



Wittenberg University

# Tiger Checklist

Wittenberg University | Office of Admission | 200 West Ward Street | Springfield, OH 45504

Phone: 877.206.0332 | Fax: 937.327.6379 | Email: [admission@wittenberg.edu](mailto:admission@wittenberg.edu)

## New Tiger Checklist

File your Free Application for Federal Student Aid (FAFSA) – Wittenberg’s school code is **003143**

Submit your \$500 Enrollment Fee on your Deposited Student Portal or at [deposit.wittenberg.edu](https://deposit.wittenberg.edu) and begin completing your tasks to become a Tiger!

## Actions to complete by May 15

### Register for your Wittenberg New Student Account

- Students will link to the registration through their Deposited Student Portal at [apply.wittenberg.edu/account](https://apply.wittenberg.edu/account). Your Wittenberg New Student Account will be used the entire time you are a student at Wittenberg.

### Placement Tests (Math and Language)

Students will link to the Placement Exams through their Deposited Student Portal at [apply.wittenberg.edu/account](https://apply.wittenberg.edu/account).

- Math Placement:** Everyone, regardless of credit awarded, must take the math placement exam. Students who submitted an ACT/SAT score as part of their admission application can use those scores to improve their placement test score. Score equivalencies are listed at [wittenberg.edu/administration/mathworkshop/actsat-score-equivalents](https://wittenberg.edu/administration/mathworkshop/actsat-score-equivalents). If you decide to use an ACT/SAT score for improving your placement test score, please contact Obed Lewis at [olewis@wittenberg.edu](mailto:olewis@wittenberg.edu).
- Language Placement:** Students who have studied Chinese, German, or Spanish at the high school level or higher should take the language placement exam to indicate which class level they are able to begin. Students who never studied a language or who studied a language other than Chinese, German, or Spanish should indicate this in the language placement portal.

### Course Preferences for Registration

- Students will be registered for courses based on their academic interests indicated on the Course Preference Form. Students will link to this form through their Deposited Student Portal at [apply.wittenberg.edu/account](https://apply.wittenberg.edu/account). Students will receive their class schedule at Orientation.
- Transfer Students** should contact the Registrar’s Office for scheduling at [registrar@wittenberg.edu](mailto:registrar@wittenberg.edu).

## Actions to complete by June 1

### Register for Orientation

- Register for Orientation at [apply.wittenberg.edu/portal/orientation](https://apply.wittenberg.edu/portal/orientation)
- Students are required to attend orientation. The dates for Orientation are June 22, 23, 24, and July 22.

### Commuting and On-Campus Housing Intention Form

(You must first claim your Wittenberg New Student Account and use that username (+“@wittenberg.edu”) and associated password to login to this form.) Students will link to this form through their Deposited Student Portal at [apply.wittenberg.edu/account](https://apply.wittenberg.edu/account).

- All students must complete this form**, even if you intend to be a commuter.

### Housing Release Request Form (for commuter students only)

Students indicating that they intend to commute will also be required to complete a Housing Release Request Form. (You must first complete the Commuting and On-Campus Housing Intention Form to gain access to the Housing Release Request Form).

### Housing Agreement & Survey

Students indicating that they intend to live in campus housing will also be required to complete a **Housing Agreement & Survey**. (You must first complete the Commuting and On-Campus Housing Intention Form to gain access to the housing survey.)

