Greetings:

Congratulations on your admission to Spelman College! For over 140 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 2027, you will join an exceptional community of scholars that comprises more than 2,300 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
Director of Admissions

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 mm/dd/yyyy).

• Click on the Deposits tab. (See below)

• Select term and follow prompts.

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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<th>EMAIL ADDRESS</th>
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<tr>
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<td>Theresa Gay</td>
<td>404-270-5210</td>
<td><a href="mailto:tgay@spelman.edu">tgay@spelman.edu</a></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.studentaid.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.

Website: www.spelman.edu/financialaid

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
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 http://spelman.medicalconnect.com.

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 1st (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 if they meet communicated deadlines and expectations in a timely fashion. Only those students who have been admitted to the College will be able to access the Online Housing Application and Housing Lease beginning March 1.

Once students who are Deposited with a submitted housing application and signed housing lease they will be eligible to participate in the room reservation process. Once Deposit status is verified, students will be emailed further instructions on making their housing selection.

Both the housing application and housing room reservation process are found online on the Housing Dashboard at www.spelman.edu/housing. All correspondence related to the room reservation process and housing assignments will be sent to the student’s Spelman email address.

Students who require a room assignment to address a medical need must complete appropriate documentation with the Spelman College Student Access Center. All guidelines and forms for the medical accommodation process can be found online at https://www.spelman.edu/student-life/health-and-wellness/student-access-center/registration-and-renewal. Any approved medical accommodations will be communicated to the Housing & Residence Life office. If an accommodation cannot be met immediately, the student will be placed on a priority wait list for the type of room needed. You are strongly encouraged to complete this process as soon as possible for the greatest likelihood that your medical accommodation can be met.

IMPORTANT INFORMATION ABOUT THE HOUSING ROOM RESERVATION PROCESS

- Students will not indicate residence hall preferences or desired roommates. They will select their assignment from available rooms during the room reservation process.
- Students with approved medical accommodations are expected to select a room that meets their medical needs.
- The Housing and Residence Life office will not manage preferred roommate assignments. Students hoping to live together must communicate with one another and coordinate their room selection for that purpose.
- The ability to live with your preferred roommate is not guaranteed.
- Students who complete the requirements for assignment later in the process may be placed on a waiting list or in a temporary assignment until a permanent assignment becomes available.
- Students who complete the requirements after the application deadline will not be eligible to participate in the housing self-selection process. Housing staff will assign these students to available beds, including temporary housing until a permanent assignment becomes available.

TRANSFER STUDENTS

A limited number of on-campus housing spaces are reserved for transfer students. Priority in assignment of transfer students is given to students under 20 years of age. Although we cannot guarantee housing, transfer students are encouraged to submit an “On-Campus Housing Interest Form” on the Housing Dashboard at www.spelman.edu/housing if they are interested in living on campus.

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: 404-270-5368  |  Email: housing@spelman.edu
**The Spelman Promise**

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.

   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.

   **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?**

   Except in certain circumstances, all first-year students are required to live on campus. Students interested in requesting exemption from this policy should view instructions for exemption online at www.spelman.edu/housing/room-assignment-process. Students may only request exemption from the residency requirement AFTER completing a housing application and signing the housing lease.

2. **IS ON-CAMPUS HOUSING AVAILABLE FOR TRANSFER STUDENTS?**

   On-campus housing opportunities are not guaranteed for transfer students. We strongly recommend that incoming transfer students explore off-campus housing options. General information about off-campus living can be found online at www.spelman.edu/student-life/commuter-students.

3. **ARE STUDENTS PERMITTED TO HAVE REFRIGERATORS IN THEIR RESIDENCE HALL ROOMS?**

   Students are not permitted to have personal refrigerators in their rooms. There are shared refrigerators available in all residence halls for student use. Any student who may need a refrigerator as a medical accommodation must complete the registration process and be approved through the Spelman College Student Access Center. More information is available online at https://www.spelman.edu/student-life/health-and-wellness/student-access-center/registration-and-renewal.

4. **DO SPELMAN RESIDENCE HALLS HAVE AIR CONDITIONING?**

   Not all of Spelman’s residence halls have air conditioning. Students who are assigned to rooms in residence halls that do not have air conditioning are permitted to have both window fans and floor fans. Personal air conditioning units are never permitted. Information on specific residence halls can be found online at www.spelman.edu/housing/living-on-campus.

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 8:30am to 5pm by appointment only, Monday through Friday. Healthcare providers are available to see patients during office hours. Should you require emergency medical attention, there are several hospitals in the local area. 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. Students can request an insurance waiver for the Spelman Sponsored Student Health Insurance Plan, deadline for the fall semester is July 15th and deadline for the spring semester is January 15th. It is the student’s responsibility to waive the Student Health Insurance Plan prior to the waiver deadline. This process can only be completed electronically online at https://elev834.eciservices.com/Student/Spelman. If you have any questions, contact ECI Services on behalf of Spelman College at 833-249-0576 or via email spelman.waiver@eciservices.com.

   All students who do not provide proof of adequate insurance coverage will be required to enroll in the Spelman Sponsored Student Health Insurance Plan. Students who plan to acquire the Spelman Sponsored Health Insurance Plan should pre-enroll electronically online at https://elev834.eciservices.com/Student/Spelman. The premium cost is billed to the student’s account. If you have questions, contact ECI Services on behalf of Spelman College at 833-249-0576 or via email spelman.enroll@eciservices.com.
SAVE THE DATE

SPELBOUND 2023

The third weekend in April

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