

# Checklist for Incoming Undergraduate and Transfer Students

*Congratulations on your acceptance.* Please refer to this checklist for further information.

## Financial Aid

- Have you completed the Free Application for Federal Student Aid (FAFSA)? If not, visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please be certain to complete the FAFSA for the correct academic year. The FAFSA is available beginning January 1 of each year. The SCAD school code is 015022.
- Have you completed the required SCAD financial aid form? If not, visit [www.scad.edu/financialaid](http://www.scad.edu/financialaid).

## Scholarships

- Have you submitted a portfolio? Remember, if you plan to submit one, you must do so before classes begin!
- Have you submitted your updated test scores or updated transcripts for further academic scholarship consideration?
- Have you researched alternative funding opportunities?

## Housing

- Have you paid the housing reservation fee? If so, have you completed the online registration? Rooms are assigned on a first paid, first-served basis. Financial aid is not available to pay this fee.
- Have you made the quarterly housing payment? Room assignments are not made until the quarterly payment is received.

For more information about the online housing selection process, visit [www.scad.edu/housing](http://www.scad.edu/housing) for Savannah and [www.scad.edu/scadatlanta/housing](http://www.scad.edu/scadatlanta/housing) for Atlanta.

## Transfer Credit

- Have you requested that your updated transcripts/final transcripts be sent to us?
- Have you requested that your AP, IB or CLEP scores be sent to us?

If you are a transfer student, we may ask for your portfolio or course descriptions and syllabi for transfer credit evaluation.

## Registration

- Have you paid the matriculation fee?  
After you pay the fee, we will:
  - register you for class (first-term students are assigned courses and registered by academic advisers or transfer evaluators). Your final class schedule will be given to you at orientation
  - set up your student account on the college's intranet, MySCAD, where you may view your tentative schedule.
  - provide your SCAD e-mail account information.

## Orientation

- Have you checked online at the SCAD Web site for the orientation schedule? A schedule also will be sent to you by mail.  
**Attendance at orientation is mandatory.**

## What Else?

- Have you sent a photo for your SCAD ID? It should be submitted in JPEG format by e-mail to [scadcard@scad.edu](mailto:scadcard@scad.edu).
- Do you plan to bring a car? Pre-register your vehicle online through MySCAD.
- Have you selected a meal plan? For more information, visit [www.scad.edu/dining](http://www.scad.edu/dining) for Savannah and [www.scad.edu/scadatlanta/dining](http://www.scad.edu/scadatlanta/dining) for Atlanta.

## Due Dates

	Fall	Winter	Spring	Summer
<b>Matriculation fee</b>	May 1	Sept. 1	Dec. 1	March 1
<b>Housing reservation fee</b>	June 1	Oct. 1	Feb. 1	April 1
<b>Housing quarterly payment</b>	Aug. 1	Dec. 1	March 1	June 1
<b>SCAD Card ID photo</b>	Aug. 15	Dec. 15	March 15	June 15

*While fees are not required until the due date they may be paid in advance. Financial aid is not available to pay these fees.*

If you have questions, please contact the admission office in Savannah at 800.869.7223 or 912.525.5100 or by e-mail at [admission@scad.edu](mailto:admission@scad.edu). The admission office in Atlanta may be reached at 877.722.3285 or 404.253.2700 or by e-mail at [scadatl@scad.edu](mailto:scadatl@scad.edu).

# Frequently Asked Questions

## Admission

### What does it mean if there is an advisement hold on my schedule in My SCAD?

Typically, the academic advisers and transfer evaluators (for transfer students) place a hold on your schedule while they are in the process of scheduling all incoming students. This means that you will not be able to change your schedule online. If you need to change your schedule for any reason, you can meet with an academic adviser or transfer evaluator during orientation and/or the first week of classes. Your schedule may be adjusted at that time.

### What type of computer should I buy?

Savannah College of Art and Design students have access to professional-level computer facilities equipped with the latest hardware and software; therefore, we do not require that students bring a computer to SCAD. Students who would like to bring their own computer are encouraged to wait until after their first quarter to allow the opportunity to network with faculty and other students.

## Scholarships

### How do I apply for scholarships?

Students are automatically reviewed for the highest qualifying scholarship during the admission review process.

### What should I include in my portfolio for scholarship consideration?

A portfolio is a collection of an applicant's best work, presented as professionally as possible, demonstrating the applicant's interests and aptitude. Applicants interested in a variety of areas may submit a combination of their best work in different media. It is not necessary to add extra work if it is not consistently strong. See portfolio submission guidelines on the Web site and in the course catalog.

