Welcome to Menlo!
What to Do Before You Arrive on Campus

1. Log into your MyMenlo account and Menlo e-mail

2. RSVP for new student orientation

3. Domestic Students: address pending questions with financial aid
   International Students: address pending questions with international student services

4. Submit your housing application

5. Register for classes/placement tests

6. Submit final transcripts, AP/IB/SAT/ACT/TOEFL/IELTS scores

7. Waive health insurance

8. Pay tuition and fees

Other Important Information

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Mark Your Calendar

- Open Now: New Student Registration
- July 1: Tuition Payment Due
- August 15: Residence halls open for new international students
- August 16: Residence halls open for all new students
- August 16: New Student Orientation
- August 20: First Day of Instruction

admissions@menlo.edu  800-55MENLO  @menloadmissions
Welcome from the President of Menlo College

It is a special privilege to welcome you to a campus where students develop into future leaders, learn to think critically, innovate, connect, change, and lead. Menlo is a special place. Welcome to our college.

Menlo is a great place for learning. We have the tools to help students connect classroom insights to real world problem-solving. We also have access to nearby companies – from Facebook and Google, to the garage-based incubator – to offer our students a uniquely Menlo experience that leads to personal and professional success after graduation.

Our faculty challenge our students to engage in learning as a stimulating adventure. We offer activities that range from classroom engagement to real-world internships to study abroad. Everything about Menlo is focused on making the journey one you'll always treasure.

Silicon Valley is a place where so many have pursued their dreams, and you are the next to follow in those footsteps. It's your turn to grab this opportunity and make the most of it. I am honored to help you walk that path.

We celebrate each one of our current students as they embark on their college experience, and all of us here at Menlo look forward to your future success. You will find Menlo to be a great place to study, socialize, and grow.

Once again, my welcome.

Steven A. Weiner
President
A Welcome from the Dean of Student Affairs

Dear New Menlo Oaks:

It is my pleasure to welcome you to the Menlo community. The staff in the Office of Student Affairs help to facilitate the integration of the academic experience with all aspects of college and student life. Our office promotes student development by providing leadership opportunities, individual guidance and counseling, co-curricular programming, and policy development that promotes a multicultural and inclusive campus climate, while also helping to facilitate the successful navigation of student life on campus.

The Office of Student Affairs serves as an important resource and is a central place for students and families to receive assistance navigating student life at Menlo. Our staff work to support individual students or groups experiencing situations that may be impacting their college experience and coordinates the response. We also work to educate students on campus policies and procedures so they can be successful members of the Menlo community.

Departments in the Office of Student Affairs include:

- Student Activities and Leadership
- Residential Life and Community Standards
- Multicultural Affairs
- Community Involvement and Service
- Mental Health and Wellness

As you begin your Menlo journey, I invite you to familiarize yourself with the Menlo Student Handbook which can be found on the College’s website at www.menlo.edu. We in the Office of Student Affairs welcome the opportunity to meet with you and answer any questions you have. Please feel free to reach out to me directly at andrea.peeters@menlo.edu. I would be glad to help you in any way I can. We are very proud of the diverse and tight-knit community we have here at Menlo and look forward to getting to know each and every one of you in the fall!

Congratulations on the success that has led you to Menlo. We look forward to helping you take advantage of the many wonderful opportunities we have to offer you.

Sincerely,

Andrea Peeters, Ph.D.
Dean of Student Affairs

Student Affairs Office Staff
Andrea Peeters, Ph.D.
Dean of Student Affairs

Jake Kelman, Psy.D.
Director of Mental Health Services

Jessica Soliai, M.A.
Director of Multicultural Services & Community Involvement

Katie Lathrop
Coordinator of Student Leadership & Activities

Emebet Aklilu
Coordinator of Student Affairs
Information Technology Overview

MyMenlo Portal

*Your Portal for Payments, Financial Aid, Classes, and More*

The MyMenlo Portal enables students to register online, as well as provides students with access to their class schedules, account and financial aid information, unofficial transcripts, and more. MyMenlo can be accessed from any standard Web browser, on or off campus. Here’s a broad view of the whole page under the “Students” tab.

