PREPARE FOR
TRANSITION

TRANSFER STUDENTS ORIENTATION 2017
MISSION: THE OFFICE OF NEW STUDENT ORIENTATION PROGRAMS WELCOMES ALL NEW UNDERGRADUATE STUDENTS AND THEIR FAMILIES TO THE UNIVERSITY OF TOLEDO COMMUNITY. THE DEPARTMENT COLLABORATES WITH CAMPUS PARTNERS TO DESIGN, PLAN AND EXECUTE STUDENT-CENTERED TRANSITION PROGRAMS THAT SERVE AS AN INITIAL PLACE FOR STUDENTS TO GATHER INFORMATION, REGISTER FOR CLASSES, MAKE PERSONAL CONNECTIONS AND PLAN THEIR NEXT STEPS TOWARD GRADUATION.

CONGRATULATIONS on your acceptance to The University of Toledo! We’re excited that you’ve chosen to pursue your education at UT. Our goal is to ensure you have the necessary tools and information to successfully begin your educational journey. The first step toward success begins with orientation.

As a transfer student admitted for the fall 2017 semester, we encourage you to ATTEND A ROCKET TRANSITION PROGRAM on campus. If you’re unable to attend an on-campus program, an online program is available. During Rocket Transition, you’ll meet with your academic adviser, register for classes and learn about the many RESOURCES offered at UT.

On behalf of The University of Toledo campus community, I welcome you and look forward to seeing you at Rocket Transition. Please feel free to call the Office of New Student Orientation Programs at 419.530.1267 or toll-free at 877.752.0005, or visit utoledo.edu/orientation if you have any questions.

Sincerely,

Becky Tobias, M.O.L.
Director, Office of New Student Orientation Programs

WELCOME

As a new student at orientation, you will:

- Learn about UT resources available to support your success, both inside and outside the classroom.
- Attend advising and class registration sessions with your academic college.
- Complete University business, such as consulting with experts in financial aid.
- Meet faculty, staff and other members of the UT community.
- Meet other incoming UT students.
ATTENDANCE AND PARTICIPATION

STUDENTS
Orientation is required for all transfer students. We encourage you to attend an on-campus Rocket Transition program, but if you’re unable to attend an on-campus program, an online program is available. The diagram on page 4 outlines your options and the steps to complete each. Please choose the option most convenient for you.

If you want to change your major, please inform the Office of Adult, Transfer, Online and Military Admissions at 419.530.8888 or 800.5TOLEDO BEFORE signing up for orientation. When you change your major, your academic college, transfer credit evaluation and required placement tests also may change.

FAMILIES AND GUESTS
We recognize the important role family members play in the success of our students, and we encourage parents or guests to attend orientation with their students. Students may bring up to two guests to orientation. Each additional guest will be charged $25 the day of the program.

ORIENTATION COST
The orientation fee is $100 per student and covers the cost of materials and program resources (including the online orientation system). The orientation fee is assessed to your fall tuition bill upon course registration. If you decide not to attend UT, you are still responsible for payment of the orientation fee, which is nonrefundable and subject to change.
1. ACTIVATE YOUR myUT ACCOUNT

HOW TO ACTIVATE YOUR ACCOUNT

1. Visit myutaccount.utoledo.edu and enter your Rocket ID number. This is your student ID and is listed on your acceptance letter from UT. If you don’t know your Rocket ID number, enter your Social Security number. You’ll also need to enter your eight-digit birth date (mm/dd/yyyy).

2. Click “Find Account,” then follow the onscreen instructions to accept terms and conditions, set a password and establish your security question.

3. After activation, your myUT username and Rocket ID number will appear on the left side of the screen under “Your Account (Brief).”

4. Remember to write down your myUT username, password and response to your security question, and keep it in a secure place.

If you need help setting up your myUT account, please call 419.530.2400.

