

Undergraduate New Student Summer Checklist

Are you starting at MassArt this fall? Make sure you've completed the items below!



✔ **Set up your MassArt Email Account: ASAP**

You received your account information in your status portal.
If you did not receive this, contact Admissions at 617-879-7222.

If you did receive the information but are having trouble setting up your account, contact the Help Desk at 617-879-7888.

*You will receive important information over the summer and the College will be using this email to contact you. International students will be contacted via their personal email accounts over the

✔ **Student Accessibility/Accommodation Request Form: Due ASAP**

If you have not yet turned this in, it can be accessed in your status portal. For questions, contact the Academic Resource Center at 617-879-7280 or arc@massart.edu

✔ **Housing Application: Due ASAP**

If you have not yet turned this in, it can be accessed in your status portal. For questions, contact the Office of Housing and Residence Life at housing@massart.edu

✔ **Final Transcripts/Proof of Graduation: College Transcripts: Due 6/1 High School Transcripts: Due 6/30**

Please submit final high school/college transcripts to the Office of Admissions. Questions? Contact 617-879-7222.

✔ **Immunization Record Form: Due 6/30**

For more information, contact the Counseling and Wellness Center at 617-879-7760 or counseling@massart.edu

✔ **Waive or Enroll in Health Insurance ONLINE Form: Due 6/30**

All students taking 9 credits or more MUST waive or enroll in the Health Insurance ONLINE at www.universityhealthplans.com Questions? Contact the Business Office at 617-879-7900.

✔ **Federal PLUS Loan Borrowers Online application: Due 6/28**

Is your parent planning to borrow a Federal PLUS Loan? If yes, then the parent needs to apply online at studentloans.gov. After they are approved, they need to sign a Master Promissory Note (MPN) on the same site.

In order for the PLUS Loan to show on your fall term bill as a pending credit, your parent would need to apply by the end of June. Questions? Contact the Office of Student Financial Assistance at financialaid@massart.edu or 617-879-7849.

✔ **Payment of Fall Tuition Bill: Due 8/7**

Bills will be mailed out during the first week of July and will be due in early August. For more information, contact the Business Office at 617-879-7900.

✔ **Complete Student Conduct Assignment: Due 8/9**

Instructions for this assignment will be included during one of the weekly emails/Moodle posts. For more information, contact the Office of Student Development at 617-879-7711 or Jocelyn McElrath at jmcelrath@massart.edu

✔ **Health & Wellness Online Assignment: Due 8/30**

You will receive this online assignment to your MassArt email account later this summer. Questions? Contact the Counseling and Wellness Center at 617-879-7760 or

✔ **Federal Stafford Loan Borrowers Additional steps: Due 8/30**

Have you accepted a Federal Stafford Loan as part of your financial aid package? If yes, then you must complete Entrance Counseling and sign a Master Promissory Note (MPN) at studentloans.gov.

Questions? Contact the Office of Student Financial Assistance at financialaid@massart.edu.

Who Do I Contact?



General Orientation Questions:

Check massart.edu/orientation first, then email Laura Flynn at lflynn@massart.edu

Class Schedule/MassArt Self Service Questions:

Class Schedule/MassArt Self Service Questions:
Marc McNulty at marc.mcnulty@massart.edu

Transfer Student Questions:
Marie Turley at mturley@massart.edu

Financial Aid Questions:

Office of Student Financial Assistance at financialaid@massart.edu or 617-879-7849

Housing Questions:

Office of Housing and Residence Life at housing@massart.edu

Questions about MassArt's PreSemester Program:

If you are participating in the PreSemester Program and have questions please contact the Office of Professional and Continuing Education at 617-879-7200 or ce@massart.edu

Exchange Student Questions:

Amy Holland at amy.holland@massart.edu

International Student and F-1 Visa Questions:

For I-20 related questions: Jennifer Recinos at jrecinos@massart.edu

For International Student Advising: Maggie Shirland at maggie.shirland@massart.edu

Questions about the Parental Affidavit for Academic Information (FERPA) & Consent to Disclose Records:

Registrar's Office at 617-879-7272