

Each of these items have specific due dates, but the College highly recommends that all of these forms are completed prior to attending the New Student Orientation Program in June.

The following Forms/requirements are online in your personal Campus Café portal <https://ccsjc.sjcme.edu> (login credentials were previously emailed to you). Once you are logged in to *Campus Café*, hover over the menu and click on *My Info > Web Services*.

- Monkplacer Assessment Exams – Due 5/28**
Students are required to complete this placement assessment exam. Please see the Monkplacer FAQ sheet contained in your packet. The login credentials are the same that you use to log in to Campus Café.
- Housing Contract 2019-2020 – Due 7/6**
Required for students living on campus.
- Settle Your Bill With Student Accounts – Due 7/19**
Please take the time to check your account. An outstanding balance may keep a student from moving on campus or starting classes. Your current statement may be accessed by clicking on My Info > Billing Statement
- Health Center Forms – Due 8/1**
All health forms must be submitted directly to the Health Center
Saint Joseph's College
278 Whites Bridge Road
Standish, ME 04084
 - Immunization Form
 - Patient Information Form
 - Patient History Form
 - Physical Evaluation Form
 - TB Risk Form
 - Copy of Student's Insurance Card
- Enrollment Financial Agreement – Due 8/1**
This is an agreement for the student's financial obligations between the student and Saint Joseph's College. The agreement will be available **after June 1st**.
- Health Insurance Acceptance/Waiver – Due 8/1**
This indicates if the student is currently covered under an insurance policy, either the SJC offered plan or personal. (This form will **NOT** be accessible until **June 1** and will close **August 1st**).
- Update Your Emergency Contact Information and Granting Access To Parent Portal – Due 8/25**
This form allows the student to designate an emergency contact person and grant parents/guardians access to student academic and/or financial records. The default is no access.

Tuition Insurance Waiver – Due 8/23

All SJC students receive Tuition Insurance via A.W.G. DeWar, Inc. Students may “opt out” of this benefit. (Accessible from June 1st thru August 23rd).

Financial Aid details are located in your financial aid portal

Have all Financial Aid requirements been met? – Due 8/1

To check the status of your financial aid and to be sure you’ve provided all required information, please login to the Financial Aid portal, MyAid at <http://myaid.sjcme.edu>. The MyAid portal may also be accessed in **Campus Café, My Info > Web Services**. You may also call the Financial Aid Office at (207) 893-6612

These forms are not required to be completed prior to classes in August, although the College suggests students consider completing prior to arriving on campus.

Vehicle Registration

Required for all vehicles on campus, including both residents or commuting students. Vehicle registration can be completed online in **Campus Café** under **My Info > Web Services**.

Educational Records Access and Academic Directory Access

This FERPA form has two sections:

1. Release of Directory Information -- indicates if you give SJC permission to share directory information to newspapers, other institutions, etc. If this form is signed, SJC will not be allowed to release directory information to newspapers, other institutions, etc. Default is OK to release directory information.
2. Release of Grades and Academic Records to Your Parents – The college will not discuss grades with your parents unless you have signed this form.

This form is available in **Campus Café** under **My Info > Web Services**

Commuter Meal Plan

Commuter students may “opt out” of their commuter meal plan, available ONLY online in **Campus Café** under **My Info > Web Services** prior to September 14th.