



Wittenberg University Enrollment Task Tracker



Access Student Portal & Student Email Account

One of the first things you want to complete as an incoming college student is to set up your college email and student portal accounts. Students will link to the registration for their student portal account through their Deposited Student Portal found at apply.wittenberg.edu/account (you will only be able to access this after paying your enrollment deposit). Your Wittenberg New Student Account will be used the entire time you are a student at Wittenberg. You will also receive information on how to set up your school email after paying your enrollment deposit.

View Financial Aid Award Letter

As an incoming college freshman, you will receive an award letter after you have been accepted. It is very important to review this letter and understand the different types of aid you are being offered. After reviewing FAFSA results, we will determine the amount of grants and scholarships you are eligible to receive. We will send you an aid package that includes those grants and scholarships, plus information on loans, payment plans, and work-study.

After reviewing your award letter, make sure you accept or decline the awards you have been offered through your student portal.

Pay Enrollment Deposit(s)

Secure your spot in the incoming class by making your deposit online today. You can deposit on your [admission portal](#), or at <http://deposit.wittenberg.edu>.

After you have made your deposit, details will be sent to you on how to access the Deposited Student Portal, where you will find information about housing, registration and placement testing as it becomes available.

Placement Testing

Everyone, regardless of credit awarded, must take the math placement exam at Wittenberg. Students who submitted an ACT/SAT score as part of their admission application can use those scores to improve their placement test score. Score equivalencies are listed at <https://www.wittenberg.edu/administration/mathworkshop/actsat-score-equivalents>. If you decide to use an ACT/SAT score for improving your placement test score, please contact Obed Lewis at olewis@wittenberg.edu.

Students who have studied Chinese, French, German, Japanese, Russian or Spanish at the high school level or higher should take the language placement exam to indicate which class level they are able to begin. Students who have received credit in their preliminary transfer credit evaluation for a Language 112 course or higher do not need to take the placement exam.

Check with your admissions counselor and keep an eye on your student email/portal to find out how/when you will need to take your placement tests.

Apply for Housing

As a residential campus, Wittenberg expects all full-time students to live in university owned housing. Wittenberg provides a variety housing options - from residence halls and traditional houses to themed houses and furnished apartments.

You must first register your Wittenberg New Student Account and use that username (+"@wittenberg.edu") and associated password to login to the gateway to access the housing form. Students will link to the Housing Intention Form through their Deposited Student Portal at apply.wittenberg.edu/account.

All students must complete this form, even if you intend to be a commuter (Students indicating that they intend to commute will be required to complete a Housing Release Request at this time. It will appear at the end of the Housing Intention form submission and in the quick links on the right-hand side of the screen. You can also access this form on the website at www.wittenberg.edu/reslife under Forms & Resources)

After you complete the Housing Intention Form, you will gain access to the Housing Survey. In order to place you into housing and with a roommate to the best of our ability, we ask you complete the questions as honestly as possible. Even if you know who you want to room with, we ask that you still fill out this survey to move you to the next step.

Learn more: <https://www.wittenberg.edu/student-life/residencelife>

Register for Orientation

Destination Wittenberg is a required New Student Orientation program that helps first-time freshmen and transfer students begin to acclimate to life as a Wittenberg University scholar. The program is designed to help students begin to make connections with their peers and learn valuable information about academics and student life at Wittenberg. Students and families will attend sessions with Wittenberg faculty and staff to learn about campus resources.

Register for Orientation at apply.wittenberg.edu/portal/orientation. If you're unable to attend any of the listed orientation dates, contact COMPASS at summerorientation@wittenberg.edu.

Learn more: <https://www.wittenberg.edu/student-life/orientation>

Verification

Verification is the process by which the Office of Student Financial Aid confirms, through documentation, the accuracy of the information provided on your FAFSA. The U.S. Department of Education selects which FAFSAs universities are required to verify. The verification process ensures that eligible students receive all the financial aid to which they are entitled and prevents ineligible students from receiving aid to which they are not entitled.

If you were selected for verification, you will receive your Verification Worksheet in the mail. You may also be notified via email and other communications.

Learn more & view FAQs: <https://www.wittenberg.edu/administration/sfs/financial-aid/verification>

IRS Tax Transcript Request: <https://www.irs.gov/individuals/get-transcript>



Apply for a Federal Work Study Job

Federal Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. All students, regardless of financial need, are eligible to seek a campus job, but students are only able to be hired under the Federal Work-Study Program if identified in your financial aid package

Visit the [Job Opportunities](#) page for a link to our employment platform and instructions on how to search for positions and schedule appointments in our office.

Transportation & Parking

If you are bringing a vehicle to campus, you are required to register your vehicle with the Wittenberg Police Division [online](#). You will need a credit or debit card, vehicle license plate number, color of vehicle, year, make, and model when registering your vehicle. Once your registration is processed, an email will be sent to your Wittenberg account. A hang tag is issued during the registration process and will be sent to your student mail box located in the basement of the Student Center. You will need to re-register your vehicle at the beginning of each academic year. From the time you receive your email notification, please give up to 7 days to receive the hang tag in your student mail box.

Keep in mind, this is a vehicle registration, NOT a parking pass. Parking on campus is very limited; therefore, Wittenberg is considered a walking campus. Failure to register your vehicle will result in parking citation fines along with the registration fee. If you are bringing a vehicle, be sure to read the Motor Vehicle Regulations found at www.wittenberg.edu/administration/campuspolice.

Student Health Insurance

Wittenberg recommends that all full-time students have medical insurance coverage. Enrolled students are asked to provide a copy of their insurance information along with other required health forms requested.

If you do not have coverage, visit <https://www.healthcare.gov/young-adults/college-students/> for student health plan options.