## Financial Aid

### I need help paying for college. What financial aid options are available?

Applicants may be eligible for federal Stafford student loans, the Pell Grant, federal work-study or private alternative loans. Direct Loan programs may enable credit-worthy parents or guardians to assist students with additional loan funds for education. The easiest way to find out about your financial aid options is to visit [www.scad.edu/financialaid](http://www.scad.edu/financialaid). You may also consult the financial aid publication for incoming students, which is available in the admission department.

### What is the FAFSA?

The FAFSA is the Free Application for Federal Student Aid and helps us determine what grants and/or loans you are eligible to receive from the Federal government. Additional information about Federal aid and other financial aid may be found at [www.scad.edu/financialaid](http://www.scad.edu/financialaid).

### When should I begin to apply for alternative loans?

You may want to research alternative loan programs early to find out which lender is best for you. The credit check on most alternative loans is good for 90 days before the first day the loan begins. The school will certify alternative loans only for dates that correspond to the terms for which the loan is intended. Applying too early and/or using false dates may result in your loan expiring before it is certified. Students are responsible for reapplying for loans that expire before certification. For additional assistance with alternative loans, please use the following link at the SCAD Web site: <http://www.scad.edu/financialaid>.

### What is the SCAD financial aid application? Where can I find SCAD financial aid forms?

Students applying for any type of financial aid are required to submit the SCAD financial aid application. This form must be signed and returned to the college by mail. Faxes are not accepted. Additional financial aid forms may be requested. The SCAD financial aid application and other financial aid forms are accessible through the college Web site at [www.scad.edu/financialaid](http://www.scad.edu/financialaid). If you have trouble accessing these forms on the Web, contact the admission office in Savannah at 800.869.7223, 912.525.5100 or via e-mail at [admission@scad.edu](mailto:admission@scad.edu). The admission office in Atlanta can be reached at 877.722.3285, 404.253.2700 or via e-mail at [scadatl@scad.edu](mailto:scadatl@scad.edu).

### How do I know if I have been approved for the PLUS loan?

*Shortly after you receive the SCAD financial aid award notification, the parent who applied for the PLUS will receive a separate letter from Direct Loan stating the loan decision.* The parent who applied for the loan can also check his or her status with Direct loan applicant services at 800-557-7394 once your financial aid has been packaged here at SCAD. If your parent is denied the PLUS loan, you may want to contact an admission counselor to discuss other options.

### Who completes the Federal Master Promissory Notes for the PLUS and Stafford loans?

The student is responsible for completing the promissory note for the Stafford loan.

The parent whose name is on the PLUS loan should complete the promissory note for the PLUS loan. After a student's financial aid has been packaged, both promissory notes can be completed online at <http://dlenote.ed.gov>. This can be done with both loans by using an electronic PIN. Both the parent and the student must request their own PIN at [www.pin.ed.gov](http://www.pin.ed.gov).

## Housing

### How do I sign up for housing?

Housing sign-up takes place online at MySCAD. Please see the FAQs and step-by-step directions for the online housing assignment process at [www.scad.edu/housing](http://www.scad.edu/housing) for Savannah or [www.scad.edu/scadatlanta/housing](http://www.scad.edu/scadatlanta/housing) for Atlanta. Students must pay the nonrefundable housing reservation fee to access the online housing application process.

### When do I sign up for housing?

Once a student is accepted to the Savannah College of Art and Design, he or she may apply for college housing after submitting the housing reservation fee. Any full-time, enrolled student is eligible to reside in college housing; however, living in college housing is optional. Because housing space is limited and assignments are made on a first-paid, first-placed basis, students should adhere to the deadlines listed. Priority for housing assignments is based on date of receipt of the \$250 reservation fee in the bursar's office.

### When will I find out my assignment/ roommate?

Housing assignments are confirmed after July 1 and after the signed housing license agreement and quarterly payment are received. Housing assignments are sent by e-mail and by postal mail.

### What do I need to bring to my residence hall room?

You do not need to bring furniture. A bed, dresser, and drafting table/stool are provided for you. Because space is limited, storage containers are very useful. Appliances permitted in residence hall rooms include personal computers, radios, fans, electric blankets, clocks, blow-dryers, stereos, televisions, VCRs, video games, coffee makers and compact refrigerators up to 4 cubic feet.

### Can financial aid/scholarship cover housing fees?

Student/parent loan funds and other forms of financial aid, including alternative loans, are not available to pay residence hall fees if the authorization of those funds does not occur in time to meet deadlines. Students must adhere to residence life and housing deadlines to ensure housing assignment.