

We are looking forward to having you at Southern Wesleyan University this spring! Below is some important information regarding your next steps.

New Student Orientation

Spring New Student Orientation will be on Saturday, January 4th, 2020 beginning at 10 AM. You can find more information and a full schedule at www.swu.edu/orientation.

You should also be getting some communication regarding this from the Student Life Team.

Student Portal: mySWU

To find your class schedule, pay your \$25 parking registration, pay housing or tuition deposits, log into your SWU email, see your bill, and more, you will need access to your mySWU account (<https://my.swu.edu/ics>). The easiest way to gain access is to use your 6-digit SWU ID number as your username and then create a personalized password by clicking "Password Reset". This will reset your password to all your SWU entities (mySWU, Outlook email, Canvas, etc.). It can sometimes take up to 15 minutes for the password to refresh, save, and sync.

If you have further problems, the IT Department can be reached at 864-644-5050 or techsupport@swu.edu.

Missing Documents/Forms

There are several places that you can find documentation that you need to submit:

1. The Financial Aid Office lists missing documents on the financial aid award letter you received via email
2. Your student portal on mySWU will list any holds on your account
3. The Health Center requires a medical history form, immunization records, and a copy of your medical insurance card. You can send those directly to Nurse Lori Herron at lherron@swu.edu

If you are having trouble finding forms, start here: <https://www.swu.edu/campus/admissions-forms/>

For questions regarding holds, please see the appropriate contacts for the departments listed below:

- Admissions: Caleb Southern – csouthern@swu.edu
- Financial Aid: Susie Simmons – ssimmons@swu.edu; 864-644-5517
- Health Services: Nurse Lori Herron – lherron@swu.edu
- Student Accounts: Paula Hodges – phodges@swu.edu; 864-644-5520

Important Admissions Dates

Southern Wesleyan University offices will be closed Monday, December 23rd, 2019 through Wednesday, January 1st, 2020. Offices will re-open on Thursday, January 2nd, 2020 at 8 AM (EST).

Transfer Counselor Caleb Southern will be out of the office beginning at 1:30 PM on Friday, December 20th, 2019. He can best be reached via email: csouthern@swu.edu. Caleb will be in the office on Monday, December 30th, 2019 for several hours, but will **not** be available for personal appointments on this date.