



NEW STUDENT CHECKLIST

Now that you have completed the [Steps to Enrollment](#), here are a few other things that you need to be ready for college.

- ✓ **Buy or rent your books.** First, check your class syllabus to determine what books are required (find the syllabus in Blackboard). You can also visit the MECC Bookstore at www.mecc.edu/bookstore. Click the link for books and then click the dropdown for textbooks and course materials. Enter the specific course information and find the link to the ISBN number for the text. The MECC Bookstore is located on campus in the Holton Hall and is open Monday –Friday, 8 a.m. to 4:30 p.m. You can use your financial aid funds to pay for textbooks and required supplies only during certain dates each semester.
- ✓ **Access your MECC email.** You will receive official MECC announcements about financial aid and other updates through your MECC email. Set up your email through [MECC Online](#). After logging in with your username and password, select the “Gmail” link.
- ✓ **Access your Class Schedule.** Your class schedule is considered your official list of credit classes for which you registered. Access your schedule through [MECC Online](#), and you’ll see all the classes for which you registered. Credit classes show up in Blackboard either on the first day of the class or within 48 hours after registering. On the first day of class, be sure to have a printed or online copy of your class schedule handy so you’ll know the date, time, building and room number of your classes. The letter which precedes the room number designates the building in which your class is held: G=Godwin Hall, H=Holton Hall, D=Dalton-Cantrell Hall, P=Phillips-Taylor Hall, R=Robb Hall.
- ✓ **Get a Free Parking Decal.** All MECC students must register for a parking permit. Register for your parking permit on the first floor of Godwin Hall.
- ✓ **Get a Student Photo ID.** All MECC students must register for a student ID. You can obtain your student ID at the Center for Student Outreach & Success in Holton Hall.
- ✓ **Attend the New Student Seminar.** All new students are required to attend the New Student Seminar, a comprehensive SDV course which is scheduled prior to the first day of classes during the semester's Welcome Week activities. New Student Seminar meets the requirements of SDV 100. It is taught in three days, culminating in a day of activities that will provide students opportunities to engage with their specific program faculty and interact with student clubs and organizations. Completion of the three-day class provides an opportunity for new students to begin classes more prepared for their college experience and allows them the opportunity to make connections with their fellow students and college personnel. For more information, visit www.mecc.edu/newstudent.
- ✓ **Visit the Library.** MECC's Wampler library is located on the second floor of Robb Hall. Visit the library to obtain a library card, as well as access the material and research you need for courses. Library resources are available online at www.mecc.edu/library.
- ✓ **Sign Up to Receive MECC Text Alerts.** For your safety and convenience, we strongly recommend that you sign up for our emergency alert system. It will notify you quickly with an email and/or text about MECC closings due to inclement weather or about emergency situations. To register for text alerts, visit www.mecc.edu/textalerts.

- ✓ **Read the MECC Student Handbook.** The handbook contains additional information and MECC's Code of Conduct. To read the handbook, visit www.mecc.edu/handbook.
- ✓ **Join Us on Social Media.** Important announcements regarding events, schedule changes, and activities are shared on MECC's social media sites. Join us on Facebook at www.facebook.com/mountainempirecollege, on Twitter @MECCVa, and on Instagram @MECCedu.
- ✓ **Enjoy the Red Fox Grill.** The Red Fox Grill, located in Holton Hall, provides an excellent selection of inexpensive breakfast and lunch options for MECC students and staff. Students receiving financial aid may obtain food vouchers through the MECC Bookstore to purchase items at the Grill.

GET HELP WHEN YOU NEED IT

- **Advising and Testing.** The Office of Student Services provides advising and testing, as well as transfer and disability assistance. Student Services is located in Holton Hall or call 276.523.2400 ext. 472.
- **Tutoring and Academic Assistance.** The Tutoring Lab provides academic support services to students who meet eligibility requirements. Services include: tutoring, mentoring, transfer assistance, career counseling, personal counseling, academic skills development (study skills, test-taking skills, etc.) and informative seminars. Visit the Tutoring Lab on the second floor of Godwin Hall or call 276.523.2400 ext. 342.
- **Technology Assistance.**
 - Blackboard Help – [Email Blackboard Support](mailto:skennedy@mecc.edu) at skennedy@mecc.edu or call 276.524.2400 ext. 488.
 - Student Information System (SIS), student email, log-in, password or username – Email the [IT Help Desk](mailto:helpdesk@mecc.edu) at helpdesk@mecc.edu or call 276.523.2400 ext. 244.
- **Disability Services.** MECC provides services to students with documented disabilities. For more information, visit the Office of Student Services in Holton Hall or call 276.523.2400 ext. 343.
- **Veterans Assistance.** MECC programs are approved for enrollment of qualified veterans, survivors, dependents and certain reservists. For more information on services available to veterans and their families, call 276.523.7474 or visit www.mecc.edu/veterans.
- **Transfer Assistance.** MECC provides assistance to students planning to transfer to a four year college. Visit www.mecc.edu/transfer, the Office of Student Services in Holton Hall, or call 276.523.2400 ext. 324.