Your myUT account provides access to the myUT portal at myut.utoledo.edu, a secure, personalized, web environment that provides a single access point for the information you need to make your UT experience complete.
2. CHOOSE YOUR ORIENTATION PREFERENCE
Students must choose their orientation preference through an online reservation system.

INSTRUCTIONS:

- Log in to the myUT portal at myut.utoledo.edu, using your myUT username and password.
- You will be directed to the “New Student” tab, where you should click on “Orientation,” then the “Register for Orientation” yellow sticky note to access the reservation system.
- Please complete all steps, including the questionnaire, pre-orientation modules and reservation (including guest and overnight accommodation information). You can track your progress in the sidebar menu to the left.
  - If you choose to attend Rocket Transition, reserve the earliest date that works with your schedule.
  - If you choose online orientation, you’ll select it in the “Dates” section, then complete several modules that include videos and associated quizzes. This will take about two hours, so please plan accordingly.
- After you complete the steps, please click the green “Submit” button on the final “My Reservation” page.

Please be sure to check your Rockets email account for your orientation confirmation. Rockets email can be accessed on the “Student” tab in the myUT portal, or at rockets.utoledo.edu.

If you have questions or encounter any difficulty with the reservation system, contact the Office of New Student Orientation Programs at 419.530.1267 or toll-free at 877.752.0005.

3. PREPARE FOR ORIENTATION
SUBMIT YOUR ROCKET CARD (STUDENT ID) REQUEST ONLINE
In the pre-orientation modules section, follow the steps to submit your Rocket Card request with an uploaded photo. You’ll know you submitted the request properly when you receive a confirmation email to your Rockets email account. Pick up your Rocket Card at your convenience in the ID office, Student Union Room 1550.

For information about the submission process, visit the “New Student” tab in the myUT portal, and click “Student ID.”
TAKE APPLICABLE PLACEMENT TESTS

Placement tests and ACT (or SAT) scores are used by academic departments to place you in the correct math, chemistry and foreign language courses. Therefore, it’s crucial to your academic success that you take the placement tests seriously. Review the subject(s) in which you need placement tests prior to taking them. Descriptions of all placement tests can be found at u Toledo.edu/orientation.

You must complete placement tests before meeting with an adviser.

If you’re unsure which placement test(s) you need, please contact your admitted college. Testing is located in Memorial Field House Room 1080 and offered from 9 a.m. - 4 p.m., Monday-Friday. No appointment is required; however, you must bring a photo ID and your Rocket ID number. For more information, call 419.530.1269.

COMPLETE YOUR VACCINATION REQUIREMENT

The University of Toledo requires all incoming students to provide official documentation of receiving two measles, mumps and rubella (MMR) immunizations.

The following are acceptable forms of documentation:

- A copy of your immunization records
- A copy of your high school documentation (obtained directly from the high school)
- Military records
- A statement on letterhead from your physician that includes the dates of the immunizations

You may upload your documents electronically at studentvaccine.utoledo.edu. You also may fax your immunization documents to 419.530.3499 for verification. Please include your Rocket number and semester of admission on the cover sheet.

If you have any questions, please contact the Main Campus Medical Center at 419.530.3451.

ARRANGE FOR DISABILITY SERVICES

If you or a guest need accommodations during the orientation program, please fill out the special accommodations section in the orientation reservation system. Students with disabilities can make testing arrangements by contacting Student Disability Services at 419.530.4981 or emailing studentdisabilitysvs@utoledo.edu prior to the date of their placement test(s).

SEND FINAL TRANSCRIPTS

The official transcript from each institution where you completed prior coursework must be sent to: The University of Toledo Office of Adult, Transfer, Online and Military Admissions, Mail Stop 300, Toledo, OH 43606-3390, prior to meeting with an academic adviser. If attending Rocket Transition, please bring a copy of your transcript(s) for advising purposes.

