffle ball
- **SPECIAL ACTIVITIES:** Annual dodgeball tournament, 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 26**.

## LEADERSHIP PROGRAM

### Good to know:

At Nazareth, you'll have many opportunities to fine-tune your leadership abilities. A great way to get started is to take part in the College's leadership program designed to link your curricular and co-curricular learning and prepare you to lead in a complex and ever-changing world. Make sure to keep an eye out for more information as the fall semester approaches.

## TRANSFER STUDENTS

### To do:

- Get ready to say “cheese.” All new transfer students will gather during orientation for a group photo at the Golden Flyer Stadium.
- 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**. Watch for a postcard in August with details.
- Attend the First Day Transfer Welcome event on **August 30, 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.

### 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](mailto:dining@naz.edu)

### Good to know:

Visit [naz.edu/commuters](http://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 paid summer research
- an international experience (a Naz-approved study abroad or service trip abroad) any time of year. \*Offerings may be limited by the pandemic.

Nazareth also provides a tuition scholarship for summer SPARK-eligible experiences that earn credit, bringing the total SPARK support to more than \$3,900.

## 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](http://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](http://nazathletics.com)
- No later than **August 5**, complete and submit all required medical, insurance, and other documentation. Go to [naz.edu/first-time-athletes](http://naz.edu/first-time-athletes) for a detailed checklist of instructions. The checklist can also be found on the [nazathletics.com](http://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](mailto:pbothne4@naz.edu) a paragraph or two about what your expectations are regarding your athletic experience at Nazareth College.

# ACADEMIC CALENDAR

## SUMMER A SESSION 2021

May 17	Classes begin
May 18	Last day to add a Summer A class (4:30 p.m.)
May 21	Last day to drop a Summer A class without a "W" grade; Last day for full tuition refund
May 31	Memorial Day holiday - no classes
June 4	Make up day for Memorial Day holiday
June 14	Last day to drop a Summer A course without an "F" grade
June 24	Summer A ends

## SUMMER B SESSION 2021

June 28	Classes begin
June 29	Last day to add a Summer B class (4:30 p.m.)
July 2	Last day to drop Summer B classes without a "W" grade; Last day for full tuition refund
July 5	Independence Day holiday - no classes
July 9	Make up day for Independence Day holiday
July 26	Last day to drop a Summer B course without an "F" grade
August 5	Summer B ends

## FALL SEMESTER 2021

June 25	Deadline to submit health info in the Naz Student Health Portal
July 6	Fall semester bills available
August 11	Payment for fall bills due in Student Accounts
August 26-29	Arrival of new undergraduate students and orientation
August 28	Residence halls open at 8:30 a.m. for returning students
August 30	Day and evening classes begin
September 3	Last day to add or drop classes without a "W" grade
September 3	Application for graduation due for students completing degree requirements in spring/summer 2022
September 3	Late payment fee assessed for students who have not satisfied billing obligations by noon
September 3	Last day to receive full tuition reimbursement
September 3	Last day to reduce credit load (drop from full to part-time) without full-time tuition liability

September 6	Labor Day holiday, no classes; make-up day not required
September 10	Last day to change meal plan
September 17	Last day to add a credit to a course
September 17	Last day to change from credit to audit
September 17	Last day to add 1 or 2 credit independent study
September 17-19	Homecoming & Reunion & Family Weekend
September 20	Valid grades for summer 2021 incompletes due
Sept. 29-Oct. 27	Advisement for INCH Ed majors for spring 2022
October 7-8	Reading days; graduate classes in session
October 18-25	Mid-semester grades (S, U, F) for all students due in the Registrar's Office
Oct. 28-Nov. 12	Advisement/course registration for spring 2022
November 8	Last day to elect pass/fail
November 8	Last day to withdraw from any course without a grade of "F" grade
November 23	Thanksgiving recess begins at 4 p.m. for all students
November 24	Residence halls close at 10 a.m.
November 24-28	Thanksgiving recess
November 28	Residence halls open at 8:30 a.m.
November 29	Classes resume
December 9	Day and evening classes end
December 10	Study day (no undergraduate exams)
December 11-17	Semester examination week for day and evening classes
December 17	Fall semester ends
December 18	Residence halls close at 10 a.m.
December 20	Final grades due at 8 a.m.

### **SPRING SEMESTER 2022**

December 1	Spring semester bills available
January 7	Deadline to submit health info in Naz Student Health Portal
January 7	Payment for spring semester bills due in Student Accounts
January 15	Residence halls open at 8:30 a.m.; evening meal available
January 17	Day and evening classes begin

January 17	Commemoration of Dr. Martin Luther King, Jr (Monday); classes in session but will be suspended for campus-wide programming 10:30 a.m.-12:30 p.m.
January 21	Last day to add or drop classes without a "W" grade
January 21	Application for graduation due for students completing degree requirements in fall 2022
January 21	Last day to receive full tuition reimbursement
January 21	Last day to reduce credit load (drop from full to part-time) without full-time tuition liability
January 21	Late payment fee assessed for students who have not satisfied billing obligations by noon
January 28	Last day to change meal plan
January 31	Valid grades for fall 2021 Incompletes due
February 4	Last day to add a credit to a course
February 4	Last day to add 1 or 2 credit independent study
February 4	Last day to change from credit to audit
February 25	Reading day; graduate classes in session
March 2-30	Advisement for INCH Ed majors for fall 2022
March 4-11	Mid-semester grades (S, U, F) due in Registrar's Office
March 12	Residence halls close at 10 a.m.
March 14-18	Undergraduate and graduate spring recess
March 20	Residence halls open at 8:30 a.m.
March 21	Classes resume
March 31 - Apr. 14	Advisement/course selection for fall 2022
April 4	Last day to elect pass/fail
April 4	Last day to withdraw from any course without a grade of "F"
April 19	CARS (Creative Activity & Research Showcase); undergraduate classes suspended until 6 p.m.
April 29	Classes end
May 2	Final exams begin at 4 p.m. for evening classes
May 2-9	Semester examination week for day and evening classes
May 9	Spring semester ends
May 10	Residence halls close at 10 a.m.
May 10	Final grades due for all graduating students by 4 p.m.
May 12	All remaining final grades due by 4 p.m.
May 14	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 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, Civic Engagement)**

585-389-2878  
cflw@naz.edu  
naz.edu/cflw  
Golisano Academic Center 104

## **Center for Spirituality**

585-389-2303  
rsantia3@naz.edu  
naz.edu/spirituality  
Golisano Academic Center 153

## **Center for Student Success**

585-389-2885  
css@naz.edu  
naz.edu/student-success  
Smyth Hall 25

## **Central Mail Services**

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

## **Community and Belonging**

585-389-2026  
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

## **Golden Flyer Wellness Center**

585-389-2500  
fax: 585-389-2503  
health@naz.edu  
naz.edu/golden-flyer-wellness-center

## **Hickey Center for Interfaith Studies and Dialogue**

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

## Questions?

Sign on to [naz.edu/NazBound](http://naz.edu/NazBound)  
which guides you to your  
Applicant Dashboard  
for your updated list of steps  
to complete.

Use the quick reference directory at the  
back of this booklet to find the right phone  
number, web page, or email, then contact  
us for help at any stage.



**NAZARETH COLLEGE**

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