July 24, 2013

Dear Transfer Wheeling Jesuit Student:

Welcome to Wheeling Jesuit University - we’re delighted that you’ll be joining our campus community soon! As our 2013-14 academic year fast approaches, we want to share with you IMPORTANT information about your arrival on campus. Hopefully, you were able to attend one of our Transfer Student Orientation programs this summer, met some of your classmates, and are registered for classes! If you haven’t yet had this opportunity, please be sure to register for the July 29th or August 12th Transfer Student Orientations. Meanwhile, please take some time to carefully review the information in this letter and to also share this letter with your parents. If you have any questions, please contact the Division of Student Development at (304) 243-2350 and we’ll be happy to make sure you have the answers that you need. We look forward to welcoming you and your family to campus soon!

Sincerely,

Christine Ohl-Gigliotti, Ph.D.
Dean of Student Development

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**Prior to Saturday, August 24th:**

All students need to be “cleared” (that is, be up to date on all their University-related business) prior to moving into housing and prior to starting classes: To make sure you are “cleared”, here’s what you should do TODAY:

1. Log into your personal Academus Account at academus.wju.edu. Spend some time familiarizing yourself with Academus – you’ll be using it throughout your time at WJU! This site is available to you now and you would have learned how to use it at your summer orientation; if you need help with Academus, please call the ITS Help desk at 304-243-8181.
2. If you’re “cleared”, PRINT your FALL 2013 CLEARANCE PASS and BRING it with you on move-in day! Congratulations- you’re done! 😊
3. If you’re not cleared, it is very important that you contact the appropriate office(s) to get cleared ASAP. Academus will tell you which offices you need to contact. These offices may include:
   - Student Accounts (for outstanding balances): 304-243-2222
   - Financial Aid (for outstanding financial aid paperwork): 304-243-2304
   - Health Center (for health insurance and Pre-Entrance Medical forms): 304-243-2275. REMINDER: All residential and non-citizen International Students are required to show proof of health insurance.
   - All of these offices are open during regular business hours, Monday-Friday from 8:30am-4:30pm.
4. Once you’re cleared – prior to your arrival on campus – remember to PRINT your FALL 2013 CLEARANCE PASS and BRING it with you on move-in day!

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**Saturday, August 24th and Sunday, August 25th**

**Residential Students:** Unless you’re participating in pre-season fall sport practices, in the First-Year Connections program, or participating in the Make-Up Orientation session on Thursday, August 22nd, plan to move into your residence hall room on Saturday, August 24th or Sunday, August 25th between 9:00 am and 3:00 pm. Note: transfer students are encouraged to move-in on August 25th but as a courtesy, students wishing to move in early on August 24th will be allowed to do so). Enter campus through the main entrance and check in at your residence hall – it is here that you will need to show your FALL 2013 CLEARANCE PASS (see above).

- **Cleared Students:** You will be allowed to start moving into your residence hall room.
- **Not Cleared Students:** If you are arriving on Saturday, August 24th, you will first be directed to the NTTC building to take care of unfinished business and receive your FALL 2013 CLEARANCE PASS – after you have your printed clearance pass, you will then go to your residence hall to check-in. NOTE: If you are NOT cleared and arrive on Sunday, August 25th, you will not be allowed to move into campus housing until you can meet with personnel to be cleared: this may not be possible until Monday, August 26th. As such, if you are NOT CLEARED, it is important that you arrive on campus on Saturday, August 24th from 9am-3pm, when personnel will be available to process your clearance. Your move into campus housing will be smoother if you have your FALL 2013 CLEARANCE PASS when you arrive on campus.
Meals: The Upper-class (returning and transfer) student meal plan begins on Sunday evening with the dinner meal at 4:45pm. Upper-class students moving into housing before this time and choosing to eat in the dining hall will have to pay cash, check or use their “Munch Money” to cover meal costs. Please plan accordingly.