**Links to forms, advising, housing and Financial Aid and Tax information**

**Quick links to email, MOLE, make a payment, virtual bookstore, medical waiver, and back to the home page**

**Important payment and billing information including forms and account balance**

**Academic info, your major, advisor**

**Grade info**
How to Log In to MyMenlo
To log in to MyMenlo, open any Web browser and go to http://my.menlo.edu. Type in the following:

Username: Your Menlo account username (e.g. jane.smith)
Password: Your Menlo account password

View Account Information
To view information about your account, select the “Students” tab and click on the “My Account Information” link in the middle section. On this screen, you will be able to view your current account balance (includes not-yet-posted transactions) and last statement (does not include unposted transactions). To get your financial aid information, click on the “Financial Aid Portal” at the bottom left navigation section. For questions about your financial aid, contact the Financial Aid office at (650) 543-3880. For questions about your student account, contact the Business Office at (650) 543-3781.

E-mail Overview
Menlo College provides all students with a Menlo e-mail account, hosted by Google. All College communication sent via e-mail will be sent to this official e-mail account. College resources that are shared to students will also be through or sent to this e-mail address. Students are expected
to check their Menlo e-mail account regularly for communications from faculty and administrative offices, including Student Affairs, the Registrar, and Financial Aid.

With Menlo e-mail accounts hosted by Google, students have access to unlimited amounts of storage (personal Gmail accounts offer a limited capacity) shared across the following: Gmail, Calendar, and Drive. Additional Google services may be added throughout the school year.

**How to Log In to your Menlo E-mail**

To log in to your Menlo student e-mail, open a Web browser and go to: [http://mail.google.com](http://mail.google.com)

Type in the following:

Username: Your full Menlo email address (e.g. jane.smith@menlo.edu)
Password: Your Menlo account password

**E-mail Forwarding**

To forward your Menlo e-mail to a personal e-mail account, follow the steps below. Please note that forwarding your Menlo e-mail is not recommended and not an officially supported service. Menlo College IT does not provide support for any issues with forwarding.

- Many college offices are only able to respond to e-mail communications sent from your @menlo.edu e-mail account. Click on the “Gear” icon in the upper right corner, then on “Settings”
- Select the “Forwarding and POP/IMAP” tab
- In the first section “Forwarding”, click the “Add a forwarding address” button and input your address; follow the instructions to validate your forwarding address
- Once your account is validated, select the 2nd radio button, in front of “Forward a copy of incoming mail to…”
- In the first drop down menu, select your forwarding address
- In the second drop down menu, select an option for your forwarded mail – keep, mark as read, archive, or delete
  - We strongly recommend against deleting email, as your Menlo account is the account of record
- Click “Save Changes” at the bottom of the page
- Click on the “Start upload” button

**Information Technology Contact**

650.543.3830
helpdesk.menlo.edu
In Person: Visit our Help Desk in Bowman Library
**New Student Orientation**

New Student Orientation is a time to connect with the campus and other incoming new students at Menlo. Activities range from team building and ice breakers to getting to know your faculty members. We can assure you it will all be fun! A detailed orientation schedule will be ready as we near the start of the fall semester and will continually be updated on the Menlo website. Check regularly for updates!

**Wednesday, August 15**
International Student Welcome and Move-In

**Thursday, August 16**
Residential Student Move-In, Transfer and Commuter Welcome, and Student Orientation Activities (Parents, Partners & Families welcome until 5:30 pm)

**Friday, August 17 - Sunday, August 19**
Student Orientation Activities

**Monday, August 20**
First Day of Instruction

**Sunday, August 26 – Tuesday, August 28**
First-Year Student Retreat *(mandatory for all students enrolled in STS100)*

Please make sure you RSVP for Orientation so we have an idea of attendance numbers.

Go to [www.menlo.edu/orientation](http://www.menlo.edu/orientation) for more information and to RSVP!
Financial Aid

Menlo College administers a variety of assistance programs to help students finance their education.

