



O-Week Checklist 2019

Students need to prioritize turning in Health Services forms and getting their Scotscards made. Health Services forms must be turned in before students can confirm their class schedule on Monday. Additionally, students will need their Scotscard to get into their residence hall and meals during the weekend. Checklist items on the back page are not required for all students but may be helpful for you to complete.

Check-In & Receive Welcome Packet

Residence Hall Lobbies

Meet your Resident Director and Resident Assistant

Pick up your room key

Check into your room

Find information about local churches as well as the best suggestions for Chattanooga sights and sounds.

Commuter students should check in at Andreas Hall to receive their Welcome Packet.

Health Services

Carter Hall 111

Turn in immunization records, TB test & result, health insurance information, and health history forms. *All paperwork must be completed prior to being allowed to register on Monday, August 26.*

Health Services is permanently located in Jackson Hall but for your convenience, it will be located in Carter Hall 111 on Friday, August 23. Health Services will be in Jackson Hall on Saturday, August 24 from 11:30 a.m. to 2:00 p.m.

Scotscard

Safety & Security Carter Hall 29

Get your picture taken and your student ID card made. Your Scotscard will allow you to gain access to residence halls, and make use of your meal plan and other services.

Scotscards must be obtained by Saturday afternoon so students are able to access meals and their residence hall.

Vehicle Registration

Safety & Security Carter Hall 29

Please register your vehicle online at <https://www.permitsales.net/CovenantCollege>. You will need to have your vehicle VIN number, license plate information, and a debit/credit card to pay your registration (range of \$100-200). After you register, a temporary permit will be emailed to you to place in your car until the permanent decal is ready to be picked up from the Safety & Security Team. If you have additional questions about the process or are having difficulty, please stop by and let us know.

Checklist items on this page are not required for all students but may be helpful for you to complete.

Mailroom

Carter Hall basement

Pick up mailbox assignment and key.

Financial Aid

Probasco Visitor Center

Have your questions answered about aid, loans, and the verification process.

Work Study

Human Resources

Carter Hall 103

Work study paperwork will be completed on Monday, August 26 during your advising time. Please bring original versions of identification items to complete your I9. You will also complete a W-4 and G-4 on Monday. Representatives from Human Resources and Financial Aid will be present on Monday to assist and answer questions. If you have questions ahead of Monday, you are welcome to stop by Human Resources on Friday.

Accounting Office

Carter Hall 147

Have your billing questions answered and make payments on your account.

Office of Records

Carter Hall 149

Have your questions answered regarding transfer credits including AP, IB & dual enrollment.

Note: Schedule changes will not be made until Monday during your scheduled advising time. See your orientation folder for your advising time on Monday.

Technology Services

Mills Hall 110

Have your questions answered about your Covenant network/email account. Instructions on how to set up your wireless internet are in your new student packet and the O-Week app; for additional help, visit Technology Services in Mills Hall 110.

Bank Accounts

Carter Hall basement

Meet with local bank representatives to set up savings and checking accounts.

Banks will only be on campus on August 23rd from 9am to 3pm.