


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 email to contact you.

-  **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 ASAP**

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

-  **Housing Application: Due ASAP**

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: 6/1/18

High School Transcripts: 6/30/18
Please submit final high school/college transcripts to the Office of Admissions. Questions? Contact 617-879-7222.

-  **Immunization Record Form: 6/15/18**

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 6/30/2018

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

-  ****Federal PLUS Loan****
ONLINE paperwork: Due 6/30/18

Is your parent/guardian planning to borrow a Federal PLUS Loan? If yes, then the parent/guardian needs to visit studentloans.gov and complete Entrance Counseling and sign the Master Promissory Note (MPN).

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

-  **Payment of Fall Tuition Bill: Due 8/2/18**

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

-  **Complete Student Conduct Assignment:**
Due TBD (in August)

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 TBD (in August)

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 Direct Loan Borrowers****
ONLINE paperwork: Due 8/31/18

Have you accepted a Federal Direct Loan? If yes, then you must complete Entrance Counseling and sign the Master Promissory Note (MPN) at studentloans.gov
Questions? Contact the Office of Student Financial Assistance at financialaid@massart.edu or 617-879-7849.

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 McNulty at marc.mcnulty@massart.edu

Transfer Student Questions:
Jonathan Rand at jrand@massart.edu

Graduate Student & Post Bac Student Questions:
Jonathan Rand at jrand@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 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:

Jennifer Recinos at jrecinos@massart.edu
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