McMurry University
Information for New Transfer Students

TRANSFER COURSE EVALUATION

As a new transfer student, you will receive a complete evaluation of your transfer courses when you initially register for classes. Depending on your individual situation and choice of major/minor, etc., you will also receive either a Degree Plan Worksheet or a computerized Degree Audit.

DEGREE AUDITS

Your degree audit is available on "MyMcM" if you have selected all components of your degree (major, minor, teaching field, etc). In order for your degree audit to be visible on MyMcM, you must first request one through the Registrar's Office. You and your academic advisor have access to your degree audit.

ADVISOR

You will be assigned a new advisor based on your selection of major. If you change your major, or if you would like to request a different advisor, please stop by the Registrar's Office for a Major/Minor/Advisor Request Form and update any changes you would like to make. Requests for advisors will be honored whenever possible but must adhere to departmental and university policy guidelines.

Advisor:_____

Office :_____

DROP AND ADD CLASSES

Students have 5 days after the beginning of the fall and spring semesters to drop or add a class. If a class is dropped after the 5th class day of fall or spring terms, you will be charged the full amount for the class. No classes can be added after the 5th class day for fall or spring. (2 class days for Summer terms and 1 class day for May Term)

PARKING PERMITS

Parking Permits for your vehicle are required to park in the campus parking areas. These are available at no charge in the southeast entrance of President's Resident Hall. You must have a photo ID, provide your license plate number, your driver's license number, and student ID number in order to receive a parking permit. General student parking is available north of Radford, in the lot west of the Campus Center, and in the paved lot on Sayles Blvd. by Aldersgate United Methodist Church. (**Anywhere NOT MARKED "Faculty/Staff Parking Only").**

STUDENT ID CARDS

ID Cards are used for a variety of services on campus, as well as athletic events. You will keep the same card each year and have it re-coded each year to get in the residence halls. They are available at no charge (for the first card) in the southeast entrance of President's Resident Hall as well. Your ID card may be obtained beginning the first day of class for the semester in which you are enrolled.

TABLET PC/ MOVE PROGRAM

Please contact the MOVE office at 325-793-4901, to see when you will be able to pick up your laptop. The MOVE office is located on the first floor of the Cooke Building in room 102.

POST OFFICE BOX

Post Office boxes are necessary if you live on campus. The Post Office is located in the Campus Center by the Sports Grille. There is not a charge for a post office box for on-campus students. If you do not live on campus, boxes may be rented for $20.00 per year, based on availability.

BOOKS

The bookstore is located in the Campus Center. Books are usually available a couple of weeks prior to the beginning of classes for each semester. If your registration is complete (as determined by the Business Office), it is possible to begin charging books to your account on the Monday before the first day of classes. You may contact the bookstore at 793-4832 for information regarding ordering your books online. *Please keep all receipts for all books purchased as they are needed for returns/exchanges.*

ACADEMIC ENRICHMMENT CENTER

The Academic Enrichment Center (AEC), located in the library, is an integral part of the academic services of McMurry University. The AEC serves the University by providing academic support and instructional resources for students, staff and faculty in a comprehensive learning environment. Resources include a scanner, color printer, fax machine, and access to academic software programs. Services provided include professional tutoring, peer tutoring, computer tutorials, and internet access. Academic counseling and study skills development are also provided.   The primary function of the AEC is to provide vital academic support services to all McMurry students through programs designed to help under prepared students prepare, prepared students advance, and advanced students excel. Through the tools and services it provides, the AEC helps enable students from all economic and educational backgrounds to pursue academic excellence.

The Director of Academic Enrichment and Developmental Education is assisted by three professional tutors and two professional staff. Peer tutors are also available to assist students in various subject areas approximately 60 hours each week. During the fall and spring semesters, the AEC is normally open during the following hours:

Monday – Thursday:	8:00 a.m. - 5:00 p.m., and 6:00 p.m. – 10:00 p.m.
Friday:	8:00 a.m. - 5:00 p.m.
Sunday:	6:00 p.m. - 10:00 p.m.

GRADUATING WITH HONORS

To graduate from McMurry University with *Latin* honors, a student must have completed 57 resident hours at McMurry and have a McMurry University cumulative GPA of a 3.5 or higher.

COMPUTER ACCESS

The login and password for Moodle, My McM and your McMurry email account are the same. Passwords need to be changed every 60 days, and you will be prompted when the time is close.

To get into Moodle: (Use Firefox!)
 From your internet browser: (Use Firefox!)
       moodle.mcm.edu
       enter user name (last name.first name)
       enter password (if you have problems, please call the Help Desk at 325-793-4900)

To get into McMurry's email from the internet:
 From your internet browser:
       www.mcm.edu
       Students (Moodle and MyMcM can also be accessed on this page)
       McM Email
       choose private computer
       enter user name (last name.first name)
       enter password (if you have problems, please call the Help Desk at 325-793-4900)
       click on Sign In (first time you will see language choice and time zone) – just click on Sign In

To get into MyMcM from the internet:
 From your internet browser:
       www.mcm.edu
       Students
       MyMcM
       enter user name (last name.first name)
       enter password (if you have problems, please call the Help Desk at 325-793-4900)