NEW STUDENT TIMELINE

WHEN YOU PAY YOUR MATRICULATION FEE

YOU’LL GET
- An email with the housing form (we meet preferences on first come, first serve basis)
- An email with login info for My Taylor, the web portal you’ll use for billing, scheduling, and more*
- An email from registrar@taylor.edu requesting essential info for your course scheduling*
- Emails and postcards about financial aid as updates are made to your package
- A letter if you need to complete proficiency testing

* if you pay your fee before April, check for this email after April 1st

YOU SHOULD
- Learn about housing and submit the housing form emailed to you when you paid your fee.
- Register for Summer Orientation or International Orientation
- Join the Facebook group for your class online
- Use this guide to contact staff on campus with questions

IN JUNE

YOU’LL GET
- Your course schedule in an email from registrar@taylor.edu
- Login credentials for your Taylor email address in an email from 4040@taylor.edu
- An email about preparing for Summer Orientation if you plan to attend
- Your roommate and housing information in the mail

YOU SHOULD
- Fill out the required forms listed under “Helpful Resources and Downloads” before fall semester
- Start looking for jobs on campus through the Employment tile on My Taylor
- Book lodging for your family if needed for Welcome Weekend
- Schedule your physical (the form is due August 1st)

IF YOU ATTEND SUMMER ORIENTATION

YOU’LL GET
- A ton of helpful information for starting at Taylor
- Your student ID

YOU SHOULD
- Meet classmates and advisors in your department
- See your room and possibly meet your roommate
- Turn in your required forms in person
- Review financial aid with a staff member
- Complete the paperwork for a job on campus
- Set up your digital accounts with assistance
- Change your preferences for Textbook Butler, or opt out
IF YOU DON’T ATTEND SUMMER ORIENTATION

YOU’LL GET

☐ An email with a to-do list to help you prepare for Taylor
☐ A packet in the mail with forms to complete before fall semester and other helpful information

YOU SHOULD

☐ Double check your forms for due dates (the physical exam form is due August 1st)
☐ Email registrar@taylor.edu if you want to change your course schedule
☐ Change your preferences with Textbook Butler, or opt out
☐ Login to My Taylor and explore (if you have trouble, email 4040@taylor.edu)
☐ Schedule proficiency or language testing if a letter was sent to you on this topic

IN JULY AND AUGUST

YOU’LL GET:

☐ Occasional emails with tips for starting at Taylor
☐ A copy of your course schedule in the mail
☐ An email notification that a billing statement is ready to view (around mid-July)

YOU SHOULD:

☐ Set up Touchnet on My Taylor for bills and give your parents authorization if desired
☐ Starting packing using your Taylor packing list
☐ Plan to make your first college payment before August 20th, 2019
☐ Search for a job using the employment button on My Taylor
☐ Make plans to move in on Welcome Weekend