



## Are You Ready to Join Our Family? Check this List & You Will Be!

**Confirm Attendance for the Fall 2017 semester.** Prior to arriving on campus, you must confirm your attendance for the Fall 2017 semester on the Student Portal. Instructions for confirming your Fall 2017 attendance can be found at [www.ngu.edu/confirm](http://www.ngu.edu/confirm).

**Read the 2017-2018 Student Handbook and Complete the Student Handbook Survey.** The 2017-2018 Student Handbook and Survey will be available beginning August 1, 2017.

Please read the Student Handbook and complete the "Student Handbook Survey." The survey must be completed before a student can enroll at the University for the Fall 2017 semester!

**Additional information regarding the Student Handbook and Survey will be sent in July.**

**Complete the Emergency Response Information Form (ERI).** You can access this form by going to [www.ngu.edu/residence-life.php](http://www.ngu.edu/residence-life.php). Find the Emergency Response Information Form on the list. This ERI is very important to the Office of Student Life; please make sure the information is accurate. We use this form in the following ways:

1. The student's contact information is entered into our Blackboard Connect alert system. This system is used to notify students by phone, text and e-mail of any emergency or change in normal operations of the University.
2. The form provides University emergency personnel or other emergency personnel with information they can use to treat a student that may not be able to communicate.
3. The parent/guardian contact information is vital in case we need to contact a parent/guardian in an emergency situation that involves their student. We are also building a parent e-mail database to improve our communication with parents.
4. This completed form allows us to speak with emergency personnel or medical personnel in place of the parents. This is important so that we can communicate proper information to the parents.

**Please send the completed Emergency Response Information Form (ERI) to the Office of Student Life before August 4, 2017. The form may be scanned and emailed to [student.life@ngu.edu](mailto:student.life@ngu.edu) or can be printed and mailed to: the Office of Student Life, NGU, P.O. Box 1892, Tigerville, SC 29688.**

**Complete the Medical History, Immunization and Physical Examination Record.\*** You can print this record by going to [www.ngu.edu/general-information.php](http://www.ngu.edu/general-information.php), click on "NGU Student Health Form" at the bottom of the page. A completed form requires a physical exam, complete immunization record and a TB Test. Please note that the meningitis vaccine is required. **If you are an education major you must have a TB Skin Test each year. A separate duplicate TB Skin Test result sheet(Section C of this form) must be given to the college of education each school year.** This form is used by the Student Health staff to provide proper care for our students. Also, on the Health Services page you will find a very important letter from our Student Life staff to help provide the proper care for our students.

\*If you are a returning NGU student with this record already on file, you do not need to complete this form again. The only exception is if you are a returning education major, you must complete Section C (the TB test) every year.

**Please send the completed NGU Student Health Form to the Office of Student Life before August 4, 2017. The form may be scanned and emailed to [student.life@ngu.edu](mailto:student.life@ngu.edu) or can be printed and mailed to: the Office of Student Life, NGU, P.O. Box 1892, Tigerville, SC 29688.**

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OFFICE OF  
STUDENT LIFE

*Our Purpose is to Serve, Lead and Engage Students!*

P.O. Box 1892 | Tigerville, SC 29688  
864.977.7121 | [student.life@ngu.edu](mailto:student.life@ngu.edu) | [ngu.edu](http://ngu.edu)

- ❑ **Purchase your NGU Parking Permit online.** All students are required to have a NGU Parking Permit on their vehicle. Before purchasing your NGU Parking Decal, go to <https://www.permitsales.net/NGU>. Enter your **Last Name** and your **Crusader ID**. Your Crusader ID is your Student Login assigned to you by the NGU IT Department. Usually, your Crusader ID consists of your last name and four (4) numbers. Click “Continue,” agree to the terms and conditions of the website and complete the requested information about your vehicle, residence, ownership, and insurance. You will need to agree to abide by the Parking Regulations and then make your payment. Your decal will be mailed to you within 48 hours. Students can purchase a 2017-2018 NGU Parking Permit beginning July 1, 2017.
- ❑ **Complete the FERPA Form** with the Office of Student Success. FERPA is a federal law that prohibits the release of any student education information and records without the student’s consent. In order for someone to have access to information related to your NGU student account (such as payment plans and billing, financial aid, housing, academic and grade records), you must fill out a FERPA Waiver ([www.ngu.edu/ferpa.php](http://www.ngu.edu/ferpa.php)) and email it to Vlad Sabou ([vlad.sabou@ngu.edu](mailto:vlad.sabou@ngu.edu)).
- ❑ **Submit all final official paperwork** to the Office of Admissions. This paperwork includes high school transcript, college transcript, and any AP test scores or CLEP test scores. A hold will be placed on your account if this paperwork is not completed by August 1, 2017.
- ❑ **Confirm Accuracy of your Student Account balance!** Your student account statement for the term FA-17 is available in your student portal under “My Ledger.”
  - Make sure to accept your financial aid by visiting: [myfinaid.ngu.edu](http://myfinaid.ngu.edu).
  - Full-Time Tuition should be \$9,375 (Review your schedule in your student portal under “My Schedule”)
  - Housing should be \$5,120 if you are living on campus.

Set up your payment plan or make payment by selecting “Make Payment” in “My Ledger.”  
Deadline for setting up the 5 month payment plan is Thursday, June 29, 2017. First payment is due July 1, 2017.  
Deadline for setting up the 4 month payment plan is Thursday, July 27, 2017. First payment is due August 1, 2017.  
Deadline to pay in full is Tuesday, August 1, 2017. More information can be found at [www.ngu.edu/businessoffice](http://www.ngu.edu/businessoffice). Email any questions to [student.accounts@ngu.edu](mailto:student.accounts@ngu.edu).
- ❑ **Prepare for Residence Hall Life** by going to [www.ngu.edu/residence-life.php](http://www.ngu.edu/residence-life.php). There You will find the Preparing for Residence Hall Living list with **suggestions** of things to bring that will make resident hall life more comfortable. There are also items listed that you **cannot** bring to campus. In addition, on the “Residence Life” page you will find information regarding lofts, laundry service and micro-fridges.

Student Property Insurance can be found at [www.nssi.com/education](http://www.nssi.com/education). The University highly recommends the NSSI Student Property Insurance.

**QUESTIONS? Go to the “FREQUENTLY ASKED QUESTIONS” Link at** [www.ngu.edu/residence-life.php](http://www.ngu.edu/residence-life.php) and find links for “Frequently Asked Questions by Residents” and “Frequently Asked Questions by Commuters.” As always, you may call us at 864-977-7121.