If you have questions about final transcripts, contact the Office of Adult, Transfer, Online and Military Admissions at 419.530.8888.
DATES
Tuesday, May 30, 2017
Saturday, July 15, 2017

CHECK-IN
Please report to the Thompson Student Union for check-in beginning at 8:15 a.m. During check-in, you will receive program materials, a schedule for the day and a name tag. Students may need to attend a pre-advising morning session with their academic adviser before scheduling courses in the afternoon.

The program begins promptly at 9 a.m. and lasts until 5 p.m. Plan to spend the entire day on campus.

ON-CAMPUS ORIENTATION INCLUDES
- Continental breakfast
- Rocket welcome
- Academic expectations presentation
- Lunch
- Information fair
- Financial aid presentation and individual meetings
- Academic college advising and registration sessions
- Family and guest session
- Success Coach meetings

ON-CAMPUS
As part of orientation, The University of Toledo offers an optional overnight stay in Ottawa West, an air-conditioned, suite-style residence hall, for a fee of $75 per suite. You can pay by cash, check or credit card upon arrival; only MasterCard, Visa Card and Discover Card are accepted. Accommodations are available only for pre-event stays (the night before your scheduled orientation program date). Suites accommodate up to four people and consist of two double bedrooms. Each suite includes a furnished living room and a private bathroom. Our accommodations include:
  - Extra-long twin beds
  - Linens – two sheets, pillow case, pillow, blanket, washcloth and towel
  - High-speed Internet access

Check-in is from 3 to 11 p.m. Check-out is at 9 a.m.

Parking for overnight accommodations is available in Ottawa West located at 1600 West Rocket Drive. Temporary, check-in parking is directly outside the building in Area 27A. Overnight parking maps will be provided at check-in.

Overnight accommodations for summer orientations are available from May 29 to July 15. Please submit your overnight accommodations reservation when registering for orientation. The Office of Residence Life will email details about your stay to your Rockets email. Please contact the Office of Residence Life at 419.530.2941 or reslife@utoledo.edu with questions.

AREA HOTELS
Several hotels are located only minutes from The University of Toledo. For your convenience, an online list is available at utoledo.edu/orientation on the left side under “Area Hotels.”

When making reservations, be sure to inquire about special rates for UT visitors.
CAMPUS MAP AND DIRECTIONS

Avoid construction on W. Bancroft and enter campus through the East Entrance off Douglas Road and follow E. Rocket Drive to Stadium Drive. Visit utoledo.edu/campus/virtualtour for maps and directions.

PARKING FOR PLACEMENT TESTING

Guests may purchase a guest permit for $3 per day by logging in to guestparking.utoledo.edu. If you have questions about guest parking, call Parking Services at 419.530.4100.

After you get a permit, you may park in Area 13 (see map) for placement testing. There also are limited spaces with parking meters in Area 13; these don’t require a permit, but do require hourly payments in quarters. The Test Center is located in Memorial Field House Room 1080.

PARKING FOR ROCKET TRANSITION PROGRAM DAY

New students and guests who attend orientation may park in Areas 5 and 10, which are accessible from Bancroft Street’s north entrance, without a parking permit. Parking in any other lot may result in a parking ticket.

Handicap-accessible parking is available in Area 11, which is accessible from Bancroft Street’s north entrance.

CONTACT INFORMATION FOR CAMPUS OFFICES AND RESOURCES

Main Campus Medical Center........................................ 419.530.3451
New Student Orientation........................................... 419.530.1267
Residence Life .......................................................... 419.530.2941
Rocket Card.............................................................. 419.530.5842
Rocket Solution Central (financial aid)......................... 419.530.8700
Student Disability Services........................................... 419.530.4981
Test Center............................................................... 419.530.1269
Undergraduate Admission............................................ 419.530.8888
myUT account setup (email and username)................... 419.530.2400
PREPARE FOR TRANSITION

Office of New Student Orientation Programs
Mail Stop 339
The University of Toledo
2801 W. Bancroft St.
Toledo, OH 43606-3390

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