

Summer Task “To Do” List 2011

This list includes the essential tasks you need to complete through the Dean of Students Office in order to ensure a smooth transition to Claremont McKenna College (CMC). Reminders and other helpful information will be sent to your Claremont McKenna College email account throughout the coming months.

If you have any questions, please refer to the [New Student Portal](#) or contact the appropriate office directly.

	Task	Return forms to/Contact Office	Due Date
<input type="checkbox"/>	Complete and submit housing form (required)	David “Fid” Castro Assistant Dean of Students/Director of Residential Life	June 1
<input type="checkbox"/>	Read and sign (via electronic signature) Residence Hall License Agreement (required)	Dean of Students Office 909-621-8114 – phone 909-621-8495 – fax dcastro@cmc.edu	July 1
<input type="checkbox"/>	Remit \$200 security deposit (required)	Lyn Hughes Administrative Assistant Dean of Students Office	July 1
<input type="checkbox"/>	Complete and submit Student Medical Insurance Information form (required)	909-621-8114 – phone 909-621-8495 – fax lhughes@cmc.edu	July 1
<input type="checkbox"/>	Upload photograph to be used for Student ID (head shot,) in JPEG format (required)		July 1
<input type="checkbox"/>	Respond to Dean Huang’s letter on academic advising (required for freshmen)	Jefferson Huang Vice President for Student Affairs Dean of Students Office	July 1
<input type="checkbox"/>	Read freshman book, “ <i>Strength in What Remains</i> ” by Tracy Kidder (required for freshmen)	909-621-8114 – phone 909-621-8495 – fax jhuang@cmc.edu	September 1
<input type="checkbox"/>	Complete Alcohol-Wise (Part I) – an on-line alcohol education program (required)	Jennifer Jimenez Maraña Dean of First-Year Students Dean of Students Office	August 1
<input type="checkbox"/>	Complete Alcohol-Wise (Part II) – 15-minute follow-up (required)	909-621-8114 – phone 909-621-8495 – fax jmarana@cmc.edu	October 1
<input type="checkbox"/>	Complete and submit physical exam form (required)	Student Health Services 757 College Way Claremont, CA 91711	August 1
<input type="checkbox"/>	Complete and submit Monsour Counseling & Psychological Services form (if applicable)	909-621-8222 - phone 909-621-8472 – fax http://www.cuc.claremont.edu/shacs/	August 1
<input type="checkbox"/>	Complete and submit Athlete Information/Physical Form (if applicable)	Steve Graves Head Athletic Trainer Department of Physical Ed. & Athletics 500 East Ninth Street Claremont, CA 91711 909-607-3248 – phone 909-607-8766 – fax sgraves@cmc.edu	August 1