NEWLY ACCEPTED STUDENT CHECKLIST

- Please review all of the information in your acceptance letter.
- Return your signed acceptance letter/agreement. We will not consider you a matriculated student until we receive your signed acceptance letter/agreement. Newly accepted students will not be able to use AMOS online registration when registering for the first time. Complete and submit Registration Form via email or fax.
- Contact your advisor – you will find his/her name in your acceptance letter. Your advisor will help with sequencing your courses and will check that you are on track with graduation requirements.
- How do I register?
  - Select courses in consultation with your advisor, download and complete Registration Form on the Forms & Publications tab, under the heading General Forms. Registration options are listed below. A $45 per course deposit is due at registration. This deposit will be applied to your tuition.
  - Register for classes – options for registering
    1) Register online via AMOS. See instructions below. AMOS Online Registration Instructions
    2) In Person - Benigna Hall (corner of Elizabeth Avenue & Monocacy Street) Monday – Thursday, 8:00 am to 6:30 pm, Friday – 8:00 am to 4:30 pm (4:00 pm -summer hours)
    3) By Mail – send completed registration to: Moravian College Comenius Center 1200 Main Street, Bethlehem, PA 18018 (Download the Registration Form from our website)
    4) Fax registration to the Comenius Center – 610.861.1466
- Paying for courses.
  - A $45 per course deposit is required at registration – this will be applied to your tuition.
  - A $45 technology fee is charged each term. If you take May/Summer courses – you will only pay one technology fee for summer. There are fees associated with certain classes i.e. Art, Education, Nursing and Science courses. You can check individual course fees on our schedule.
  - Tuition and Fees must be paid in full two weeks prior to the start of class – exceptions:
    1) Deferred Payment Plan – we offer a deferred payment plan during the Fall and Spring. This option is not available during the May/Summer sessions. This option allows you to pay the tuition in three installments. There is a $20 fee associated with this plan.
    2) Employer Reimbursement Payment Plan – if your employer pays for your tuition – there is the option to defer you payment until the end of the semester. There is a $35 fee associated with this plan.
    3) Financial Aid – If you are eligible for financial aid, we do not require full payment but will need verification that you have aid.
- Can I change my schedule after I have registered?
  - You can Add and/or Drop a course with certain restrictions.
    1) Full term courses can be dropped within the first week of classes without any notation on your transcript.
    2) If you withdraw after this time period, a W (withdrawn) will appear on your transcript.
    3) Withdrawing after the final drop date (see Academic Calendar for date) will result in a grade of F.
- Will a refund be issued if I withdraw from a course?
  - Yes – it will be prorated depending on date of dropping courses. The date of drop is determined by the student completing a “change of roster” (drop/add) card and submitting it to the Comenius Center office or by the student emailing the Comenius Center with the drop information.
  - If withdrawing after 60% of the course has passed, there will be no refund.

See reverse side for Parking and Logon Information
PLEASE PAY CAREFUL ATTENTION TO THE INFORMATION BELOW:

**Photo ID and Parking Permits**

Every individual taking courses at Moravian College is required to have a current Moravian College photo ID card. Any student who wishes to park in College lots or on the streets around the campus must have a valid parking permit.

*New students* may obtain a photo ID and parking permit at the same time. ID cards and parking permits are available free of charge at the Campus Safety Office, 119 W. Greenwich Street to Comenius Center students.

To obtain a parking permit, please bring your original (no copies):

1. Driver’s license
2. Vehicle registration card (for each vehicle)
3. Insurance card

If you have questions, please contact the Campus Safety Office, which is staffed 24 hours a day, at 610.861.1421.

*If you are a new student, please make every effort to attend the New Student Orientation, offered the Wednesday prior to the week classes begin, so you may obtain your photo ID and parking permit at the same time. If you are unable to attend the orientation, ID cards and parking permits are available free of charge at the Campus Safety Office, 119 W. Greenwich Street, before your first class meeting during the first week of classes. If you don't get a parking pass, you will be issued an expensive parking ticket which is non-negotiable. Parking fines start at $75.00."

If you already hold a parking hangtag, but have not yet obtained a new sticker for the current academic year, you must do so. Stickers may be obtained at the Campus Safety office, 119 W. Greenwich Street, Monday through Friday from 5:00 p.m. to 10:30 p.m., before your first class meeting during the first week of classes. If you need a sticker, please bring your parking hangtag, driver’s license, vehicle registration card (for each vehicle), insurance card, and College ID. *If you don't update your sticker, you will be issued an expensive parking ticket which is non-negotiable. Parking fines start at $75.00. *Plastic photo IDs remain valid as long as you are currently registered for classes.

**HANG TAGS AND STICKERS WILL NOT BE DISTRIBUTED ON WEEKENDS**

**Computer Logons and Resources**

Logons are a vital link to the Moravian campus for access to library databases, Blackboard, e-mail, grades, and account balances. You must access your Moravian e-mail regularly (you may do this on or off campus) to receive official information. For your convenience, you may also choose to have your email forwarded to another address. Please follow these [MoCoMail Instructions](#) for a step by step guide.

If you are new to Moravian, you may pick up your logon during the New Student Orientation, ONLY if you are currently registered for a course. If you are not currently registered, you will need to wait 72 hours after registering to receive your logon credentials. If you have forgotten your password or have previously taken classes at Moravian College, your computer logon may be temporarily disabled. Please visit the CIT Help Desk, located on the first floor of Memorial Hall. Help Desk hours are 7:30 am – 7:00 pm, Monday – Thursday and 7:30 am – 4:30 pm on Friday (4:00 pm during summer months). You may speak with a [Help Desk](#) technician by calling 610.861.1500.

Comenius Center hours are 8:00 am to 6:30 pm, Monday – Thursday and 8:00 am to 4:30 pm on Friday (4:00 pm in summer). If you have not picked up your logons by the end of the first week of classes, they will be placed in the mail.

Reeves Library has 22 PCs that may be used during the Library’s open hours. You may also use any of the publicly accessible classroom computers when classes are not in session.

*Revised – 12/19/2014*