

# NEW STUDENT CHECK-LIST

The following items must be completed prior to new student move-in on Friday, August 16th. Questions? Email [orientation@wesleyancollege.edu](mailto:orientation@wesleyancollege.edu).

## Send in AP/IB/Dual Enrollment/ Transfer transcripts.

- AP - Request score report from [apscore.collegeboard.org](http://apscore.collegeboard.org)
- IB - Request transcript from [rrs.ibo.org](http://rrs.ibo.org)
- Dual Enrollment and/or Regular Transfer Transcripts - Request official transcript from Registrar's Office at institution attended.
- Send documents to:  
Wesleyan College, ATTN: Admissions  
4760 Forsyth Road  
Macon, GA 31210

## Submit health forms.

To upload your health forms, login to [wesportal.wesleyancollege.edu](http://wesportal.wesleyancollege.edu), click "Student" on the top menu bar, click "Health Record & Forms" on the left menu bar, and proceed to upload and submit the forms.

## Enroll in Wesleyan's student insurance or complete health insurance waiver by August 1st.

Students will receive an email from Gallagher to waive or enroll once they are registered for 12 credits. Students who do not submit a waiver by August 1st will be automatically enrolled in Wesleyan's student health insurance plan. Learn more: [www.gallagherstudent.com/wesleyancollege](http://www.gallagherstudent.com/wesleyancollege).

## Submit missing financial aid documents.

Need help identifying what is missing? Email [financialaid@wesleyancollege.edu](mailto:financialaid@wesleyancollege.edu) or call (478) 757-5205.

## Complete Emergency Contact form.

To complete the Emergency Contact form, login to [wesportal.wesleyancollege.edu](http://wesportal.wesleyancollege.edu), click "Student" on the top menu bar, and click the "Emergency Contact Form" link on the main page.

## Pay all outstanding bills.

Student bills will be available on WesPortal by mid-July. To view your bill, login to [WesPortal.wesleyancollege.edu](http://WesPortal.wesleyancollege.edu), click "Student" on the top menu bar, and click "Financial Information" on the left menu bar. No paper bills are mailed; any communication will be sent directly to your Wesleyan College email account or posted on WesPortal. NOTE: Any changes to your course schedule, financial aid awards, and/or housing may affect your bill. If you have questions about billing and payment, please email [businessoffice@wesleyancollege.edu](mailto:businessoffice@wesleyancollege.edu) or call (478) 757-5120.