

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 the postal mail from the Office of Admissions. 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 as your contact email.

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

If you have not yet turned this in, please contact the Academic Resource Center at 617-879-7280 or arc@massart.edu

✔ **Tuition & Housing Deposit Form: Due 5/1/17**

If you have not yet turned this in, please contact the Office of Admissions at 617-879-7222

✔ **Housing Application: Due 5/1/17**

If you have not yet turned this in, please contact the Office of Housing and Residence Life at housing@massart.edu

✔ **Final Transcripts/ Proof of Graduation: College Transcripts: 6/1/17**

High School Transcripts: 6/30/17
Please submit final high school/college transcripts to the Office of Admissions. Questions? Contact 617-879-7222

✔ **Immunization Record Form: 6/15/17**

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

✔ ****Federal Direct Loan Borrowers** Entrance Counseling & Signing Master Promissory Note: Due 6/23/17**

Visit studentloans.gov and complete entrance counseling and complete direct subsidized/unsubsidized loan master promissory note (MPN)

For more information, contact the Office of Student Financial Assistance at financialaid@massart.edu or 617-879-7849

✔ **Waive or Enroll In Health Insurance - ONLINE Form: Due 6/30/2017**

You will receive information regarding how to do this to your MassArt email account. Questions? Contact the Business Office at 617-879-7900

✔ **Payment of Fall Tuition Bill: Due 8/10/17**

These will be sent out during the first week of July. For more information, contact the Business Office at 617-879-7900

✔ **Complete Student Conduct Assignment: Due Friday, 8/18/17**

Instructions for this assignment will be included in the Moodle post the week of 8/7/17. 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 8/21/17**

You will receive this online assignment to your MassArt email account. Subject heading will read: "Required Online Training for Incoming MassArt Students". Questions? Contact the Counseling and Wellness Center at 617-879-7760 or counseling@massart.edu

✔ ****MassArt's PreSemester Program****

If you participating in the PreSemester Program

Pre-Semester Reservation Form: Due 6/1/17

Balance for Pre-Semester: Due 7/1/17

For more information about Pre-Semester, contact the Office of Professional and Continuing Education at 617-879-7200 or ce@massart.edu

MASSART

MASSACHUSETTS COLLEGE
OF ART AND DESIGN

Who Do I Contact?



General Orientation Questions:

Check <https://massart.edu/orientation> first, then email Laura Flynn at lflynn@massart.edu

Class Schedule/daVinci Questions:

Class Schedule/daVinci and Student Planning Questions: marc.mculty@massart.edu

Transfer Student Questions: Sarah Hoff at sbhoff@massart.edu

Graduate Student & Post Bac Student Questions: Jackie Knight at jknight@massart.edu

Exchange Student Questions:

amy.holland@massart.edu

Financial Aid Questions:

financialaid@massart.edu

Housing Questions:

housing@massart.edu

International Student and F-1 Visa Questions:

maggie.shirland@massart.edu

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

Registrar's Office; 617-879-7272