You have decided to attend Houghton! Now for the paperwork…this packet contains several important forms that we need so that you are ready to attend classes once you arrive on campus. Read over them carefully, and use the summary below as a guideline for important upcoming deadlines.

IMPORTANT STEPS

Course Selection
Instructions for course selection are enclosed. Please read the instructions carefully and note that there is a different process for first-year and transfer students.

>>Note<< Please begin the course selection process promptly. You will need to have started the course selection process in order to access Transitions 102 (for first-year students) or Transitions 104 (for transfer students), our online pre-orientation resources for incoming students.

Email and Student Account Access
By now, you should have received an email from studentmailpickup@houghton.edu with instructions for the retrieval of your official Houghton College email account, which will serve as your network account for many campus resources. It is important that you retrieve this account promptly as offices on campus will begin to use this address to send you important information. If you have questions or run into difficulty, please contact the Admission Office at admission@houghton.edu or 585.567.9353.

Transitions 102/104: New Student Pre-Orientation
Beginning after May 1, incoming students who have started the fall course selection process will be enrolled in Transitions 102/104, our online resources that will help prepare you for your Houghton experience. Participation in Transitions 102/104 is required and the goals of the course are to allow you to get to know other incoming students, connect with resources across campus, and provide assistance as you prepare to start your Houghton journey. See the enclosed fact sheet for more information.

IMPORTANT DATES

JUNE 1
  **Highlander Wilderness Adventure**
  Each year, 40 or so incoming students participate in Highlander Wilderness Adventure. Highlander Wilderness Adventure is more than just an adventure trip: it combines problem solving tasks and skills training in God’s creation with group interaction and personal reflection. This is an experience that will stretch the total person: physically, socially and spiritually. It is also an academic experience, for which you will receive two hours of credit. Space is limited, so act soon if you are interested. The deadline for applying is June 1.

For more information and to complete an online application and make a deposit, visit: www.houghton.edu/accepted

JUNE 24
  **Medical Insurance:** Houghton College requires that all students taking at least six hours of credit provide proof of health insurance coverage. The college negotiates with Consolidated Health Plans (CHP) to make a reasonably priced, ACA compliant policy available to students who do not have insurance coverage otherwise. The college program operates under an “opt out” policy, meaning that students will be enrolled in the college-negotiated policy automatically (and the charge for such will be applied to their student account) unless they submit a waiver providing information regarding alternate insurance coverage. Please visit the Health Center website to obtain information about the college-offered plan and to opt out if desired. Students should carry a copy of their insurance card for use on and off campus.

  http://www.houghton.edu/students/student-health-services/

>>Note<< Students who have not opted out by June 24 will have the insurance premium applied to their July bill. The premium can be removed if the opt-out process is completed prior to the billing due date.

continued>
**AUGUST 1**

**Health Forms:** The health form and immunization record require a complete physical exam by a physician, nurse practitioner or physician assistant. Please be careful to read the immunization section on the health form. New York state law requires that all college students be in compliance with the guidelines for measles, mumps and rubella. State public health law also requires completion of the meningococcal information. All forms must be completed and submitted prior to enrollment. Please note: due to confidentiality issues, by law, Student Health Services is not allowed to share medical information with other departments.

Health forms must be mailed directly to:
Student Health Services, Houghton College
One Willard Avenue, P.O. Box 128
Houghton, NY 14744

**Student Athletes:** There are additional medical forms and insurance requirements for student athletes. Please contact your coach for more information.

**Final Transcript(s)**
Finalize your enrollment: All incoming students, including transfer students, are required to submit a final high school transcript. The transcript should clearly note the date of your graduation and the school stamp or the signature of a school official. Among other reasons, the final high school transcript is necessary for the disbursement of financial aid.

College credit: Official transcripts for all college work must be sent to Houghton, including score reports from AP exams. Houghton recognizes most credit earned through college classes (non-remedial course work completed with a C grade or better), CLEP, and Higher Level IB (score of 5 or better). Credit is awarded for most AP courses with exam scores of 4 or 5. However, final credit transfer decisions are made by the Registrar’s Office.

Houghton’s College Board code number is 2299.

**Student Athletes:** Playing a varsity sport at Houghton? You will be unable to participate in scrimmages or games until all final transcripts have been received.

**Homeschooled Students:** You need to provide a final high school (9-12) record. It should be signed (by whomever oversaw your homeschooling, such as a parent), show work completed, and include the date the high school program concluded. If you work through an external/distance school that issues transcripts, request that an official transcript be sent to Houghton. In addition, if you completed a secondary-completion exam, such as the GED or TASC, please provide a copy of those scores.

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**AUGUST 25**

**Fall Orientation Weekend**
The excitement begins on Friday, August 25, 2017! Starting anytime after 9:00 a.m., you will be greeted by staff and current college students near the entrance of campus and directed towards your residence hall to begin moving in. Programming for parents and students begins at 11:00 a.m., leaving you time to settle into your room and explore campus. During this time, college offices will be open so that you can take care of finding your post office box, obtaining your student identification card, getting a parking pass, and so on. A more detailed orientation schedule will be posted to the accepted student web page, so check over the summer.

We are excited to welcome you to campus and have already started planning to make your arrival and time at Houghton a great experience!

>>Notice<< Students participating in Highlander Wilderness Adventure, pre-season athletes, and international students will arrive on campus earlier. Please contact the appropriate person for details.

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**OTHER IMPORTANT INFORMATION**

**The Center for Academic Success and Advising (CASA)**
The Center for Academic Success and Advising (CASA) seeks to promote the academic success of all Houghton College students by providing open access to academic counseling and coaching, extensive peer-tutoring opportunities, and appropriate support for students with disabilities. Learn more about how CASA helps students fulfill their God-given callings through study advisement, peer tutoring, and support services for students with learning-related disabilities.

[www.houghton.edu/academics/casa](http://www.houghton.edu/academics/casa)

If you would like to connect with CASA, please arrange a consultation as soon as possible and prior to the beginning of classes. The CASA office will need a copy of your documentation in order to determine eligibility for services.