New Student Communication Timeline
Mailings, Emails, and a Checklist for Incoming Students

Summer & Fall 2015

This schedule outlines the major mailings and emails that you will receive from now until you arrive at Biola. Please be sure to read each of these mailings and emails thoroughly when you receive them, as they will contain information that will facilitate a positive transition for you and your family. Please use the New Student To-Do List to keep track of key deadlines and items that will require action on your part.

All postal mailings will be sent to the Mailing Address that is listed on your my.biola.edu account. If your mailing address changes at any time, including this summer and throughout your time at Biola, please update this information immediately at my.biola.edu. Emails will be sent to your @biola.edu email account. Therefore, it is extremely important that you check this account regularly. Please note that you can set your @biola.edu account to forward all messages to another email account if that is more convenient for you.

If you are missing any materials or if you have not received a particular mailing within one week of the scheduled mailing date (two weeks for international addresses), please contact the Student Orientation Services (SOS) office by email or phone. If parents are not receiving emails from Parent Relations, it may be because we do not have your email address. Please provide your contact information by calling (800) 99-BIOLA.

CONTACT INFORMATION FOR STUDENT ORIENTATION SERVICES:

Email: sos.director@biola.edu
Please use your @biola.edu email account to send any questions.

Phone: 562.944.0351 ext. 5846
Facebook – Biola Student Orientation Services
Twitter - @BiolaSOS
New Student To-Do List

**MAY**
- Review the “What’s Next” email that you received after your acceptance letter and visit [http://undergrad.biola.edu/apply/#after](http://undergrad.biola.edu/apply/#after) to make sure that you are aware of all forms and deadlines prior to your arrival.
- Visit [my.biola.edu](http://my.biola.edu) to access important information that you will need as a student at Biola.
- Submit Enrollment Deposit, Housing Application/Deposit or Request to Commute by **May 1**.
- Visit the [Commuter Life page](http://my.biola.edu) to see what resources and opportunities there are for you (if applicable).
- Complete your [Financial Aid file](http://my.biola.edu) no later than **May 1** for on-time processing for Fall 2015 (see the Student Financials tab in my.biola.edu). Begin to apply for scholarships from private organizations outside of Biola (check for specific deadlines).
- Complete your [Registration Profile](http://my.biola.edu) by **May 1**.
- Transfers: sign up for an advising event or a phone advising appointment **May 1 through May 15**. ([Academic Advising website](http://academic.advising.biola.edu))
- RSVP to attend Transfer Student Advising Day or Science and Health Advising Day (if applicable).
- Carefully review the Academic Advising website for important advising events and summer registration instructions. ([Academic Advising website](http://academic.advising.biola.edu))
- Determine whether or not you need to take placement exams (Chemistry 105/120, Physics, English, Music) and prepare to take them before online registration. ([Academic Advising website](http://academic.advising.biola.edu)).
- Look for an email about your assigned online registration time. Online registration dates are **May 11 through June 12**.
- Complete registration for classes during your assigned registration time (if you do not attend an advising event).
- Like “Biola Student Orientation Services” on Facebook and follow @BiolaSOS on Twitter for Orientation updates and useful information as you prepare to come to campus. ([SOS website](http://sos.biola.edu))
- If you are an international student or U.S. passport holder living abroad (MK, TCK), join the Global Student Programs and Development Facebook page and register for Global Student Orientation as well. ([Global Student Programs and Development website](http://globalservices.biola.edu))

*Note: If you missed the May 1 deadline for Enrollment, Housing/Request to Commute or your Registration Profile, please proceed to submit/fill out these items as directed.

**JUNE**
- Visit [www.biola.edu/sos](http://www.biola.edu/sos) for the orientation schedule and check your @biola.edu email regularly.
- Complete registration for classes during your assigned registration time (if you do not attend an advising event).
- Begin applying for Parent Plus or private student loans (as needed).
- Attend Science and Health Advising Day (if applicable) on **June 1**.
- Check MyHousing for your Housing Assignment and Roommate(s) on **June 15**.
- Check for your first billing statement on **June 15** ([Accounting website](http://accounting.biola.edu)).

**JULY**
- Submit your final official transcript(s).
Connect with your Student Orientation Services (SOS) leader after you receive his/her email and join your group’s Facebook page.

Sign up for New Student Orientation and Opening Weekend events at www.biola.edu/sos starting **July 1**.

Enrollment opens at my.biola.edu on **July 7**.

If you sign up for a payment plan, your first 25% payment will be due **July 15** ([Accounting website](http://my.biola.edu/sos)).

Submit the health forms by **August 1**.

If you are an international student or U.S. passport holder living abroad (MK, TCK), register for Global Student Orientation by **August 1**. Global students can move in starting **August 17** if they have signed up for Global Student Orientation.

