

THE TO-DO LIST



Paul L. Foster Success Center

Greetings, Summer Baylor Bears!

For those of you only taking Summer II term, welcome and we anticipate that you will enjoy your classes and work diligently to achieve your academic goals. And to those students who are enrolled in the full summer semester, we hope your courses are progressing well for you.

No matter which summer semester you are attending, we realize classes are your first priority—summer sessions are quite intense—but you still need to take care of life's little details. This “to-do” list will help you stay on top of things. It will tell you what Baylor deadlines are coming up and give you a few hints about succeeding in the classroom. This will be the final list for students enrolled in summer terms. We look forward to seeing you back at Baylor this August!

Sic ‘Em Summer Baylor Bears — Your Baylor Quality Service Team

July 2011 To-Do List

To Do:

- **Get off on the right foot with a visit to Academic Support Programs** — Located in the west wing basement of the Sid Richardson Building.

FREE tutoring is offered on a first-come, first-served basis. Drop in for help in math, chemistry, biology, physics, accounting, and other courses. No appointment necessary.

Opening: Thursday, July 7, 2011

Location: Sid Richardson, Study Commons West Wing Basement
(Hankamer Business School side)

Days/Hours: Monday through Thursday, 1 to 5 PM

Also Available:

Free Academic Mentoring — Weekly meetings with a grad student mentor to help you plan your semester and stay on track or a one-on-one session with an Academic Support Staff member to help you find the best study and test preparation strategies for your summer courses. Call 254-710-8771 or e-mail Trish Baum, Academic Support Resources Coordinator, at Trish_Baum@baylor.edu for more information or to set up a meeting.

- **Check your Baylor e-mail account daily** — Your Baylor e-mail is THE official mode of communication from the University. Check it every day. This is extremely important, especially during the fast-paced summer months.
- **Check/update your contact information via BearWeb** — School officials will use the personal contact information that is in BearWeb to reach you with important information. Keep your contact information up to date. Please include your cell phone number if that's your main phone contact. To update your personal information, log into BearWeb (<http://BearWeb.baylor.edu>) and choose "Personal Information" to update your contact info.
- **New students—turn in your health form** — Hopefully you have already turned in a health form, but if you haven't, and this is your first semester at Baylor, you need to do so. You can find the form on-line at <http://www.baylor.edu/content/services/document.php/78331.pdf>. You will need to print the form, complete it and sign it (or have your parent(s) or family member(s) sign it if you are under 18). If you are a full-time undergraduate student, there is also a part for your doctor to complete when you get your physical.
- **Plan ahead for Fall 2011 payment** — If you are planning to use an alternative loan (PLUS, CAL, or private lender) to assist you with your bill for the 2011 fall semester, you need to complete the application process immediately. If Baylor has not received a certification request from your lender or if you are not approved for a loan, please be prepared to pay at least the first installment of your fall bill by the July 31st due date. (You will be reimbursed if you are later approved for a loan.) You can review the installment payment plan requirements and due dates at <http://www.baylor.edu/SFS/Installment>. **CL&L residents who fail to make full payment or the minimum amount due by the July 31st due date will be at risk of losing their fall housing assignment.**
- **Review your options for alternative loans** — The application process for the Federal Parent Loan has been simplified and a paper request form is no longer required. Go to <http://www.baylor.edu/SFS/PLUS> for application information. For information on applying for a private alternative loan go to <http://www.baylor.edu/SFS/Alternative>. Baylor does not require students and their families to select a private alternative lender from our list, nor does the university suggest which lender families should use. You have the right to select any participating lender.

Choose a lender and begin the application and approval process on the lender's website. Once the lender receives the promissory note and completes the approval process, Baylor will receive an electronic request from the lender to certify your loan. Funds will be sent to Baylor through the electronic funds transfer EFT process and automatically applied to your student tuition account. (You may use a lender who requires a paper application process, but mailing time will add to the time it takes to receive your funds.)

- **Freshmen students—are you expecting credit by exam from AP, IB, CLEP or SAT Subject exams?** — Scores from AP exams taken in May 2011 and sent to Baylor should be showing on your Baylor record now. Also, credit from SAT Subject exams have been processed and should be showing on your Baylor record. To verify that credit has been awarded, log into BearWeb and review your unofficial transcript (<http://bearweb.baylor.edu>)—look under the Student Services & Financial Aid tab, then the Student Records link. IB scores are usually received in mid- to late-July. Credit from CLEP exams should be on your record within 2 weeks of your testing.

You may need to make changes to your Fall class schedule via BearWeb if you have received credit for a course that you are currently enrolled in. If you have any questions, please call Academic Advisement at 254-710-7280, Monday—Friday, 8:00 AM—5:00 PM or e-mail your questions to Academic_Advisement_Office@baylor.edu. Baylor's credit by examination policies are available at <http://www.baylor.edu/IRT/Testing>.

If you have questions concerning credit that is not showing on your record, please contact Jana Marak at Jana_Marak@baylor.edu or 254-710-8859. Please be sure to include your Baylor ID with any correspondence you send to the University.

Other Good Things To Do:

- **Make sure you understand concurrent enrollment** — Remember that the University does not allow students to be concurrently enrolled at another school while they are attending classes at Baylor. Students attending Baylor for the second summer session may have attended another school for the first summer session, but they should not be enrolled anywhere else at the same time they are enrolled at Baylor. This policy is also in effect during the fall and spring terms. Credits completed at another school while a student is enrolled at Baylor will not be transferred in for credit at Baylor.
- **15-hour limit on transfer credit** — Make sure ahead of time that any classes you plan to take away from Baylor during the second summer session (or any summer session in the future) will transfer in. Keep in mind that from the semester you enter Baylor until the time you graduate you may transfer in a total of only 15 hours. (This 15-hour total does not include any course credit you earned as dual credit or any other credit you earned before you entered Baylor.) The following website gives important information about transfer credit: <http://www.baylor.edu/Advising/index.php?id=48222>.

- **Residence Hall Opening** — Residence halls open for all new students on August 17th & 18th. For more information on the residence hall opening process, visit <http://www.baylor.edu/CLL/Move2BU> for specific move-in instructions and times.

Important Summer 2011 Dates:

Full Summer Session

July 11	Courses dropped after this date will be recorded as failed.
August 10	Final examinations and last day of classes.

Summer Session II

July 13–14	50% refund for dropped classes.
July 15	Last day to drop without grade assigned (25% refund).
July 18	Classes dropped must be assigned grade of DP or DF by instructor of record.
July 26	Courses dropped after this date will be recorded as failed.
July 31	Payments for fall financial settlement received after this date are subject to a late fee. If you do not want to be charged the \$60 fee for the installment plan, you must pay the “Current Amount Due” as reflected on your bill. If you want to participate in the installment plan, you should pay the “Minimum Amount Due.”
August 10	Final examinations and last day of classes.
August 10	Residence halls close for Summer Session II residents.
August 13	Residence halls close for summer graduating seniors.
August 13	Summer Commencement

For more information regarding payment and refund policies, follow this path:
<http://www.baylor.edu/SFS> > “Student Account” > "Payment Policies" or "Add/Drop Refunds"

Tip of the month:

- **Visit Career Counseling and get a jump start on choosing your major** — Contact Career Counseling to begin the process now. Visit our web site for more information on scheduling an appointment at <http://www.baylor.edu/CareerCounseling>.