



ENROLLMENT INFORMATION CHECKLIST 2017

Welcome to Saint Vincent College's Enrollment Portfolio for students beginning studies in fall 2017. The purpose of this checklist is to make it convenient for you to complete all of the forms needed by various administrative and academic departments to complete your enrollment. You will not receive any other requests for information. Thanks for your patience in this important process.

Go to <https://mysv.stvincent.edu> - We recommend using a desktop or laptop computer and Firefox, Chrome or Internet Explorer – **Safari and Edge browsers are NOT supported.** This is the Saint Vincent Portal – the College's communication hub. Log in to the Portal using the Username and Password on the welcome letter enclosed with this mailing. **When/if prompted to log on – use `username@stvincent.edu`.** Click on the Welcome Class of 2021! icon for instructions and links.

Test your email account using the login information sent to you. You may access your Saint Vincent email from the Portal by clicking on the Office 365 icon. You may also access your email using <https://outlook.com/stvincent.edu>. To log in your username will be `username@stvincent.edu` and password is the same as the one used for the Portal. **It is important that you check your Saint Vincent email; this will be the primary way you will be contacted by the College.**

Go to <https://saintvincent.schoology.com> or click on the Schoology link on the Portal. Schoology uses the same Username and Password as the Portal and you should be automatically logged in. Click on the ND-171 - Enrollment and Placement course either from the Course Dashboard or Courses menu. You may take some time to explore the course site.

The next three items should be done in the order listed. These do not need to be done at the same time but should be completed by May 24, 2017.

Please complete the interest assessment first by clicking on the MBTI folder in the Materials section of the ND-171 Enrollment and Placement Schoology course. First click on the MBTI Online Instructions. The instructions provide the login information required to complete the online assessment. Next click on the Click Here to Access the MBTI link. This will take you to the online assessment - please only take MBTI Step I (Form M). **DO NOT CLICK ON STRONG INTEREST INVENTORY.** The assessment is untimed and should take about 30 minutes.

Click on the Language Assessment folder in the Materials section of the ND-171 Enrollment and Placement course. Select the appropriate language placement assessment from the choices in the folder (Spanish, German, French, Italian, Latin and Chinese). The language assessment will be used to place you in the appropriate first language course. All students should take an assessment if you have had any language instruction. You may choose to start a new language at the elementary level (there will be a question in the Enrollment Portfolio below). Saint Vincent's core requirement is 6 credits of a foreign language at the intermediate level or higher. The language assessment is untimed and should take approximately 40 minutes.

Please complete the final survey by clicking on the Enrollment Portfolio folder in the Materials section of the ND-171 Enrollment and Placement course and then clicking on Welcome to the Online Enrollment Portfolio. This is where you will register for your Academic Orientation. The survey collects information that will be useful to your advisers and instructors. It is untimed and should take about 60 minutes.

MAKE SURE TO PRESS THE FINISH REGISTRATION BUTTON TO COMPLETE THE SURVEY!

Thank you – we look forward to seeing you at academic orientation in June or July.