

## SUMMER PREP INSTRUCTIONS

- **FORM A - Print and Complete the Schedule Adjustment and Class Drop Form** with the identifying information at the top and the class registration information in the appropriate spaces. Please include a check (payable to Marshall University) for the correct tuition amount. Please check on Form A for the proper check amount that needs to be included. If payment is not made by June 6, 2014, YOUR STUDENT'S UNIVERSITY CLASS WILL BE DROPPED DUE TO NON-PAYMENT.
- **FORM B - Print and Complete the Summer H.E.L.P. Program Registration Form.** Please fill out all areas or if the information is not available, please put N/A. Make sure you checkmark three deficit areas for your Summer Prep instructional classes according to your disability (please note that the final decision of these classes is determined by the Summer Prep staff). **Please include your check to the M.U. H.E.L.P. Program for the proper amount. We must receive payment for Summer Prep fees no later than June 9, 2014.**
- **FORM C - Print, Read, Sign and Date the Permission to Contact Form.** If this form is not properly filled out and returned, the H.E.L.P. Program will not be able to have contact with parents, university professors and staff on the student's behalf.
- **FORM D - Print and complete the "Meet and Greet" RSVP card.** While this Meet and Greet is not required for parents, you do receive a lot of information about Summer Prep and H.E.L.P. You will not receive a H.E.L.P. student handbook if you are not present.
- **Forms A, B, C, and D must be returned by April 15<sup>th</sup> (or ASAP) to Marshall University H.E.L.P. Program, c/o Sara Barker, 520 – 18<sup>th</sup> Street, Huntington, WV 25703.**
- **Housing:** Complete the Residence Hall and Food Service Application/Contract. **This is to be mailed directly to Marshall University Department of Housing and Residence Life, One John Marshall Drive, Huntington, WV 25755-5400.** You must include a \$200.00 deposit (payable to Marshall University) with the application (you will be receiving a separate form for fall). You will not receive any other information from Residence Services about your application. You will need to go to Towers West main floor counter the Sunday before you start Summer Prep to receive your room assignment and key. If you have questions concerning your Residence Hall and Food Service, please contact them directly at (800) 438-5391.
- **Orientation:** You may have already received, or you will be receiving, a registration form for New Student Orientation. **You do not have to send this in.** All H.E.L.P. students will be taking part in New Student Orientation on Tuesday, July 8<sup>th</sup>, 2014 @ 8:00 a.m. in the Memorial Student Center. Registration for this orientation will be handled through the H.E.L.P. Program. Parents are more than welcome to attend with their student.
- **H.E.L.P. Summer Prep begins on June 9<sup>th</sup> (June 23<sup>rd</sup> for late graduates) at 1:00 p.m. in Myers Hall—Heiner Study Room.** Please attend your class in the morning. If your schedule permits, you may come to the "Meet and Greet" with your parents at 9 a.m.