

Endicott College New Student Checklist 2022

December

- *Activate your Endicott email. The email address used throughout your Admission process will receive an email with instructions on how to set up your Endicott email.
- Memorize your Endicott ID number. **You can find your ID number on your acceptance letter.** This number will need to be included on most forms you fill out for the College and is the main form of identification for students.
- Get Connected. Join the “Official Endicott College Class of XXXX” group on Facebook.
- Review the Winter Orientation Schedule online.
- *Sign up for ECAAlerts. Stay up-to-date on campus and weather emergencies. Visit endicott.edu/ecalerts to sign up.

January

- ***January 3:** Complete the online health insurance waiver. You will be billed for health insurance if you do not complete the online waiver form at universityhealthplans.com/Endicott.
- ***January 7:** Tuition Payment Deadline. Please visit endicott.edu/bursar for payment options and policies. You also may use the “Pay Now” link at the bottom of your online bill.
- ***January 15:** Health Form and Immunization Record Deadline. Submit the health form and immunization record to the Health Center at Endicott College by email: wellness@endicott.edu or fax: 978-998-8004. Forms can also be mailed to Wellness Center at Endicott College, 376 Hale Street, Beverly, MA 01915.
- ***January 15:** Email a copy of your COVID-19 vaccination card to covidvaccine@endicott.edu
- ***January 15:** Submit your Gull Card picture. Log into your Gull Card Portal and upload your photo using your Endicott email address and password at gullcard.endicott.edu. If you have any questions or need the link resent, contact the Gull Card office at gullcard@endicott.edu.
- **January 17:** Sign up for GradGuard Tuition Refund Insurance. Being unable to complete the semester as planned is not something you can predict. Tuition refund insurance provides a financial safeguard for students and families. Visit endicott.edu/about/key-offices-departments/bursars-office/academic-insurance-plan for more information.
- **January 21:** Check for an email from your Orientation Leader. Your OL is an important resource for you throughout the semester.
- **January 21:** Review Payment Plan Options for Tuition. Visit endicott.edu/bursar for more information.
- ***January 22-23:** Attend Winter Orientation Session
- ***January 24:** Happy First Day of Classes!
- ***January 24:** Submit Your Official High School Transcript. Request your official high school transcript that shows your graduation date to be submitted to the Admission Office.
- ***January 24:** Athletics Medical Clearance Documentation Deadline. All students trying out for a varsity and/or a club sport are required to complete additional athletic medical clearance documentation through the Endicott Athletic Training office. This paperwork is in addition to what the Endicott Health Center requires. The required information and forms can be located at

https://www.ecgulls.com/information/student_athlete_services/athletic_training/medical_forms/index.

- ***January 24:** Accessibility Services Deadline. Visit endicott.edu/academics/academic-resources-support/accessibility to review Accessibility Services and submit any accommodation requests.
- ***January 24:** Review Endicott FERPA Policy. Visit endicott.edu/registrar and review the Annual Dependency Disclosure Statement.
- **January 26:** Get Involved. Attend the Community Involvement Fair to meet representatives from all the clubs and organizations on campus.

February

- **February 9:** Deadline to Change Meal Plan Selection. Visit endicott.sodexomyway.com/dining-plans to review your meal plan selection for the spring semester.
- **February 15:** Complete Roommate Agreement Form. Contact your Resident Assistant (RA) to complete this form with your roommate(s).

Other Important Information

- Download Office 365. All Endicott students are provided Office 365. Check your Endicott email for download instructions.
- Plan Ahead. Contact your roommate(s) to discuss expectations. Visit endicott.edu/residencelife to review what to bring and what not to bring.
- Review Textbook Information. Review your class schedule for textbook information and review book rental and purchasing options with the Endicott Bookstore. Visit bkstr.com/endicottstore for more information.
- Explore Off-Campus Transportation Options. No car, no problem! Visit endicott.edu/shuttle to review the off-campus shuttle schedule.
- Review Counseling and Health Services. Visit endicott.edu/student-life/health-wellness to learn more.
- Review Federal Work Study Eligibility. If you were offered a Federal Work Study as part of your financial aid package, please complete the forms required to work on campus (I-9, W-4, and Direct Deposit). Forms can be found on MyEndicott under Financial Aid. Please remember that the I-9 form requires an original passport, birth certificate or social security card (copies will not be accepted).
- Add Money to Your Gull Card. Visit endicott.edu/student-life/student-services/gull-card to learn about all the ways you can use your Gull Card and access the Gull Card Portal.
- Make a Tutoring or Writing Center Appointment. Develop quality study skills, master course content, and reap the benefits of an individualized learning experience. Peer and professional tutors are available to assist all students at any stage of the writing process, from brainstorming and outlining to revising and presenting. Appointments are free and offered online. Visit tutortrac.endicott.edu to sign up for an appointment.