

# Discover the *power* in you!

## Your next steps to becoming a Longwood University student:

- 1. Pay your deposit** indicating your intent to enroll. Complete the Student Admissions Deposit Form and return it in the provided envelope with your deposit (\$400.00). **It must be postmarked by December 1, 2011.** Deposits may be made anytime prior to December 1 and are fully refundable until that date. **No refunds are made after December 1, 2011. Payment of your deposit will generate the following items:**
- 2.** Shortly after we receive your deposit, you will receive your Longwood University email address. 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.** Between November 7 and December 2, go to [www.longwood.edu/rcf](http://www.longwood.edu/rcf) to complete and submit the Housing and Meal Plan Application where you will submit a building preference. You will be assigned a room based upon space availability and date of deposit. Mutual roommate requests cannot be honored. You will receive an email regarding your room assignment around December 16. Move-in day is Sunday, January 15.
- 4.** By mid-November, you will receive an invitation to Orientation and Registration. Go to [www.longwood.edu/newstudent](http://www.longwood.edu/newstudent) to register for this program that will be held on **Tuesday, January 17, 2012 from 8:15 – 3:00**. You will **meet with an advisor, register for classes**, meet upper-class leaders, and learn more about Longwood. **Spring semester classes also begin on Tuesday, January 17 at 4:00.**
- 5.** Longwood requires that all students have laptop computers. Longwood has contracted with Dell Computer Corporation and Apple to offer laptop computers to Longwood students at substantial savings over retail prices. The laptop is not included in the tuition; it is purchased separately. For more details and ordering information go to [www.longwood.edu/helpdesk/Laptop/index.htm](http://www.longwood.edu/helpdesk/Laptop/index.htm) .
- 6.** Go to [www.longwood.edu/health/](http://www.longwood.edu/health/) and click on Immunization Requirements under Student Resources to obtain the Certificate of Immunization. State law requires that all students provide documentation of immunization against measles, rubella, mumps, polio, diphtheria, tetanus, hepatitis B, and meningitis. Screening for tuberculosis is also required. Certificate must be completed and submitted by **January 10, 2012**.
- 7.** If you are in need of accommodations, go to <http://www.longwood.edu/disability/23375.htm> to learn how to register for services with the Disability Resources Office.
- 8.** Go to [www.longwood.edu/studentaccounts/index.html](http://www.longwood.edu/studentaccounts/index.html) for information about billing, monthly payment plan, expenses, and financial policies.
- 9. Room and board charges are due prior to moving into your residential facility. Tuition and fees are due at the time of registration.** Visit [www.longwood.edu/studentaccounts/billingprocess.htm](http://www.longwood.edu/studentaccounts/billingprocess.htm) to view your account summary. Registered students **will not receive a bill in the mail**; you will be responsible for paying the amount stated on line.
- 10.** Financial Aid information is available [www.longwood.edu/financialaid/index.htm](http://www.longwood.edu/financialaid/index.htm) . Longwood strongly encourages all students in need of financial assistance to complete the Free Application for Federal Student Aid (FAFSA) online at [fafsa.gov](http://fafsa.gov) . **Your admission deposit must be paid before your FAFSA application and eligibility will be considered.** All financial aid communications are sent to your assigned Longwood email address.

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

12. Go to the Registration Office to consent to releasing information protected by the Family Educational Rights and Privacy Act and the Gramm-Leach-Bliley Act to anyone other than you. We will not be able to discuss any information with your parent(s)/spouse until you submit this form, which must be signed in the presence of a university official.

**Spring semester classes begin on Tuesday, January 17, 2012 at 4:00.**

#### **Withdrawing Prior to the Beginning of the Semester**

Once a deposit has been received, the University expects you to enroll. If you submit an admissions deposit and later decide to withdraw, you must notify the Admissions Office in writing (email - [admissions@longwood.edu](mailto:admissions@longwood.edu)). Deposits are refundable until December 1. **No refunds will be made after December 1.**

**Once you have registered, 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/academicaffairs/catalogs.htm](http://www.longwood.edu/academicaffairs/catalogs.htm) for information on refunds, charges, and withdrawal procedures.

• Information	800.281.4677	WhyLongwood.com
• Admissions Office	434.395.2060	<a href="mailto:admissions@longwood.edu">admissions@longwood.edu</a>
• Disability Resources	434.395.2391	<a href="mailto:disabilityresources@longwood.edu">disabilityresources@longwood.edu</a> <a href="http://www.longwood.edu/disability">www.longwood.edu/disability</a>
• Financial Aid Office	434.395.2077	<a href="mailto:finaid@longwood.edu">finaid@longwood.edu</a> <a href="http://www.longwood.edu/financialaid/index.htm">www.longwood.edu/financialaid/index.htm</a>
• Learning Center	434.395.2050	<a href="mailto:sturgillrk@longwood.edu">sturgillrk@longwood.edu</a> <a href="http://www.longwood.edu/learning">www.longwood.edu/learning</a>
• Monthly Payment Plan Office	434.395.2268 800.281.4677 #6	<a href="http://www.longwood.edu/studentaccounts/index.html">www.longwood.edu/studentaccounts/index.html</a>
• First Year Experience (Orientation)	434.395.2414	<a href="mailto:firstyear@longwood.edu">firstyear@longwood.edu</a> <a href="http://www.longwood.edu/newstudent">www.longwood.edu/newstudent</a>
• Registrar's Office	434.395.2580	<a href="http://www.longwood.edu/registrar">www.longwood.edu/registrar</a>
• Residential and Commuter Life	434.395.2080	<a href="mailto:housing@longwood.edu">housing@longwood.edu</a> <a href="http://www.longwood.edu/rcl">www.longwood.edu/rcl</a>
• Student Accounts	434.395.2067 800.281.4677 #4	<a href="http://www.longwood.edu/studentaccounts/index.html">www.longwood.edu/studentaccounts/index.html</a>
• Student Health and Wellness Center	434.395.2102	<a href="mailto:studenthealth@longwood.edu">studenthealth@longwood.edu</a> <a href="http://www.longwood.edu/health/">www.longwood.edu/health/</a>
• User Support Services (Helpdesk)	434.395.HELP	<a href="http://www.longwood.edu/helpdesk/">www.longwood.edu/helpdesk/</a>

For the Hearing Impaired, TRS:711.

