Fall 2021

Spelman
Admissions Guide
Greetings:

Congratulations on your admission to Spelman College! For 139 years, Spelman has proudly welcomed young women into the Spelman Sisterhood, and I am excited for you to be a part of this great tradition. As a member of the Class of 2025, you will join an exceptional community of scholars that comprises more than 2,100 students from 41 states and 15 foreign countries. At Spelman, you are empowered to engage the many cultures of the world and commit to positive social change through service.

Spelman alumnae have gone on to be change agents in the fields of medicine, engineering, technology, literature and the arts. During your time at Spelman, you will grow exponentially and chart your own path as you pursue your academic and personal goals.

Before you embark on your journey you must first complete several required steps. This brochure is designed to guide you through the process of enrolling in Spelman. Please refer to it often to ensure that all requirements are completed by the appropriate deadlines. Department contact information and detailed instructions are included.

Congratulations again and I look forward to welcoming you on campus!

In sisterhood,

Chelsea Holley
Interim Director of Admissions

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**ENROLLMENT DEPOSIT INSTRUCTIONS**

New First-Year and Transfer students who plan to enroll in the College are required to pay a $500.00 non-refundable Enrollment Fee. Enrollment deposits may not be waived and partial payments are not accepted.

All deposit payments may be submitted by certified check, money order, credit card or debit card.

For payments made by check or money order, please make sure the student’s name and Spelman ID number is written clearly on the memo line of the check or money order and mailed to:

Spelman College
Office of Admissions
350 Spelman Lane SW, Box 277
Atlanta, GA 30314-4399

To Pay by Credit/Debit Card go to www.spelman.edu/enrolldeposit.

- Login with the Spelman ID (900#) that is provided in your acceptance package and Pin# (which is your date of birth (mmddyy)).

- Click on the Deposits tab. (See below)

- Select term and follow prompts.

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IF YOU HAVE QUESTIONS, please contact the Office of Student Accounts at 404-270-5154 or 404-270-5163.
ENROLLMENT CONFIRMATION FORM

Spelman is a private, independent historically Black women’s, Liberal Arts College. With a strong tradition of excellence, Spelman College selectively admits and enrolls qualified female candidates, regardless of race, color, religious affiliation, national or ethnic origin, physical challenges, or sexual orientation.

Admission to Spelman is done on a very selective basis. All admitted students are expected to maintain the level of academic achievement presented in their applications until their graduation from high school. A final transcript with a grade lower than a “C” is subject to re-evaluation by the Admissions Committee, at which time they may recommend that our invitation to enroll be withdrawn.

Your space in the class and placement in the residence halls are contingent upon the following:

ALL STUDENTS MUST:

• Complete the Enrollment Confirmation Form located on your SpelCheck portal along with submitting the non-refundable $500 Enrollment Fee by May 1 (New First Year) or June 1 (Transfer).

FIRST-YEAR STUDENTS

• Receipt of your final high school transcript showing proof of graduation and satisfactory completion of high school by July 1 (Fall).
• Students accepted under the Early Decision Plan must also complete and submit the Early Decision Agreement Form located on your SpelCheck portal.

TRANSFER STUDENTS

• Receipt of your final college transcript showing satisfactory completion of courses by August 1 (Fall).

All required fees may be submitted by certified check, money order, or cashier’s check. Please make sure that the student’s name and Spelman ID number is written clearly on the memo line of the check or money order to ensure appropriate processing.

To Pay by Credit/Debit Card go to: www.spelman.edu/enrolldeposit

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

For consideration, students entering Spelman College must list Spelman’s school code (001594) on the Free Application for Federal Student Aid (FAFSA). The FAFSA online form is available at www.fafsa.ed.gov.

• (Spring Enrollment) FAFSA online form currently available
• (Fall Enrollment) FAFSA online form available beginning October 1. Deadline to submit the FAFSA for priority consideration is December 1.

Please note that institutional scholarship recipients are selected by the Office of Admissions, using information submitted with the application for admission. If you have any questions about financial aid opportunities, please contact the appropriate financial aid counselor in the Office of Financial Aid.

