

Each of these items have specific due dates, but the College highly recommends that all of these forms are completed prior to attending the New Student Orientation Program in June.

For many of these items you will need to log-in to MySJC, to access Campus Café and other areas. Students will use their SJC login information they received during the admission process to access the MySJC Dashboard.

For helpful links to complete or download forms we suggest you use the *To Get Ready for New Student Orientation* section of our New Student Orientation webpage. Please use www.sjcme.edu/orientation for all your orientation needs.

- Housing Contract – Due 7/1**
Required for everyone staying on campus, this form is available online in your MySJC Dashboard.

- Health Center Forms – Due 8/1**
All must be submitted directly to the Health Center, all forms are available on the Health Center's website for download, along with the address to direct mail the forms to the Health Center.
 - Immunization Form
 - Patient Information Form
 - Patient History Form
 - Physical Evaluation Form
 - TB Risk Form
 - Copy of Student's Insurance Card

- Emergency Contact Information – Due 8/25**
Students are prompted to complete this information when you log in to Campus Café. It is required to be completed prior to registering for classes. Please complete this information online in Campus Café.

- Enrollment Financial Agreement – Due 8/25**
The contract between the student and the College regarding finances, completing this agreement is ONLY available online in Campus Café. The agreement will be available after **June 1st**.

- Guarantor Agreement – Due 8/25**
The agreement that names a person to also be responsible for the student's financial obligations, completing this agreement is ONLY available online in Campus Café. The agreement will be available after **June 1st**.

- Health Insurance Acceptance/Waiver – Due 8/25**
This indicates if the student is currently covered under an insurance policy, either the colleges or personal. Please complete this waiver online in Campus Café.

- Settled Your Bill With The Treasurer's Office – Due 8/5**
Please take the time to check your account; your balance can be viewed in Campus Café. An outstanding balance may keep a student from moving on campus or starting classes.

- Have all Financial Aid requirements been met? – Due 8/5**
Please login to MyAid, our portal for Financial Aid. Any outstanding requirements will be found there.



New Student Readiness Checklist

These forms are not required to be completed prior to classes in August, although the College suggests students might consider completing prior to arriving on campus.

Vehicle Registration

Required for all vehicles on campus, including both residents or commuting students. Vehicle registration can be completed at the Public Safety Office in Standish Hall.

Educational Records Access

This form grants parents/guardians access to student academic records. The default is no access. This form is available on your MySJC Dashboard

Academic Directory Access

If activated, SJC will not be allowed to release directory information to newspapers, other institutions, etc. Default is OK to release. This form is available on your MySJC Dashboard