

CONGRATULATIONS!

Your future is just a few steps away --



1. Pay Your Student Admissions Deposit - complete the Student Admissions Deposit Form and return it in the envelope provided with your \$400.00 deposit. In order to reserve your space for the fall semester, the deposit must be **postmarked by May 1, 2012** or by the date stated in your acceptance letter. Deposits may be made anytime prior to May 1 and are fully refundable until that date. **No refunds are made after May 1.** Even if you have been awarded a scholarship, you must pay this deposit.

(If you are unable to pay due to financial hardship, contact the Admissions Office so that we may consult with the Financial Aid Office about your financial need.)

Payment of your deposit will generate the following items:

2. Your Longwood email address will be mailed to you. This email address will be our official method of contacting you, so please **check it often**. If you do not receive your email address in the mail within two weeks of your deposit, contact User Support Services at 434.395.4357.

3. Your invitation for Orientation and Registration will be mailed beginning in April with a comprehensive publication, "The Answer Book."

4. At Orientation, you will complete and submit the Room and Meal Plan application. Assignments will be emailed by early August.

5. At Orientation, you will be given an opportunity to sign a release that gives us limited permission to discuss your educational records with parents(s), guardian(s), spouse or other relatives. Until that time, we will not discuss any personal education information with them.

6. Go to www.longwood.edu/health and click on Certificate of Immunization, under Important Forms; it must be completed and returned by **July 10**. State law requires that all students provide proof of immunization against measles, rubella, mumps, polio, diphtheria, tetanus, hepatitis B, and meningitis. Screening for tuberculosis is also required.

7. Go to www.longwood.edu/studentaccounts/mpplan.htm for information on the monthly payment plan. On-line enrollment begins in mid-July.

8. Go to www.longwood.edu/studentaccounts/billingprocess.htm to learn about the Ebill process. All Ebill notices are generated electronically. You will not be mailed a bill. Bills are due in early August.

9. Submit a final high school and/or college transcript(s) verifying graduation and/or successful completion of your latest semester. Registration for future semesters will be delayed if we have not received all prior transcripts.

10. If you are in need of accommodations due to a disability go to <http://www.longwood.edu/disability/23375.htm> to learn how to register for services with the Disability Resources Office.

LONGWOOD
UNIVERSITY

IMPORTANT DATES

March 1 - Priority date for filing financial aid application (Free Application for Federal Student Aid - FAFSA).

Late March - Merit-based scholarship recipients notified.

April - Estimated Financial Aid letters mailed.

April - Orientation and Registration invitation mailed after we have received your Student Admissions Deposit.

April - Financial Aid Awards emailed to you after we have received your Student Admissions Deposit.

May 1 - Student Admissions Deposit deadline. (postmarked) No refunds made after May 1.

June 1 - June 9 - Complete and submit Room and Meal Plan application at Orientation.

May 30 - Transfer Orientation and Registration (see below).

June 1 - 9 - Freshman Orientation and Registration (see below).

June 15 - Deadline for submitting Disability Housing Accommodation Request.

July 10 - Deadline for submitting Certificate of Immunization.

Mid - July - Monthly Payment Plan enrollment opens online.

Mid - July - Fall semester Ebill will be generated.

Early August - Room assignments emailed.

Early August - Account balances must be paid in full, secured by Payment Plan, Financial Aid, and/or approved 3rd-Party Tuition Assistance.

August 16 - New students move-in.

August 17 - Final registration.

August 16 - 19 - New Lancer Days.

August 20 - Classes begin.

Orientation and Registration www.longwood.edu/newstudent

The mandatory Orientation and Registration program is designed to answer many questions. At this program, you will register for fall classes as well as learn about living in the residence halls/commuting, advising, studying, and succeeding academically and socially at Longwood. The costs for this program will be included in the invitation. If due to extreme circumstances you are unable to attend one of these programs, it is important that you contact the Office of First Year Experience as soon as possible to discuss alternative arrangements.

