Congratulations on your acceptance to The University of Toledo! We are very excited that you have chosen to pursue your education at UT. Our goal is to ensure that you have the necessary tools and information to successfully transition to UT.

The first step towards success begins with orientation!

As a transfer student admitted for the Spring 2013 semester, you have the option of completing orientation online (100% online) or attending a Rocket Transition orientation program on campus. Rocket Transition is a ONE-DAY MANDATORY orientation program for transfer students and their families. During the program, you will have the opportunity to pick-up your student ID (Rocket Card), meet with your academic adviser, register for spring courses, and learn about the many educational opportunities that UT offers both inside and outside of the classroom.

Make sure you carefully read all the information in this booklet, which will guide you through the orientation registration process. You are not finished with the process until you have completed the following steps:

1. Activate your UTAD Account.
2. Enter the myUT Portal and click on “Orientation” in the blue bar of the New Student Tab. Next, click on the post-it note icon to enter the orientation reservation system.
3. You will have two options to complete the orientation requirement in the reservation system: complete orientation online (100% online) or select and register for a Rocket Transition program date to attend on UT Main Campus.
4. Call your admitted college at UT to determine required placement testing. Complete all required placement tests prior to attending Rocket Transition or meeting with an academic adviser.
5. If completing orientation online, you will need to schedule an advising appointment with your admitted college at UT to register for spring classes. If attending orientation in-person, you will be advised and register for spring classes at the program.
6. Complete several Treasurer Office Forms (FERPA Consent, Title IV Consent, Direct Deposit, Transfer Excess Financial Aid to the Rocket Card) located on the New Student Tab and Student Tab in the myUT Portal.
7. Submit your photo to obtain your Student ID (Rocket Card) on the New Student Tab.

On behalf of The University of Toledo campus community, I welcome you and look forward to meeting you at Rocket Transition. Please feel free to call the Office of New Student Orientation Programs at 419.530.1267 or toll-free at 877.775.0065 or visit our website at utoledo.edu/orientation/transfer if you have any questions.

Sincerely,
Julie Fischer-Kinney, M.Ed.
Director, Office of New Student Orientation Programs

Welcome Students

The University of Toledo values orientation as a significant component of student retention. The orientation fee is $100 per student. Students attending Rocket Transition are able to bring up to two guests to the orientation program. The orientation fee is assessed upon course registration to the student’s tuition bill.

If you attend orientation or complete orientation online and decide not to attend UT, you are still responsible for payment of the orientation fee. If you do not complete orientation, you will still be billed the orientation fee upon registering for courses. Fees are non-refundable, and subject to change.

What You Should Bring to Rocket Transition

• Driver’s license or State I.D.
• Sweater or jacket and umbrella
• Money for incidentals
• Unofficial transcripts for transfer work
• Documentation for UT Mandated Measles, Mumps, Rubella Policy

The University of Toledo requires all incoming students to provide official documentation of having had two MMR (measles, mumps, and rubella) immunizations. You may bring your documentation to your Rocket Transition Program for verification, or you may fax it to 419.530.3499. Please include your Rocket Number and semester of admission on the fax cover sheet. Should you have any questions, please contact the Main Campus Medical Center at 419.530.3457.

For your convenience, we have listed several local hotels that are only minutes away from the University. When making reservations, be sure to inquire about possible special rates for UT visitors.

RAMADA HOTEL, 3530 Secor Rd. 419.530.7070 | 866.820.3248 | ramadatoledo.com
HILTON TOLEDO, 3100 Glenmont Ave. 419.381.6800 | 800.hiltons | toledo.hilton.com
RED ROOF INN, 3530 Executive Parkway 419.536.0118 | 800.843.7663 | redroof.com
COMFORT INN, 3660 Secor Rd. 419.531.2666 | comfortinn.com
PARK INN, 101 N. Summit St. 419.241.3000 | 800.670.7275 | parkinn.com/
hotel-tolledo
HOW TO ACTIVATE YOUR UTAD ACCOUNT

1. Visit myaccount.utoledo.edu and enter your Rocket ID number. This is your student ID, and it is found on your acceptance letter from UT. If you do not know your Rocket ID number, enter your social security number. You will also need to enter your eight-digit birth date as follows: mm/dd/yyyy.

2. Click on the button that says “Find Account.”

3. The next screen will say “Terms & Conditions.” Read this information and then click “I agree” at the bottom.

4. After clicking “I agree,” the next screen will ask you to set your password. Make sure you read and follow the guidelines to setting your password.

5. The next screen will ask you to choose a security question. Choose one and type in the answer.

6. Remember your username, password, and response to your security question.

7. You must complete these steps to activate your UTAD account in order to register for orientation, check your UT e-mail, and register for classes.

YOUR UTAD ACCOUNT AND UT E-MAIL ACCOUNT

You must activate your UTAD account to use your UT e-mail. You will use your UTAD account username and password to sign into rockets.utoledo.edu, which is where you can access your University e-mail account.

