



Spelman College®

August 06, 2018

Dear Spelmanite,

Congratulations! You've reached another milestone in your "journey to becoming a Spelman woman." You're ready to move into your residence hall. **Please note that you will be unable to move-in if you are not cleared medically and financially.**

To access our campus, please use the Lee Street entrance. A map and directions are on the *mySpelman* Portal. Your designated check-in time has been posted on the New Student Checklist and emailed to your Spelman email address. Please print and bring your move-in card with you so our security officers can direct you expeditiously to the Camille Olivia Hanks Cosby Academic Center to check-in. You can also use your phone to display it to gain access to campus.

On Wednesday, August 8th, you should:

- Arrive on campus during your designated time period. You will be directed to park in a designated location.
- Walk onto the campus to the Camille Cosby Academic Center where you will check in at the Express Check-In Center. ***Your parents will be directed to the Manley Student Center where they will check-in and register for the Parent Association.***
- Register for the Emergency Alert Information System.
- Pick up your New Student Orientation packet.
- Take and pick up your ID card.
- Reunite with your parents.
- Return to your vehicle and drive to your assigned residence hall.

We will process our last group of students beginning at 2:30 pm. If for any reason you are unable to check-in at the designated time, please call our New Student Orientation Hot-Line at 404-270-5701 as soon as possible so we can arrange your check-in after the Express Check-In Center closes. ***If you are unable to contact us regarding your late arrival on Tuesday, please plan to check in on Thursday morning beginning at 9:00 am in the Camille Cosby Academic Center.***

Additionally, the New Student Orientation and Parent Schedules are posted on the *mySpelman* Portal and the Spelman College website. Information is posted and updated daily, so check the Portal regularly. Also, the schedules are posted on the Spelman College webpage at www.spelman.edu. *You can also download the NSO Schedule to your smart phone by downloading Guidebook from the App Store or your cell phone's software provider by August 7th.* **As a reminder, please make sure you have completed the foreign language placement exam (unless you are interested in one of the languages not available online), new student survey, the First in the World (FITW) Consent Form, CIRP, ETS Profile, the ADW Demographic Survey and the Ever-Fi modules.** Please complete the FITW Consent Form even if you do not intend to participate. Having these items completed ahead of time will expedite your move into the Residence Hall.

Remember to bring your move-in card, either printed or on your mobile device, which will ensure quick and direct entry onto campus. We look forward to greeting you on Wednesday, August 8th. If you have questions prior to your move-in, please do not hesitate to e-mail us at undergradstudies@spelman.edu or call us at 404-270-5701.

Sincerely,

Geneva H. Baxter
Dean of First Year Studies