Students requesting financial assistance (particularly in the form of grants, work-study, and/or educational loans) must complete the Free Application for Federal Student Aid (FAFSA) every year. A student's eligibility for grants, loans and employment is based on a federally regulated analysis of information supplied on the FAFSA, and any other required documentation. Students are expected to ensure that all information provided is accurate to the best of their knowledge.

Financial Aid Checklist
If you have not applied for financial aid yet, here’s your handy Financial Aid checklist to get started:

- First, get your FSA ID
  - In order to apply for financial aid, you need a personal FSA ID [https://fsaid.ed.gov/]
- Complete the 2018-2019 Free Application for Federal Student Aid (FAFSA)
  - Go to www.fafsa.ed.gov
  - Log in- or if you are a first-time applicant, create a new account
  - Complete each step (have 2016 income information available)
  - Enter the Menlo College School Code in Section 6: 00123600

Menlo Institutional Aid

Athletic Scholarships
Recruited athletes may be eligible for athletic awards. Questions regarding athletic awards should be addressed to the appropriate coach. Athletic recruits are not eligible for merit or need-based Menlo Institutional aid.

Merit and Need Based Scholarships
Menlo offers institutional merit scholarships, selected by the College, to eligible students in recognition of academic achievement, leadership, depth of involvement in co-curricular activities, and community service. These scholarships are available to full-time students in the traditional day program and determined only at the point of admission. Students must have a completed file in the Admissions Office in order to be considered for merit scholarships. Additionally, Menlo College offers a need based grant called Menlo Grant. This grant is available to full-time students in the traditional day program and determined upon admission to the College. Menlo Grant is awarded based on both FAFSA information and a student's entering GPA. Athletes and International students are not eligible.
Accepting all Financial Aid and Awards

If you have applied for financial aid through the Free Application for Federal Student Aid (FASFA) or have received institutional scholarships through Menlo College, you **MUST** accept these aids through the online financial aid portal.

1. You may access the financial aid portal from MyMenlo under the quick links, or by visiting [https://my.menlo.edu/NetPartnerStudent](https://my.menlo.edu/NetPartnerStudent) in your browser. Once you are at the financial aid portal main page, you will need to follow the “Log In instructions” listed to create your account and password. You will need your Menlo email to create your account.

   **Note:** If you already have MyMenlo access, you will not be able to log into the financial aid portal with your MyMenlo credentials. *You must click on the “Create an Account” link to activate your financial aid portal using your Menlo College email address.*

2. When you submit the required information, you will be directed back to the portal main page where you may then log in using your credentials.

3. Once you are logged in, you will be able to view your responsibilities as a student, the status of your financial aid documents and forms, view and accept/reduce/decline your financial aid, and view important messages and dates pertaining your financial aid.

If you need assistance or have questions regarding the student financial aid portal, or your financial aid information, please do not hesitate to contact us.

**Financial Aid Contact**
650.543.3880 office
650.543.4103 fax
[financialaid@menlo.edu](mailto:financialaid@menlo.edu)
Schedule an appointment at [www.menlo.edu/bookfinaid](http://www.menlo.edu/bookfinaid)
International Student Services

Menlo College welcomes international students from more than 30 countries. We have a diverse student body, and international students comprise over 17% of our community. At Menlo College, you will be embraced by fellow students, faculty and staff in a safe and secure environment. Our location, in the heart of California’s Silicon Valley, provides the perfect opportunity for impactful internships with some of the world’s most highly regarded companies.

Being an international student on an F-1 student visa at Menlo College subjects you to certain Department of Homeland Security/immigration regulations. The following list outlines some of the major regulations that you need to comply with in order to maintain your status as an F-1 student in the U.S. Please keep in mind that the rules and regulations pertaining to your visa status can change. Therefore, it is essential that you remain in regular communication with the International Student Services Office.

1. You must be a full-time student i.e., enroll in and complete a minimum of twelve units each fall and spring semester. If, for some valid health or academic reason you cannot maintain your full-time status, you need to see International Student Services prior to dropping below twelve units for any given semester. Your eligibility will be determined and staff will discuss the impact this may have on your immigration status.