You need to check this e-mail account often, as it is the official means of communication from UT.

YOUR UTAD ACCOUNT AND THE MYUT PORTAL

Your UTAD account gives you access to the myUT portal, a secure personalized Website with a single access point for information.

Specifically, your UTAD account provides:
- Access to course scheduling and registration
- Access to financial aid and billing information
- And much more!

If you need assistance setting up your UTAD account, please contact Information Technology at 419.530.2400.

8. The Rocket Transition program begins at 10:30 a.m. and ends at 4:30 p.m.

9. During check-in, you will receive a packet of materials, the schedule of the program activities, and a parking pass.

The Rocket Transition program begins at 10:30 a.m. and lasts up to 5 p.m. Plan to spend the entire day on campus.

We encourage you to REGISTER now!

REGISTER For Your Orientation Program

Preferred Web Browser is Mozilla Firefox Version 5.0 or higher or Internet Explorer Version 7 or Google Chrome.

- ACTIVATE Your UTAD AND UT E-MAIL ACCOUNTS.
  - Log into the myUT Portal at myUT.utoledo.edu using your UTAD username and password.
  - You will be directed to the “New Student” tab in the myUT Portal upon logging in, where you should click on the word “Orientation,” and then click on the “Register for Orientation” yellow post-it note to access the orientation reservation system.

- You will need to wait 48 hours after activation of your UTAD account before entering the orientation reservation system.

- In the orientation reservation system, please complete all steps including the questionnaire and reservation (including guest information). You will have the option of completing the 100% online orientation program or selecting a Rocket Transition program date in the reservation system. If attending the Rocket Transition program, you are able to bring up to two guests to the program with you. Please enter your guest information in the reservation system. When you are done with your reservation, please be sure to click the green “Submit” button to finalize your reservation. You will be able to exit and re-enter the orientation reservation system to complete online orientation, change your program date, guest count, etc.

- An e-mail confirmation will be sent to the e-mail account listed in the orientation reservation system upon submitting your reservation. Please be sure to check your e-mail account. UT e-mail can be checked on the “Student” tab in the myUT Portal.

If you have any 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.

TAKE APPLICABLE PLACEMENT TESTS

Students completing Orientation Online:
After completing orientation online, you will need to contact your admitted college at UT to schedule an advising appointment. All UT placement tests must be completed before meeting with an academic adviser.

Students attending Rocket Transition:
If attending Rocket Transition, you will be able to meet with an academic adviser and register for spring courses at the program.

If you have questions, please contact the Office of New Student Orientation Programs at 419.530.1267.

Students admitted for the spring semester will be required to submit their own photograph in order to obtain their UT Student ID called the Rocket Card.

Students completing Orientation Online:
After submitting a photograph online, it will take up to 3 business days to process the order before the card may be picked up on campus. Students completing orientation online will need to pick up their Rocket Card at Main Campus in Rocket Hall Room 1917 (MyPic Office).

Students attending Rocket Transition:
Students submitting their photograph via the myUT Portal at least 3 days in advance of their scheduled Rocket Transition program date will be able to pick up their Rocket Card at the conclusion of the Rocket Transition program.

For complete details and information about the Rocket Card photo submission process, visit the New Student Tab in the myUT Portal, and click on “Student ID” on the menu. If you have questions about the photo submission process or your UT student ID, please contact 419.530.4807 (MyPic Office).

Complete Treasurer Office Forms

- FERPA Consent
- Title IV Consent
- Applicant Financial Aid to Register for Courses
- Direct Deposit Authorization

Prefered Web Browser is Mozilla Firefox Version 5.0 or higher or Internet Explorer Version 7 or Google Chrome.

- ACTIVATE Your UTAD AND UT E-MAIL ACCOUNTS.
  - Log into the myUT Portal at myUT.utoledo.edu using your UTAD username and password.
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Take applicable placement tests!

Descriptions of all placement tests can be found in the “New Student” tab in the myUT Portal. Placement tests are given in math, chemistry, and foreign languages.

Which placement tests do you need to take?
Please contact your admitted college at UT to determine the tests that you will need to complete prior to attending Rocket Transition or meeting with an adviser. College contact phone numbers are listed in this booklet.

When should you take the placement tests?
You need to take placement tests before you attend Rocket Transition or meet with an adviser. College contact phone numbers are listed in this booklet.

Where can you take placement tests?
Placement tests can be taken in the Test Center located in Main Campus Field House Room 1080.

The Arabic and Chinese placement tests must be scheduled through the Foreign Language Department. The French, German, Japanese, Latin and Spanish foreign language tests must be completed in the Test Center.

The Rocket Transition program begins at 10:30 a.m. and ends at 4:30 p.m.

During check-in, you will receive a packet of materials, the schedule of the program activities, and a parking pass.

The Rocket Transition program begins at 10:30 a.m. and lasts up to 5 p.m. Plan to spend the entire day on campus.

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