Early Arrivals: Only specific returning student leaders, fall sport athletes participating in pre-opening practice, students participating in First-Year Connections, students participating in the Make-Up Orientation on August 22nd, and international students can move into campus housing prior to August 24th (to find out if you’re part of one of these early arrival groups and when you can specifically return to campus, contact your admissions counselor, your coach, or the Office of Residence Life directly – students moving in early need to present their FALL 2013 CLEARANCE CARD prior to moving in). If you choose to arrive in Wheeling prior to August 24th and need overnight lodging, please refer to a local list of area hotels, available at: http://www.wju.edu/about/region.asp; given that lodging demand often exceeds availability in Wheeling and surrounding areas, we encourage you to make your hotel plans ASAP.

Commuter Students: Classes begin on Monday, August 26th. The Campus Bookstore will be open throughout the weekend before; please call the Bookstore at 304-243-2231 prior to coming to campus for weekend hours of operation.

ADDITIONAL INFORMATION

Student Handbook: The 2013-14 Student Handbook will available online at www.wju.edu by August 22nd. Hard copies are available in the Division of Student Development, Swint 209, upon requests. All students are responsible for knowing and abiding by all policies and procedures outlined in the Student Handbook.

Class Registration & Schedule Adjustments: Transfer students should have already scheduled for fall classes at Transfer Student Orientation earlier this summer. If you’ve not yet scheduled for classes, you will need to register for and attend a Transfer Student Orientation on July 29th or August 12th. Students unable to attend a TSO will be required to attend a make-up orientation program on Thursday, August 22nd; non-local students attending the August 22nd orientation will be allowed to move into campus housing on August 21st from 9:00am-4:00pm by reporting to the Office of Residence Life in Swint 209 with your clearance pass. Classes can also be added or dropped throughout add/drop week of August 26th with your Advisor’s signature.

Campus Ministry/Mass: Mass will be held in the Chapel of Mary and Joseph on Sunday, August 26th at 11 am, 6 pm and 9 pm. There are also a number of other churches within walking distance to the University. More information about the places of worship near Wheeling Jesuit may be found online at http://www.wju.edu/campusministry/emlc.asp.

University Meal Plan: All new residential students have been assigned to the University meal plan – this will allow you to eat up to 225 meals a semester (averages to14 meals/week). Your first meal is dinner on Sunday, August 26th. Commuter students are encouraged to put “Munch Money” on their WJU ID card to have a declining balance to pay for meal in the dining hall or to use in the Coffeeshop while on campus. Munch money offers a 10-15% discount; students can add Munch Money online, at Student Accounts (NTTC) or in the Business Office (McDonough Center).

Mail Boxes: All full time, day, and residential students are assigned a mailbox; commuter students can request a campus mailbox. If you have not yet received your assignment or if you have questions about the mailboxes, please contact the mailroom at (304) 243-2206 or stop by the mailroom when you arrive on campus.

Student Employment: If you are planning to work on campus be sure to bring your Social Security Card AND driver's license with you. You will need to show both of these documents at the Business Office to be approved for a job. A copy of your birth certificate or U.S. passport may be substituted for a driver’s license. Students will be given more information on how to find jobs on campus during the first week of classes. Please note that students who qualify for Federal Work Study (see your Financial Aid statement to see if you qualify) are given priority for campus jobs.

Vehicle Registration: If planning to have a vehicle on campus, you must have a parking permit. Please sign into your Academus Account and complete the “Register for Vehicle Permit.” You will pick up your permit in Swint Hall Room 209 during normal business hours during the week of August 26th; please have your vehicle registration card with you in order to receive your permit. You will also receive a copy of new parking restrictions when you pick up your permit; unlike previous years, campus parking lots will be more restricted to accommodate our increase in enrollment.

Property Insurance: The University does not provide property insurance for theft or damages. We recommend that residential students check with their insurance company to see if a rider is available or to inquire about renter’s insurance.

Homecoming: Family and Young Alumni Weekend is scheduled for September 27-28. Detailed information will be available in early September; we strongly encourage out of town guests to make area hotel reservations ASAP since demand for overnight lodging often exceeds availability in the Wheeling and surrounding communities.

**ENJOY THE REST OF YOUR SUMMER – SAFE TRAVELS TO CAMPUS!**