



ALMA COLLEGE

New Scot Checklist

The most important next steps to becoming a Scot are listed below.

- ☐ **EMAIL SETUP:** Download the Outlook app on your phone and set up your @alma.edu email.
- ☐ **SIGN IN TO YOUR INSIDE ALMA PORTAL:** Add a student ID photo to your profile, explore, and familiarize yourself with the system. You'll use this portal to also select a meal plan, review financial aid, and pay your bill.
- ☐ **COMPLETE ALL FORMS:** In the "My Forms" section of your student portal.
- ☐ **TURN IN FINAL TRANSCRIPTS AS SOON AS POSSIBLE:** The sooner you submit, the sooner you can register for classes! Submit your transcripts to admissions@alma.edu by July 1, 2026.

Financial Aid

- ☐ **JULY 1, 2026 | DEADLINE TO FILE FOR MICHIGAN STATE AID**
- ☐ **JUNE 30, 2027 | DEADLINE TO FILE THE 2026-27 FAFSA**
However, it is strongly recommended to apply as early as possible! Planning to use Federal Loans? Complete both Entrance Counseling and Master Promissory Note as first time borrowers.

Financial Services

- ☐ **JULY 2026 | BILLS FOR FALL 2026 SEMESTER WILL BE SENT VIA EMAIL**
For college-provided health insurance, students must elect coverage or waive enrollment any time after July 1, 2026. Information on this plan will be communicated via email from the College's Counseling and Wellness Center. Note: This action will need to be completed prior to each academic year, not just the student's first year.
- ☐ **AUGUST 14, 2026 | BALANCES FOR FALL 2026 WILL BE DUE IN FULL, OR PAYMENT PLAN ENROLLED**

Housing and Move-In

- ☐ **MARCH 16, 2026 | HOUSING PROCESS OPENS**
Sign housing agreement and select dining plan. To access your student housing portal, login to inside.alma.edu and select "Housing Registration" in the "Next Steps" box. The housing process will remain open until August 2026.
- ☐ **APRIL 28, 2026 | ROOMMATE SELECTION OPENS**
Select roommates in your student housing portal. To access your student housing portal, login to inside.alma.edu and select "Housing Registration" in the "Next Steps" box. The housing process will remain open until August 2026.
- ☐ **MAY 19, 2026 | SELECT ROOM**
(Selection times published 24 hours before room selection begins.) To access your student housing portal, login to inside.alma.edu and select "Housing Registration" in the "Next Steps" box.

Housing and Move-In Continued

- ☐ **PURCHASE PARKING PERMIT (Optional)**
Available 24 hours after room selection is completed Login to inside.alma.edu Steps must be completed in order. You cannot move onto the next step unless the one before it has been completed. If you do not complete the housing process by JUNE 12 you will be housed by residence life staff and have an assignment by July 3, 2026.
- ☐ **JULY 10, 13 & 14, 2026 | ATTEND BECOMING A SCOT DAY**
- ☐ **SIGN UP FOR MOVE-IN TIME**
Sign-ups are sent to Alma College email accounts in early August (Dates vary for early arrival students.)
- ☐ **AUGUST 26, 2026 | MOVE-IN DAY**
- ☐ **AUGUST 26-30, 2026 | TARTAN 101!**
Get started at Alma College.

Log Into Handshake

- ☐ **JUNE 1, 2026 | LOG INTO HANDSHAKE**
Use your Alma College credentials to access Handshake, Alma's official career platform. On Handshake, you can search and apply for **on-campus jobs**, explore internships, register for career events, and connect with Career & Personal Development staff. You can meet before school starts with a Career & Personal Development staff member to review your resume and cover letter, so you are ready to apply with confidence.

Why complete this step this summer?

Many campus departments begin posting on-campus jobs before the fall semester starts. Logging in early allows you to view openings, apply before positions are filled, and secure employment before arriving on campus.

Course Registration

- ☐ **COMPLETE NEW SCOT SURVEY**
The required first step for course registration.
- ☐ **SIGN UP FOR BECOMING A SCOT DAY**
Learn about the registration system, course requirements, and how to schedule a meeting with an advisor.
- ☐ **JUNE 15-26, 2026 | EARLY COURSE REGISTRATION OPENS**
- ☐ **JULY 15-24, 2026 | REGISTRATION RE-OPENS**
There is an add/drop window to make final changes the week before the start of term.

Health Requirements

- ☐ **JULY 1-AUGUST 15, 2026 COMPLETE MEDICAL INSURANCE WAIVER/ENROLL FORM**
You will need your medical insurance information to complete this form. International students must enroll in the Student Health Insurance Plan. Login to inside.alma.edu and select Medical Insurance Waive/Enroll form.



Health Requirements Continued



COMPLETE THE IMMUNIZATION FORM WITH REQUIRED IMMUNIZATIONS

We require you to be up to date on all childhood immunizations, including tetanus. View more information on our vaccine requirements. Michigan students 18 years of age and older can access their immunization record through the Michigan Immunization Portal. Please complete by August 15, 2026.

Student Athletes



FOR STUDENT ATHLETES | FILL OUT COMPLIANCE AND ELIGIBILITY FORM

An email will be sent out to all student-athletes in early July. Due August 1, 2026



FOR STUDENT ATHLETES | SPORTS INFORMATION BIO FORM

Due August 1, 2026



FOR STUDENT ATHLETES | MEDICAL REQUIREMENTS

Includes Checklist Information, Physical Form, New Sickle Cell Requirement, and ADHD form, if needed. Due August 1, 2026.