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<td>A-D</td>
<td>Thresa Gay</td>
<td>404-270-5210</td>
<td><a href="mailto:tgay@spelman.edu">tgay@spelman.edu</a></td>
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<td><a href="mailto:rmcguay@spelman.edu">rmcguay@spelman.edu</a></td>
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<td>STUDENT LOAN COORDINATORS</td>
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<td>Helena Kindred</td>
<td>404-270-5216</td>
<td><a href="mailto:hkindred@spelman.edu">hkindred@spelman.edu</a></td>
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IMPORTANT INFORMATION FOR FINANCIAL AID APPLICANTS

• Students should apply for a FAFSA personal identification number (PIN) before initiating the aid application at www.pin.ed.gov.
• Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.
• The Spelman College school code is: 001594
• Please make sure social security numbers are correct.
• Remember to provide your full legal name. Common errors like using nicknames or middle name instead of your first name can cause processing delays
• Make sure both the student and parent/guardian sign the FAFSA form.

TYPES OF AID

Financial aid comes from a variety of sources, including federal and state governments and Spelman College, and takes a variety of forms such as:

• Federal and state loans and grants
• Private grants and scholarships
• Private loans
• Institutional aid
• Work-study programs

Website: www.spelman.edu/financialaid
PRE-ENTRANCE HEALTH FORM INFORMATION

The health and safety of our community is important to us. All students are required to complete and submit the Pre-Entrance Health Form which is only available online at www.spelman.edu/healthform.

Completion of this form is an important step in our check-in process for all new students. Students are not allowed to move into a residence hall, participate in orientation programs, or register for classes without a completed health packet on file with the Department of Student Health Services.

The health packet must be submitted to the Department of Student Health Services (SHS) no later than June 1 (Fall).

- Some immunizations required by Spelman College are not required in every state, so it is important for you to review required immunizations with your doctor as soon as possible.
- SHS requires a doctor’s original signature on this document. We are unable to accept faxed or electronically transmitted forms.

IF YOU HAVE QUESTIONS,
Please contact the Department of Student Health Services at 404-270-5249.

RESIDENCE HALL ROOM RESERVATION PROCESS

FIRST-YEAR STUDENTS

All first-year students are required to live on campus. Deposited students will gain access to the housing application beginning March 1. To request housing accommodations that best meet your needs and interests, deposited students should complete our online Housing Application by June 1 on the Housing Dashboard at www.spelman.edu/housing.

Deposited first-year students who submit the Enrollment Confirmation Form, completed Pre-Entrance Health Form and online Housing Application by the June 1 deadline will be among the first group of new students assigned to the residence halls. Students must complete all required medical information before a residence hall room will be assigned.

Residence hall room assignments will be made on a rolling basis upon completion of the criteria indicated above, with first assignments communicated to students via email after June 20. We will do our best to accommodate your residence hall, room and roommate preferences.

Students who complete the required criteria later in the room assignment process, may be assigned to temporary housing until a permanent assignment becomes available.

TRANSFER STUDENTS

A limited number of on-campus housing spaces are reserved for transfer students. Although we cannot guarantee housing, transfer students are encouraged to apply if they are interested in on-campus accommodations. Priority in assignment of transfer students is given to students under 20 years of age. Housing application materials are available at the following website: www.spelman.edu/housing.

Priority housing assignments will be made for First-Year students who complete the following steps by June 1.

- Submit Enrollment Confirmation Form with non-refundable $500 deposit
- Submit online Pre-Entrance Health Form
- Submit online Housing Application

Note: Housing will not be assigned until all three items are complete.

THE OFFICE OF HOUSING AND RESIDENCE LIFE OFFICE HOURS:
MONDAY THROUGH FRIDAY 9:00 A.M. - 5:00 P.M.

For all inquiries regarding housing, please feel free to contact us.
350 Spelman Lane, SW, Box 1473, Atlanta, GA 30314-4399
Phone: 404-270-5344 | Fax: 404-270-5568 | Email: housing@spelman.edu

IMPORTANT DATES FOR ENROLLING STUDENTS

MARCH 1, 2021
Housing Application available www.spelman.edu/housing

APRIL 18 - 19, 2021
Spel-Bound: Overnight program for newly admitted first year students www.spelman.edu/spelbound

MAY 1, 2021
Deadline for the following items:
- Enrollment Confirmation Form
- Non-refundable $500 Enrollment Fee

JUNE 1, 2021
Deadline for the following items:
- Online Pre-Entrance Health Forms and immunization records
- Online Housing Application

JULY 1, 2021
First-Year Students: Final high school and/or college transcripts must be received by the Office of Admissions

JULY 15, 2021
Health Insurance Waiver Due

JULY 30, 2021
Deadline for tuition payment. For details about our 3 month and 10 month payment plans, visit www.spelmacollege/basicfees

AUGUST 1, 2021
Transfer Students: Final college transcripts must be received by the Office of Admissions
FREQUENTLY ASKED QUESTIONS

FINANCIAL AID PHONE NUMBER: 404-270-5212

1. DOES SPELMAN OFFER FINANCIAL AID?
   Approximately 90% of Spelman College students receive financial aid in the form of grants, loans and external scholarships – most usually have a combination of the three. The average financial aid package for a first-year Spelman student receives adds up to $22,000. To begin the federal financial aid process you will have to submit the FAFSA form. Please visit www.fafsa.gov for instructions.