2. You may NOT work off-campus unless you have obtained appropriate work authorization from a Designated School Official at Menlo or the Department of Homeland Security. (For further details on eligibility requirements and procedures to obtain off-campus work permission, you need to contact the International Student Services Office).

3. You must limit on-campus work to no more than 20 hours per week when school is in session.

4. You must get your I-20 signed for travel prior to leaving the U.S. at any time during or after the semester. This includes trips to Canada and Mexico.

5. You must maintain a valid I-94 card and a valid passport at all times during your stay in the U.S. as an F-1 student. In the event that your passport is due to expire, please contact your nearest Consulate or Embassy for information on how to renew your passport before the expiration date on your passport.

6. You must follow appropriate extension-of-stay and transfer procedures.

7. You must make satisfactory academic progress towards your degree.

8. You must report any change of address within ten days to the International Student Services Office.

At the point of entry into the US, you will need to show the following documents:

1. Menlo College I-20
2. Valid F-1 student visa
3. Valid passport
4. Copy of the admission letter (may need to show)
5. Copy of the I-901 SEVIS fee receipt (may need to show)

Please note that the above regulations may be subject to modification as further policy statements and regulations are issued by various federal agencies. Please consult with the International Student Services Office for details on these and other matters concerning your F-1 student status.

**International Student Services Contact**
Manasi Devdhar-Mane  
Director of International Student Admissions  
650.543.3831  
manasi.mane@menlo.edu

**Travel Itinerary**

Plan to arrive at Menlo College by **August 15**. However, you may arrive and move in anytime from August 15-16th. **Make sure to email your flight details (airline name, flight number, time of arrival) to manasi.mane@menlo.edu by August 1 so housing is prepared for your arrival and move in.**

You will be responsible for your transportation to Menlo College. Below is some information regarding shuttle services and other transportation options.

- **SUPER Shuttle:** Shared ride  
  [http://www.supershuttle.com/Locations/SanFranciscoSFO](http://www.supershuttle.com/Locations/SanFranciscoSFO)  
  Cost: approximately $35-$45

- **UBER or LYFT (booked via app on your mobile phone)**  
  **UBER:** [https://www.uber.com/cities/san-francisco/](https://www.uber.com/cities/san-francisco/)  
  **LYFT:** [https://www.lyft.com/cities/san-francisco](https://www.lyft.com/cities/san-francisco)  
  Cost: approximately $25-$35

- **Taxicab**  
  Taxicabs are available at the airport  
  Cost: approximately $75

**What to do when you arrive at Menlo?**

- If you are arriving during office hours (between 8:00am-4:30pm) please make your way to the [Admissions Office](#) and ask for the International Students Adviser – **Manasi Devdhar-Mane**
- If you are arriving during non-office hours (between 6:00pm-8:00am) please call the [Resident Assistant](#) on duty at +1-650-796-9544
• New Student Orientation begins on August 16th for all incoming students

Hotels near Menlo College

If you are traveling with family members and/or arriving earlier than August 15, here are a few hotel options:

**Red Cottage Inn & Suites**
1704 El Camino Real,
Menlo Park, CA 94025

**Menlo Park Inn**
1315 El Camino Real,
Menlo Park, CA 94025

**Residence Inn by Marriott**
555 Glenwood Ave,
Menlo Park CA 94025

**Hotel Lucent**
727 El Camino Real
Menlo Park, CA 94025

**Best Western Plus Riviera Hotel**
15 El Camino Real
Menlo Park, CA 94025
Residence Life & Housing Overview

Applying for Housing
If you are planning to live on campus, please complete our housing application. The earlier you apply, the more likely we are able to accommodate your room preferences. Go to www.menlo.edu/housing to get started.

Housing Contact:
Emebet Aklilu
Student Affairs Coordinator
650.543.3885
emebet.aklilu@menlo.edu

Your Room Furnishings
Each room, whether it is a single, double, or triple, is provided with the basic furnishings you will need. Each student is provided with a closet or wardrobe, dresser, desk, twin XL bed, and chair.

