

# Enrollment Checklist

## Yankton Campus

Use this checklist as a guide through the admissions process at Mount Marty College.  
More information is online at [www.mtmc.edu/admissions](http://www.mtmc.edu/admissions).

### During Registration:

- Attain a college catalog and course schedule. These can also be located online at [www.mtmc.edu/academics/registrar/course-information.aspx](http://www.mtmc.edu/academics/registrar/course-information.aspx).
- Attain a degree checklist and information on each academic major. These can also be located at [www.mtmc.edu/academics/majors/index.aspx](http://www.mtmc.edu/academics/majors/index.aspx)
- Register for classes with your advisor. Receive your official schedule from the Registrar's office.
- Review your estimated cost sheet, financial assistance and your budget to evaluate your costs with your Enrollment Counselor.
- Complete the Myers-Briggs Type Indicator assessment for roommate assignments and class.
- Complete your placement essay for English, if you don't have a prior college English class.
- Submit all your deposits and fees to include:
  - \$50 tuition deposit to guarantee enrollment
  - \$50 housing deposit to guarantee on-campus housing
  - \$35 application fee if it was deferred until registration
- Submit a photo of yourself.
- Complete the following forms:
  - Student Affairs Information Form
  - Enrollment Verification Form
  - High School Transcript Release Form
  - Financial Responsibility Form
  - Records Disclosure Form
- Attain your student ID from the Student Affairs Office.
- Submit your housing contract to live in the residential halls or off-campus housing form.
- Checkout the bookstore for Mount Marty spirit wear and school supplies.
- More information for admitted and registered students can be found online at [www.mtmc.edu/admissions/admitted.aspx](http://www.mtmc.edu/admissions/admitted.aspx)

### Before Classes Begin:

- Retrieve your technology account information online at [www.mtmc.edu/current](http://www.mtmc.edu/current) and click on the link to retrieve your username, e-mail address and password. This account information allows you to access MMC e-mail, Webadvisor and online services. This will replace the user account information that you received as a new applicant. To access e-mail, Webadvisor, campus calendar and campus directory log online at [www.mtmc.edu/current](http://www.mtmc.edu/current).
- Retrieve your Moodle account information online at <http://moodle.mtmc.edu/login/index.php> and click on the "Yes, help me login" button and enter your MMC e-mail address. An e-mail will be sent to your MMC e-mail, which you will need to confirm. Click on the link provided in the e-mail and another e-mail will be sent to you with your user name and password. Log into Moodle for course information online at [www.mtmc.edu/current](http://www.mtmc.edu/current).
- Submit your final, official high school transcript after graduation.
- Submit a final, official college transcript after all college coursework has been completed.
- If you will need other financial resources to cover expenses, please explore applying for an alternative loan. For more information, see your Enrollment Counselor or online at [www.mtmc.edu/financial/loans/alternate.aspx](http://www.mtmc.edu/financial/loans/alternate.aspx).
- Once you are awarded financial aid, return your signed financial aid award letter, along with the athletic or talent agreement and/or work study application, to the Financial Aid Office.

- If you are receiving a Stafford loan, you will need to complete a Master Promissory Note (MPN) and entrance loan counseling in order to receive funds. You can complete these online at:
  - MPN: [www.mtmc.edu/financial/forms/index.aspx](http://www.mtmc.edu/financial/forms/index.aspx)
  - Loan Counseling: [www.mtmc.edu/financial/loans/loan-counseling.aspx](http://www.mtmc.edu/financial/loans/loan-counseling.aspx)
- You can make arrangements for a payment plan with the Business Office to pay any remaining balance. Payments plans are scheduled for payments with a 1% interest rate.
- Submit your Comprehensive Student Health & Disability Form.
- Receive residential life information and your housing and roommate assignment in July if living on campus.
- Receive a letter describing your workstudy position and assignment in July if living awarded work study.
- Return the health insurance waiver card if you do not want to receive health insurance.
- Receive your bill statement with your costs and financial assistance listed.
- If you are receiving any external scholarships, please send all relevant information to the Financial Aid Office or the scholarship check to the Business Office.
- If you are an athlete, confirm with your coach that you are eligible to participate.
- If you are living on campus, contact your roommate prior to orientation to make final arrangements and to get to know each other. You can find suggestions for what to bring to the residence halls online at [www.mtmc.edu/student/residence-life/index.aspx](http://www.mtmc.edu/student/residence-life/index.aspx).
- If you are commuting, you can sign up for a campus dining meal plan or add Lancer cash on your ID.
- Go shopping for your school and housing supplies.
- Review Pre-Orientation e-mails about preparing for school and tips for college success.

#### **During Orientation:**

- Attend New Student Orientation.
- If awarded workstudy, meet with Financial Aid to complete workstudy paperwork and bring two forms of ID.
- Pay your bill by the first day of classes to avoid a late fee. The Business Office accepts cash, checks and credit cards or you can make arrangements for monthly payments.
- Attain your parking sticker by completing a parking card in the Business Office.
- Check out your laptop computer, sign a lease, and attend training with the HelpDesk.
- Receive your mail box number and combination.
- Receive your voicemail instructions if residing in the residence halls.
- Attain an MMC Student Handbook from the Student Affairs Office.
- Buy your books at the Pages bookstore before the first day of classes.

#### **After Classes Begin:**

- If awarded workstudy, meet with your workstudy supervisor for training and to schedule your work hours.
- If you received a Perkins Loan, complete your loan entrance interview. You will be sent an e-mail to your MMC account with a link to electronically sign your promissory note.
- If you have refund due to you, you can pick up your refund check in the Business Office 14 days after the start of classes and after all paperwork has been submitted. Refunds are given in 2 disbursements within the loan period.
- Meet with your advisor if you need any guidance or support.
- Enjoy and have a great year!

**Contact Us**  
[www.mtmc.edu](http://www.mtmc.edu) • 800-658-4552

**Yankton Campus**  
 1105 West 8th Street  
 Yankton, SD 57078  
 (605) 668-1545  
[mmcadmit@mtmc.edu](mailto:mmcadmit@mtmc.edu)