**AUGUST**

- Finalize your enrollment, including meal plan and parking permit and down payment by **August 15** ([Accounting website](http://my.biola.edu/sos)).
- Head to Biola for Opening Weekend and New Student Orientation! Move-In Day for new students is **Friday, August 21**. Placement exams and the University Welcome for new students and their families are also part of the first day.
- Please note special move-in dates and events for Global students, Bible Bridge, athletes, and Torrey Honors students that take place prior to this date.
# NEW STUDENT COMMUNICATION TIMELINE

## APRIL 2015

### April-May 2015
Deposit Confirmation Letter/Email (Admissions)

### April-August 2015
ID Card and Meal Plans Postcard (Auxiliary Services)

### April-August 2015
Biola Email address and my.Biola Instructional Email (Admissions/IT Helpdesk)

### Advising Days Reminder and/or Registration Emails (Advising Center)
- Advising Days reminder emails to RSVPed and non-RSVPed students
- Transfer Student Advising Day (May 11) and Science and Health Advising Day (June 1)
- Registration process emails to newly accepted and deposited students

### Email to Parents of Admitted Students (Parent Relations)
- May 1st Deadline (for priority consideration)
- Enrollment Deposit
- Housing Deposit
- Registration Profile
- Lay groundwork for parents’ role
- Biola’s Mission
- Parent Relations Mission

### MAY 2015

### May 1, 2015
**Deposit Deadline**
- Deadline for submitting Enrollment and Housing Deposits
- Deadline for completing Registration Profile
- Deadline for submitting Housing Application (if applicable)
- Deadline for Request to Commute (if applicable)

### May 15, 2015
**Financial Aid Paperwork Deadline**

### May 2015
**Advising Center Emails/Calls**
- Registration process emails
- Advising Days info/reminder emails
- Emails to deposited transfer students with profiles to set up phone advising appointments
Assigned registration time emails
Online registration for transfers
Online registration for freshmen

May 2015
Email #2 to Parents of Deposited Students (Parent Relations)
Final HS Transcript
Official College Transcripts
Health Form(s)
Graduation Gift Ideas
Suggested Summer Reading for Parents

May 2015
Parent Orientation Save the Date postcard mailed to parents of deposited students
Brief overview of move-in weekend

JUNE 2015

Parent (Parent Relations) and Student Orientation Services (SOS) Welcome Mailer
- Parent Welcome letter, Parent Association brochure, Parent At-A-Glance Orientation Schedule, FERPA info
- SOS Welcome letter, Liability Release form, Student At-A-Glance Orientation Schedule, Orientation registration reminder

Email #3 to Parents of Deposited Students (Parent Relations)
Life Skills for College Students/Independent Living (i.e. medication, laundry, car maintenance, budget)
Health Forms Reminder
Packing List

Freshman online registration process (Advising Center)
Online registration time period reminder email to freshmen (the week before assigned registration time period)
Email confirmation of completed registration (Friday of assigned registration time period)

June 15, 2015
Housing Assignments Posted (Housing Office)
Check my.biola.edu>student>MyHousing (to the right) for your assignment.

JULY 2015

Online Enrollment Instructions (Registrar)
Email regarding finalizing online enrollment (includes meal plans, parking, payments, etc)

Email #4 to Parents of Deposited Students (Parent Relations)
Down Payment Info
Opening Weekend Reminder (online registration)
Encourage Participation in SOS Events
Enrollment (Phase II), Textbook orders, Banking
Non-registered Reminder Email (Advising Center)
Message to all admitted and deposited students who have not registered explaining how to complete registration for classes after Academic Orientation.

Email #5 to Parents of Deposited Students (Parent Relations)
Opening Weekend Details
Communication Expectations between parents/student
Campus Services/Resources (i.e. Learning Center, Writing Center, Health Center, Counseling Center)
FERPA/HIPAA

August 17, 2015
Enrollment Completion Deadline (Registrar)
DEPARTMENT CONTACT LIST

Academic Advising
Phone: 562.903.4782
Email: academic.advising@biola.edu
http://academics1.biola.edu/advising/incoming-students/course-selection/

Admissions
Phone: 1-800-OK-BIOLA
Fax: 562-903-4709
http://undergrad.biola.edu/whatsnext/

Athletics
Phone: 562-906-4522
Fax: 562-777-4060
http://athletics.biola.edu/

Auxiliary Services
Phone: 562-944-0351 ext. 5810
Email: carolyn.white@biola.edu
http://www.biola.edu/offices/auxiliaryservices/mealplans/1415/

Career Development
Phone: 562-903-4875
Email: career.development@biola.edu
http://www.biola.edu/career

Commuter Life
Phone: 562-777-4070
Email: commuter.life@biola.edu
http://studentlife.biola.edu/commuters/

Financial Aid
Phone: 562-903-4742
Email: finaid@biola.edu
http://offices.biola.edu/finaid/

Global Student Programs and Development
Phone: 562-777-4008
Email: globalstudentservices@biola.edu
http://studentlife.biola.edu/diversity/global/undergraduate-programs/

Housing
Phone: 562-944-0351 ext. 5838
Email: undergraduate.housing@biola.edu
http://studentlife.biola.edu/campuslife-housing/housing/incoming-students/

Information Technology (IT)
Phone: 562-903-4740
Email: it.helpdesk@biola.edu
**Parent Relations**
Phone: 1-800-99-BIOLA
Email: parent.relations@biola.edu
 http://offices1.biola.edu/parents/events/

**Registrar**
Phone: 562-903-4720
Fax: 562-903-4896
Email: http://www.biola.edu/registrar/about/staff/contact/
 http://www.biola.edu/registrar/

**Student Orientation Services (SOS)**
Phone: 562-944-0351 ext. 5846
Fax: 562-906-4567
Email: sos.director@biola.edu
 http://www.biola.edu/sos/

**Torrey Honors Institute**
Phone: 562-906-4555
Email: torrey.admissions@biola.edu
 http://academics.biola.edu/torrey/