What to Bring
Here are some basic items you should think about when you start packing!
Blanket/comforter *
Sheets (twin extra-long) *
First aid supplies
Towels/Robe/Shower Shoes*
Bathroom Supplies*
Alarm clock*
Iron & ironing board*
Academic supplies

Surge suppressors/power strips*
Pillows & Pillowcases *
Laundry supplies
Laundry bag or basket *
Small garbage can*
Organizer or calendar
Refrigerator (no larger than 6 cubic ft.) **
Small tools and flashlight

*can purchase through Linens Program
** can rent through MicroFridge Program

NEW! Linens Program: Purchase your Linens & more at http://www.ocm.com/mec
NEW! MicroFridge Rental Program: https://www.collegiateconcepts.net/15/

Professional Attire
As a student at Menlo College, you will be attending professional events and giving professional presentations that will require you to wear professional business attire. Please bring at least one dark suit, a nice dress shirt / tie or blouse, and dress shoes for these types of events and activities. A number of retailers offer student discounts; and second-hand shops are also a good place to look for gently used, affordable professional clothes.

Roommates
Roommate matching is very important to us. We do not use any type of software to make assignments so each person is matched “by hand.” All roommates are matched by the responses provided on the housing application. It is important to remember that the information
we receive is very subjective. For example, what is considered extremely neat to you may not mean the same to someone else. So, as you get to know your roommate, please remember that a conversation about your living preferences at the beginning will go a long way towards establishing a solid roommate relationship.

Residential Telephone and Internet Service
Menlo College offers unlimited high speed wireless Internet service to its residents. Menlo also provides students with telephone (at their request) and wired Internet service in every residence hall. If requested, each student resident is allocated a CISCO 7960 IP PHONE. These phones will only operate in the Menlo College residence halls (in other words, if you bring your own telephone, it will not work).

Cable TV Service
Basic Cable TV service is supplied to each room. The TV must be cable ready and you must provide a coaxial cable for the cable to work properly. Any additional premium channels or converter boxes may be ordered from DirecTV. Service or equipment beyond what is provided by the College, is between the student and DirecTV.

Electrical Appliances
Because of power restrictions and safety concerns, only the following appliances are permitted in the residence halls: irons, curling irons, stereos, televisions, electric blankets, hair dryers, coffee makers, computers, clocks, microwaves, and refrigerators up to 6 cubic feet. Halogen floor lamps are not permitted! Please be aware that the use of extension cords is prohibited due to safety and fire concerns. We require the use of power strips or surge suppressors instead. “George Foreman”® – type electric grills; hot plates, and toaster ovens are also prohibited in the residence halls.

Laundry
Doing laundry on campus can be summed up in one word: Free! Each residence hall is equipped with free washers and dryers.

Mail Service
All student mailboxes are located at the Campus Post Office, which is next to the Student Union. Packages may be picked up at the Campus Post Office. You will receive your mailbox key or combination when you check into your room. When addressing your mail or receiving mail, you will use the mailbox number (not your building or room number) as part of the address. Your address is as follows:

Your Name
Menlo College
1000 El Camino Real
Campus Box # (insert box number)
Atherton, CA 94027
(Due to storage space restrictions, please be advised that you should not send any packages/boxes to your box number earlier than two days before you arrive on campus.)

Dining Services
All students living in the residence halls are required to have a meal plan. All meals are eaten in the Dining Hall. Sodexo, an international company that provides food service to many colleges and universities across the country, manages our dining service. Students are required to present their student I.D. card to enter the Dining Hall. The meal service is an all you can eat plan, which means that you can return for seconds or even thirds if you are extremely hungry! Students with special dietary concerns should speak with the Executive Chef or Dining Hall Manager about any special foods or preparation that may be necessary.