FRESHMEN (select one):

Session I	Friday, June 1
Session II	Saturday, June 2
Session III	Monday, June 4
Session IV	Wednesday, June 6
Session V	Friday, June 8
Session VI	Saturday, June 9

TRANSFER:

Session I	Wednesday, May 30
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Readmitted Students

All readmitted students are required to attend an Orientation & Registration program prior to returning to the university. This will be your opportunity to meet with faculty, register for classes and take care of any additional business. These half day programs will be offered on Wednesday, May 30th, Friday, August 3rd, and Thursday, August 16th. More information regarding these programs will be sent to students via mail and email. If a student is unable to attend any program, please contact the Office of First Year Experience as soon as possible.

FINANCIAL AID

www.longwood.edu/financialaid

Longwood strongly encourages all students in need of financial aid to complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. If you do not have access to the online FAFSA, a paper copy may be obtained from most high schools. Priority is given to students who apply by March 1. An estimated financial award letter based upon your unedited FAFSA information will be mailed in March/April. After your admission deposit is paid, your Longwood email address will be our method of sending the official award notification. Official award notification emails are not sent to a student until all requested application and verification documentation has been submitted. Students selected for merit-based scholarships will be notified by the end of March.

Residential and Commuter Life www.longwood.edu/rcl/

Longwood is a residential campus. All full-time freshmen live in “Longwood-managed” housing except those who choose to live with their immediate families in one of the eight surrounding counties or those who are over 23 years of age.

Transfer and readmitted students may live in non-university housing if they have earned at least 48 Longwood recognized credit hours. University-managed housing is not guaranteed to transfer and readmitted students; paying your Student Admissions Deposit early will increase your chances of being housed in University-managed housing but does not guarantee it.

Residence Hall Contracts are for the entire academic year (August - May). Room furnishings and a list of recommended items to bring are available in “The Answer Book” and on our website as are complete residential requirements and policies.

Special Housing Requests: Students who need housing accommodations due to a disability must have their formal request and paperwork submitted by June 15 to be considered for a special housing assignment. Requests and documentation must be submitted to Disability Resources. Information presented on either Residential or Student Health forms is not sufficient to initiate this process.

Technology www.longwood.edu/helpdesk/laptop

Longwood requires that all students have laptop computers. Details and laptop ordering recommendations will be discussed at Orientation. Included in the tuition and fees are: Internet access from residence halls (port-per-pillow); user account for personal web pages; email; and basic cable TV. The laptop is purchased separately.

Withdrawing Prior to the Beginning of the Semester

Once a deposit has been received, the University expects you to enroll. **If you submit a deposit and later decide to withdraw, you must notify the Admissions Office in writing (admissions@longwood.edu).** Deposits are refundable until May 1, 2012. No refunds will be made after May 1, 2012. (Please note: stopping payment on a deposit will not substitute for completing formal withdrawal procedures. In such cases, a returned item fee of \$50.00 will be owed in addition to the value of the original deposit.)

Once you have registered for classes, you must officially withdraw from the University before the first day of the academic term to prevent tuition and fee charges. A full-time student withdrawing during the first 6 days of the academic term will be assessed 5% of their room and board charges. Consult the catalog at www.longwood.edu/academic/affairs/catalog_home.htm for further information regarding refunds, charges, and withdrawal procedures.

CONTACT INFORMATION

• Information	800.281.4677	WhyLongwood.com
• Admissions Office	434.395.2060	admissions@longwood.edu
• Disability Resources	434.395.2391	disabilityresources@longwood.edu
• Financial Aid Office	434.395.2077	finaid@longwood.edu
• Learning Center	434.395.2393	sturgillrk@longwood.edu
• Monthly Payment Plan Office	434.395.2268 800.281.4677 #6	www.longwood.edu/studentaccounts/mpplan.htm
• First Year Experience (Orientation)	434.395.2414	firstyear@longwood.edu www.longwood.edu/newstudent
• Registrar's Office	434.395.2580	www.longwood.edu/registrar
• Residential and Commuter Life	434.395.2080	housing@longwood.edu www.longwood.edu/rcl
• Student Accounts	434.395.2067 800.281.4677 #4	www.longwood.edu/studentaccounts
• Student Health and Wellness Center	434.395.2102	studenthealth@longwood.edu www.longwood.edu/health
• User Support Services (Helpdesk)	434.395.HELP	helpdesk@longwood.edu www.longwood.edu/helpdesk/

For the Hearing Impaired, TRS:711.

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