Welcome to FIRST STOP SPRING 2017

We’re so glad you’ve come! This information sheet will guide you through many of the stops you’ll need to make in order to settle in quickly and prepare for those excellent grades.

FIRST STOP COUNSELORS
Make sure you are on track for the week and year ahead! Our First Stop counselors will ensure we have all the correct information we need from you and that you are on track for a painless college entrance. We’ll also give you the option to sign the Parent Partnership Agreement (FERPA). Don’t worry—we’ll explain it all!

UNDERGRADUATE ADMISSIONS
If you have a “Transcript Hold” you’ll want to get that looked into, and we are happy to help. Ask your First Stop counselor how to take care of this.

STUDENT FINANCIAL SERVICES
There may be some final financial details you’re eager to straighten out. If you need a computer to access Registration Central or would like to speak with a financial advisor, they’ll be waiting to help you.

ID CARD PHOTO & PICK-UP
Don’t forget to pick up your Andrews ID card in the Office of Academic Records on the second floor of the Administration Building. You’ll need it!

CAMPUS SAFETY
The crew at Campus Safety keeps our campus safe and also oversees parking regulations on campus. Here you’ll have a chance to register your car and bicycle (if you have one, of course). You will need: 1) current proof of registration, 2) current proof of vehicle insurance, and 3) your driver’s license to begin the process. Run and grab what you need to make this happen!

INTERNATIONAL STUDENT SERVICES & PROGRAMS
Are you an international student with questions about special orientation requirements or services offered throughout the year? Our international student life professionals will be on hand to assist you.

STUDENT HEALTH
Another important part of enrolling is completing your immunization records and related health tests. If you still have a “Medical Hold,” medical staff members will be available to help assure a healthy start to your year. Head over to University Medical Specialties (located within the Medical Center) to complete this step.
Here are some other stops you’ll want to make, a bit later on perhaps:

**SPIRITUAL LIFE**
The relationships you develop with God and fellow believers are the most important campus connections you’ll ever make. Meet our Campus Ministries team and learn about life-changing ministry opportunities at the Office of Campus Ministries.

**STUDENT INSURANCE & EMPLOYMENT**
If you have questions about student health insurance or would like to know more about getting a part-time student job on campus, you’ll find all the answers you need here.

**INFORMATION TECHNOLOGY SERVICES**
Computer technicians will be on hand to answer any questions you might have about computer access, accounts and passwords, as well as products and services offered at our ITS Computer Store.

**BANKING**
Within walking distance, or a short drive away, you’ll find several banks where you can stash your cash close by.
We are excited you have chosen Andrews University and we want you to know that we cannot wait until you are here, settled and enjoying the Andrews experience. To help make this happen, we have scheduled some important appointments you will need to attend.

Sunday, January 8

10–11 a.m.  INTERNATIONAL STUDENT ORIENTATION
Dining Services, Campus Center
This session offers you information you need to know as an international student studying at Andrews, including government guidelines and regulations that relate to your studies in the United States.

6–7:30 p.m.  NEW STUDENT DINNER AND ORIENTATION (For all students)
Dining Services, Campus Center
We want to feed you and welcome you as the new semester begins. We’ll also let you know some things that matter most as you begin studies with us.

12:00–5 p.m.  FIRST STOP
Enrollment Management, First floor, Administration Building
Here’s the place to confirm what still needs to be completed in the enrollment process. They will help make sure you are on track for the year ahead!

10 a.m.–5 p.m.  RESIDENCE HALL MOVE-IN
Lamson, Meier, Burman & Damazo Halls
If you’re living in the residence halls as you start your studies this spring, this will be your chance to settle into your new room. If you’re planning to arrive on Sunday, contact the residence halls directly.

Lamson Hall, Women’s Residence: 269-471-3446
Meier Hall, Men’s Residence: 269-471-3390
Burman Hall, Men’s Residence: 269-471-3670
Damazo Hall, Women’s Residence: 269-471-3670
Monday, January 9

9 a.m.–5 p.m.  
**FIRST STOP**  
Enrollment Management

First Stop continues at Enrollment Management. If you missed this stop on Sunday, be sure to check in here on Monday before this station closes.

Tuesday, January 10

1:30–5:30 p.m.  
**CIEP PAPER-BASED TOEFL***  
Center for Intensive English Language Program  
Nethery Hall, Room 200

This test is for students who have not attended high school in English for four complete years and need to demonstrate English proficiency. Please note that the test is also offered on Friday, January 6 beginning at 9:30 a.m.

**MATH PLACEMENT EXAM***

Visit andrews.edu/cas/math/mathematicsplacement for requirements and schedule.

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* All students who have not attended high school in English for four complete years need to take the TOEFL (or another English language test accepted by Andrews University). The paper-based TOEFL is offered through the Center for Intensive English Programs (CIEP) on the following dates and times: Friday, January 6, at 9:30 a.m. and Tuesday, January 10, at 1:30 p.m. Register by Thursday, December 7, to take one of these tests. Contact CIEP by phone at 1-269-471-2260 or by email at ciep@andrews.edu.

** The following students do NOT have to take the MPE:

1. New incoming students who already have an MPE score that is based on an ACT/SAT test score. You may be able to retake if you want to try for a higher score to meet a prerequisite.
2. Students who, at the time of their first enrollment at Andrews University, transferred credit from an accredited college in a college algebra, precalculus, precalculus algebra, trigonometry or any calculus course. All these courses, when evaluated and accepted by the University, will satisfy the General Education Mathematics requirement.
3. Students who have taken AP Calculus and have passed the AB test with a score of at least 3 or have passed the BC test with a score of at least 4.
4. Students transferring from a four-year college into Physical Therapy or Medical Laboratory Sciences and are classified as seniors in their first year at Andrews are deemed to have met the mathematics requirement of the college or university from which they are transferring. The Andrews mathematics requirement is waived, and these students do not have to take the MPE.
5. Students enrolled in the Intensive English Language Program are not required to take the MPE until the first semester of enrollment in regular college level courses.

Courses named Elementary Algebra, Intermediate Algebra, College Mathematics or Beginning Algebra will generally not be sufficient to meet the General Education requirement, although taking them can help you score well in the MPE.

1. MEIJER
   1920 Pipestone Rd, 269-926-7204

2. PIER 1 IMPORTS
   1000 E Napier Ave, 269-927-4341

3. BIG LOTS
   1950 Pipestone Rd, 269-925-9766

4. BURLINGTON
   1959 Pipestone Rd, 269-925-1820

5. TJ MAXX
   980 Fairplain Rd, 269-925-5689

6. TARGET
   960 Fairplain Rd, 269-925-1205

7. WAL-MART
   1400 Mall Dr, 269-927-6514

8. LOWE’S
   1300 Mall Dr, 269-927-6000

9. STAPLES
   1485 Mall Dr, 269-926-0052

10. BEST BUY
    1515 Orchard Crossing, 269-926-0052

11. HOME DEPOT
    2075 Pipestone Rd, 269-926-2173

12. ORCHARDS MALL
    1800 Pipestone Rd, 269-927-4467
Orientation Map

FIRST STOP
Enrollment Management - Administration Building

Other Key Locations:
- Andrews Academy
- Bell Hall (Extensive Group Experience, International Languages)
- Burman Hall - Men's Residence
- First Stop - (Burman Hall - Men's Residence, Damazo Hall - Women's Residence)
- Griggs Hall - Men's Residence
- Lamson Hall - Women's Residence
- Meri Hall - Men's Residence
- Ornament Hall - Women's Residence

Parking passes are required. Please pick up your free visitor parking pass at the Office of Campus Safety.