- In order to place you into housing and with a roommate to the best of our ability, we ask you complete the questions as honestly as possible. Even if you know who you want to room with, we ask that you still fill out this survey to move you to the next step.
- Please note: housing assignments will be made based on date of deposit, and will include all students who have completed their Housing Agreement & Survey by June 1. Any surveys received after June 1 will be placed on a rolling basis until the first day of class. Check out more information at [wittenberg.edu/reslife](https://wittenberg.edu/reslife).
- Housing Agreement & Surveys completed by June 1 will receive housing placements by June 9.
- If you are interested in living in a Theme Living Community (TLC), please review the options and indicate your interest on your Housing Agreement & Survey. Any housing surveys indicating TLC interest received by June 1 will be placed as part of the initial assignment process as space permits. Housing surveys indicating TLC interest received after June 1 will be placed on a rolling basis as space permits. TLC requests will generally be met prior to general housing preferences.
- To request a specific roommate, please follow the Roommate Search steps AFTER both you and your intended roommate have completed your Housing Agreement & Surveys. This will work like a friend request on Facebook. Your roommate will have to accept the request and also put your name in their Roommate Search.
- You will select your meal plan as part of the housing agreement.
- Any questions about housing policies, please contact Residence Life at [housing@wittenberg.edu](mailto:housing@wittenberg.edu).

### Accessibility Accommodations (if needed)

- As you may know, obtaining special accommodations in college is different than it is in high school and will cover more areas. If you have a condition or disability that will require housing and/or academic accommodations you will need to register with the Office of Accessibility Services to sign up for accommodations. The Office of Accessibility Services webpage ([wittenberg.edu/academics/studentsuccess/accessibility-services](https://wittenberg.edu/academics/studentsuccess/accessibility-services)) has information on how to request accommodations and what documentation is required.
- For students with special housing needs, make sure you register with the Office of Accessibility Services and submit the appropriate medical or mental health documentation by June 1.
- Please be advised the registration process takes time, so it’s important to start the process early to ensure your accommodations are in place when classes begin.

## Actions to complete by July 1

### Submit Your Final High School Transcript

- A final official high school transcript must be sent directly from the high school. The transcript must include the graduation date and final GPA. The Final High School Transcript must be sent to the following address:

Wittenberg University  
Office of Admission  
P.O. Box 720  
Springfield, OH 45501-0720

- Transfer and College Credit Plus Students:** If you are a transfer student, or have taken courses during high school and received college credit, you must request an official transcript from the college(s) awarding credit for those courses. For an evaluation of college credits, please send a screenshot of your college transcript, including current courses, to [registrar@wittenberg.edu](mailto:registrar@wittenberg.edu).

### Student Account eStatements

(You must first register your Wittenberg New Student Account and use that username (+ “@wittenberg.edu”) and associated password to login.

- BillingStudent eStatements may be viewed at any time in the Student Finance portal at Self-Service. Fall semester eStatements will be available by June 1 and payment is due by July 1. If financial aid, loans, and/or other payment arrangements are being utilized, arrangements are due by July 1.
- For more information on how to download eStatements, make a payment, set up a payment plan, and/or provide parent/guardian access to Self-Service, visit [wittenberg.edu/administration/sfs/paying-your-bill](https://wittenberg.edu/administration/sfs/paying-your-bill).

### Health Forms

- Medical paperwork/health forms must be submitted to Wittenberg before you can begin your classes. It is very important for us to have your medical history should any medical emergencies arise while you are a student at Wittenberg. Student athletes need to submit these health forms **in addition** to their student-athlete health packet. Health forms can be downloaded from the Deposited Student Portal at [apply.wittenberg.edu/account](https://apply.wittenberg.edu/account).
- Completed Health Forms may be uploaded to the Deposited Student Portal or mailed to:  

Wittenberg University  
Office of Student Development  
P.O. Box 720  
Springfield, OH 45501-0720  
ATTN: Student Health Forms
- Reviewing and processing these forms is a time intensive process. We appreciate your patience as each form is reviewed. If you have any questions or concerns regarding the Health Form, please contact [studenthealth@wittenberg.edu](mailto:studenthealth@wittenberg.edu).

### Student-Athlete Health Packets (if needed)

- In addition to the health forms and medical paperwork above, student-athletes must also complete a Student-Athlete Health Packet. More information about this packet will be provided by your coach or athletic trainer.

### Transfer Conduct Report (for transfer students only)

Complete a **Transfer Conduct Report** from each college you have attended. You can find the Transfer Conduct Report at <https://www.wittenberg.edu/admission/transfer-students>.

