

## Frequently Asked Questions

### **When should I arrive on campus?**

All first-year students will arrive on campus during their designated time from August 13 – 15, 2020. Gates open for move-in at 7:00 am. **You will select your move in time later this summer.**

### **How may I ship my belongings to Spelman before Orientation?**

Incoming students should ship their personal belongings to Spelman a week to ten days prior to their arrival date. Personal belongings should be well packed and secured with packing tape. Boxes should not be over packed. Extremely heavy boxes are difficult to handle and have a greater chance of arriving damaged. Fifty pounds per box is generally a good rule of thumb for determining a manageable weight allowance. Be advised the Mail Center staff is not permitted to transport packages to residence halls. As a courtesy hand trucks are available to help you transport large packages to your room.

Please note that you may not have your assigned box number before shipping your belongings. Don't be alarmed. The Mail Center staff will place your campus box numbers on your packages and store them until your arrival. Upon arriving to campus, you will be issued your campus mailbox assignment and directions on how and where to pick-up your personal belongings.

The Mail Center will be open during new student move-in from 9:00 am – 5:00 pm. Hours are subject to change.

### **What is my mailing address at Spelman?**

Campus mailbox numbers are assigned after all residence hall room assignments have been made, generally late July to early August. Campus mailboxes are assigned for personal mail only. Students are not allowed to operate a business from their assigned campus box. For more information about mail at Spelman College, visit <https://www.spelman.edu/about-us/administration/business-and-financial-affairs/administrative-services/mail-center/mail-and-package-pickup>. Only students residing in the residence halls are assigned campus mailboxes.

### **Are there events for parents during Move-in?**

No. A Virtual Parent Orientation is planned for August 10, 2020. Please check the Spelman webpage or the Parent Portal for a copy of the Parent Orientation schedule. More information will be posted later this summer.

### **Should I study for the placement exams?**

The only preparation for a placement exam is a good night's sleep and nourishment. Placement exams are designed to test your knowledge in a particular area (i.e., math, computer science, etc.). These results will be used by your advisor to help you select courses that are best for your skill level. You cannot fail a placement exam. However, you are encouraged to take the exam seriously and to do your best. For example, a low score on a math placement exam by a science student may slow your progress towards the required math level for your major. More information about the placement exams may be found on the NSO Portal.

### **When is my payment due?**

Fifty percent of your first semester tuition is due on **July 30**. The remaining 50% is due September 27 unless you opt for the Deferred Payment Plan. If you select this option, then an additional 25% is due on September 27<sup>th</sup> and the final 25% is due October 30<sup>th</sup>. A fee of \$200.00 is included when using the Deferred Payment Plan. For information about our payment plans, please visit <https://www.spelman.edu/about-us/administration/business-and-financial-affairs/student-account-center>.

### **When is the best time to purchase books and where?**

Books may be purchased at the Spelman College Book Store, located across from the Manley College Center or online (<http://www.bkstr.com/spelmanstore/home>). Although books are available prior to the first class meeting, you may want to attend the first class before purchasing your books.

**If I purchase my books from the bookstore and change my class or if I purchase the wrong book, will my money be refunded?**

Yes. With proof of purchase (a receipt), you can receive a full refund through the drop/add period. After the add/drop period, you will not be able to receive a refund.

**How will I choose my classes?**

You will be pre-registered for some of your courses, including African Diaspora and the World, First-Year Composition or Computer Literacy. You will register for other courses later this summer after meeting with your First-Year advisor. Your advisor will have your placement test scores and any college credit (i.e., Advanced Placement, IB courses, transfer/dual enrollment courses, etc.) to help you register for your classes. Your advisor will be able to answer additional questions you may have.

**Will I survive without my own computer?**

Yes, Spelman has a general Computer Laboratory located in the Academic Computing Center, which operates twenty-four hours daily during the academic year (except holidays and official college closings). Additional open access computer labs are located in Giles 201 and 316 and Cosby Writing Center 332. Individual hours of operation are posted in each lab.

Should you wish to purchase and bring your own computer, Spelman Technology Services has provided technical specifications for personal computers. Visit <https://sts.spelman.edu/itcatalog/?q=content/online-learning-technical-requirements> for more information.

**If my permanent home address has changed, how do I let Spelman College know?**

Please submit your name, date of birth, telephone number, old address and new address to the Office of Admissions.

**If you have a question that has not been addressed, please contact the Office of Undergraduate Studies at [undergradstudies@spelman.edu](mailto:undergradstudies@spelman.edu). We welcome all questions and comments.**