2. ARE SCHOLARSHIPS AVAILABLE?
   Spelman College offers a variety of scholarships to new continuing, and international students. The scholarships range in value from $2,500 a year to awards covering full tuition, fees, room and board. Merit scholarships are very competitive and there are minimum requirements in order to be considered. Students that meet the minimum requirements will automatically be considered with their admissions application.

3. HOW DO I RECEIVE FINANCIAL AID?
   To receive federal financial aid from Spelman College, you must first complete and submit the Free Application for Federal Student Aid (FAFSA) by April 1 of the year in which you plan to enroll at Spelman. Priority is given to those who apply by December 1.

HOUSING AND RESIDENCE LIFE PHONE NUMBER: 404-270-5344

1. ARE FIRST-YEAR STUDENTS REQUIRED TO LIVE ON CAMPUS?
   It is mandatory for all first-year students to reside on campus. Please contact the Office of Housing and Residence Life for information about individual residence halls.

2. ARE FIRST-YEAR STUDENTS PERMITTED TO HAVE CARS?
   On-campus, first-year students are not permitted to have cars anywhere on campus or in the parking deck.

3. IS THERE A CURFEW?
   Spelman does not have a curfew; however, there is a curfew for first-year students during New Student Orientation Week.

4. HOW DO I APPLY FOR HOUSING?
   You must first submit your $500 enrollment fee and enrollment confirmation form. Once these items are complete the housing application is available on the Housing Dashboard at www.sпelman.edu/housing. Students will not be assigned until the required online Pre-Entrance Health Form has been submitted.

5. IS ON-CAMPUS HOUSING AVAILABLE FOR TRANSFER STUDENTS?
   On-campus housing opportunities for incoming transfer students are not guaranteed. Priority in assignment is given to those transfer students under 20 years of age. We strongly recommend that incoming transfer students consider off-campus housing. The Office of Student Life and Engagement maintains a list of nearby options to assist students in their search. Information can be found online at www.sпelman.edu/student-life/commuter-students.

STUDENT HEALTH SERVICES PHONE NUMBER: 404-270-5249

1. WHAT MEDICAL SERVICES ARE AVAILABLE FOR STUDENTS?
   The Health Services department is open to all Spelman students from 9 a.m. to 5 p.m., Monday through Friday. A physician and nurse practitioner are available to see patients during office hours. Should you require emergency medical attention, there are several hospitals in the area that have established relationships with Spelman College. All full-time students are required to participate in a health insurance program which assists with the cost if a student requires medical attention that the Health Services department is unable to provide.

   All students registered for classes at Spelman College are required to carry health insurance coverage. Therefore, all students are required to participate in the Student Health Insurance Plan unless they can provide proof of adequate, alternate health insurance.

   Students who do not provide adequate insurance coverage will automatically be enrolled in the Student Health Insurance Plan each semester. The premium cost is billed to the student’s account. This process can be completed online at https://www.sпelman.edu/student-life/health-and-wellness/health-services/health-insurance-plan

NOTES:
SAVE THE DATE

SPEL-BOUND 2021

April 18 - 19, 2021

This two-day program is designed to serve as a special introduction for newly admitted students.

CAMPUS CONNECTION

OFFICE OF ADMISSIONS
Phone: 800-982-2411
Phone: 404-270-5193
Email: admis@spelman.edu
Website: www.spelman.edu/admissions

OFFICE OF FINANCIAL AID
Phone: 404-270-5212
Website: www.spelman.edu/financialaid

DEPARTMENT OF STUDENT HEALTH SERVICES
Phone: 404-270-5249
Website: www.spelman.edu/healthforms

STUDENT ACCESS CENTER
Phone: 404-270-5293
Phone: 404-270-5289 (TDD)
Email: sac@spelman.edu

OFFICE OF HOUSING AND RESIDENCE LIFE
Phone: 404-270-5344
Email: housing@spelman.edu
Website: www.spelman.edu/housing

OFFICE OF STUDENT ACCOUNTS
Phone: 404-270-5178
Email: studentaccount@spelman.edu
Website: www.spelman.edu/basicfees

OFFICE OF ENROLLMENT MANAGEMENT
Phone: 404-270-5203
Email: hharrell@spelman.edu