- You will need to enter the email addresses for the Dean of Students from each institution, and then complete the Transfer Conduct Report once the form is sent to your email. If you have attended more than one college, you will need to complete this form more than once.
- You do not need to complete a Transfer Conduct Report for a college at which only CCP classes were taken. If a Transfer Conduct Report is not received by August 1, you will be withdrawn from all registered courses. If a conduct report is submitted, and is declined by Wittenberg’s Dean of Students, you will be withdrawn from all registered courses and your admission status will be revoked.*

## Actions to complete by August 1

### Alcohol Awareness Module

- As part of a comprehensive prevention program, Wittenberg requires you to complete an alcohol awareness module prior to beginning classes at Wittenberg. Students will link to this module through their Deposited Student Portal at [apply.wittenberg.edu/account](https://apply.wittenberg.edu/account).
- Often, students underestimate the potentially dangerous effects of alcohol consumption. Excessive drinking can lead to poor grades, addiction, violence, sexual assault, drunk driving, alcohol poisoning, and in some cases, death. This course provides college students with important awareness of issues related to alcohol and some precautions to consider.

### Title IX Education Module

- As part of a comprehensive prevention program, Wittenberg requires you to complete Title IX Education prior to beginning classes at Wittenberg. Students will link to this course through their Deposited Student Portal at [apply.wittenberg.edu/account](https://apply.wittenberg.edu/account).
- Title IX requires colleges and universities to promptly investigate a formal complaint and take steps to protect students. This course provides students with information about the importance of Title IX and what an institution’s obligations are when a formal complaint is filed. Topics include: definition of sexual harassment, Title IX regulations and obligations, and grievance procedures.

### Hazing Policy Module

- As part of a comprehensive prevention program, Wittenberg requires you to complete Hazing Policy Module prior to beginning classes at Wittenberg. Students will link to this course through their Deposited Student Portal at [apply.wittenberg.edu/account](https://apply.wittenberg.edu/account). Those who do not complete this education module will not be able to participate in athletics, student organizations, and other student groups/teams.
- The State of Ohio requires colleges and universities to educate all students on the institution’s hazing policy in order for students to be eligible to participate in student organizations, athletics, and other student groups. This course provides students with information about the Wittenberg University hazing policy. Topics include: definition of hazing, examples of hazing, prevention and education requirements, sanctions by the University, criminal charges, mandatory reporting obligations, and how to report.

### Vehicle Registration

- If you are bringing a vehicle to campus, you are **required yearly** to register your vehicle with the Wittenberg Police Division (WPD) as outlined in the Student Handbook. Vehicle registration is found at <https://www.wittenberg.edu/administration/campuspolice/vehicle-registration>.
- Vehicle registration is \$125 for the entire academic year. The fee will be charged directly to your student account. A window cling, with instructions for placement on the vehicle, will be issued to you. Vehicle registration for the 23-24 academic year **will open on July 5, 2023**. Once your registration is processed, an email will be sent to your Wittenberg email account notifying you the registration is ready for pick up. Please give our department 7 business days (M-F) from the time the registration is submitted, to process. Pick up is located at the WPD walk up window which is located behind Recitation Hall, in the small brick building. Be sure to bring a photo ID when picking up the registration. **\*\*You do not need to pick up your registration packet until you arrive on campus for the fall ’23 semester. The student must personally pick up the registration – relatives/friends cannot pick up this item.**
- Keep in mind, this is a vehicle registration, NOT a parking pass. Parking on campus is very limited; therefore, Wittenberg is considered a walking campus. Failure to register your vehicle will result in parking citation fines along with the registration fee. If you are bringing a vehicle, be sure to read the Motor Vehicle Regulations found at <https://www.wittenberg.edu/administration/campuspolice>.

## August 24

### Move-In Day and Welcome Week begins

- Move in times may be assigned to reduce congestion on campus. Plan to arrive before 11 a.m..
- Fall Student Athletes should contact their coach for specific move-in dates.