Parking Permits
Menlo College students residing in campus housing are not permitted to bring cars to campus for the duration of their freshman year (fall and spring semesters). This includes students who have enough credits to be considered sophomores at any time during their first academic year at Menlo College. All vehicles parked on campus must be registered with the College by filling out a registration form online, which can be found on the College website: http://www.menlo.edu/about/parking-registration-form/. Note: Please do not submit a parking permit form for the fall semester before July 1, 2018

Safety & Security
Uniformed security officers conduct regular rounds of the campus 24/7 during the academic year. Their responsibilities include patrolling all grounds and buildings, enforcing parking and traffic rules, investigating suspicious activities, and responding to emergencies. Campus security officers work cooperatively with the Atherton Police Department in responding to problem situations on campus. The Atherton Police Department notifies campus security whenever they are called to campus. The college also maintains a professional liaison with the Atherton Disaster and Preparedness Team (ADAPT), Menlo Park Fire Department, San Mateo County Office of Emergency Services, and the Community Emergency Response Team (CERT) which offers hands-on exercises and activities to learn disaster skills and emergency assistance.

Security Services also include:
- Fast response to police, fire or medical emergencies
- Safety escorts when requested
- Special Programs
- Surveillance cameras positioned across campus
- AEDs (automated external defibrillator) are located in every building on campus
- Emergency notification service – providing text, voice and e-mail alerts
- Emergency phones
- Emergency Response (Planning, Preparedness, Response and Recovery)
- Campus Watch Program
Emergency Contacts
Campus security can be reached 24 hours a day, 7 days a week: 650.400.5837.
Campus phones – push “star.”
- Fire/Police/Paramedics 8-911 (campus phone)
- Atherton Police 650.688.6500
- Menlo Park Fire Department 650.323.2404
Placement Testing, Academic Advising, and Course Registration

Welcome to Menlo College! The first step in registering for fall classes is to take the ACCUPLACER math and English placement tests to identify the most appropriate math and English courses for fall. Students who meet certain requirements may waive the placement tests with written documentation. If you meet one of the following criteria, please submit the appropriate final official college transcript(s) and/or test scores to Admissions as soon as possible and inform your Academic Advisor during your advising appointment:

- A score of 3 or above on either the Language and Composition or Composition and Literature examination of the College Board Scholastic Advanced Placement Program (AP)
- A score of 3 or above on the College Board Advanced Placement (AP) Calculus AB or Calculus BC exam
- A score of 4 or above on the International Baccalaureate (IB) Exams (Higher Level only) in English and/or math
- A placement test from another college or university
- Successful completion of an English composition and/or math course taken at a college or university, with a grade of “C-” or higher taken at a college or university

If you do not meet any of the above requirements for waiving the math and/or English placement tests, you should plan to take the online placement tests at Menlo College this summer. Placement tests can be scheduled beginning at 10:00am until no later than 2:00pm. We are available for testing daily, Monday through Friday. Please contact Judy Wasmann to schedule your placement testing at 650.543.3845 or jwasmann@menlo.edu.

Tests are untimed but typically last one hour each. Please plan to meet with an academic advisor and complete course registration immediately following the placement tests. (See Advising and Course Registration info on following page.)

Placement testing will take place at the Academic Advising Center located in the Administration Building, Room 151, at Menlo College. Parking permits are not required during summer.

Placement Testing Outside of the Bay Area

If you are unable to take the placement tests at Menlo College, please contact Judy Wasmann at 650.543.3845 or jwasmann@menlo.edu to find a remote testing site near your home.

Placement Testing for International Students

If you are an international student, you will be able to complete math and English placement testing and registration during Orientation on August 16, 2018.
Placement Testing for Transfer Students
Transfer students may be required to take the English and/or math placement tests before registering for fall classes. If you are a transfer student, please contact Judy Wasmann at 650.543.3845 or jwasmann@menlo.edu for further information.

Advising and Course Registration
Registration for new students for fall classes is now open. If you are able to waive placement testing or have completed your placement testing off campus, you can schedule an advising session online. Academic advising for fall registration is available by phone or in person. Please see advisor information below and the link(s) to schedule an advising appointment.

Patty Lev
Transfer Students (Domestic and International)
https://menlopatty.youcanbook.me/

Judy Wasmann
Domestic freshmen
https://menlojudy.youcanbook.me/

Disability Services and Accommodations
Students who present certified documentation of a disability may register confidentially with the Academic Success Center (ASC) and may qualify for accommodations including: extended time on exams, use of an alternative, distraction-reduced setting for testing, use of a computer or calculator during tests, note-taker in classes, books scanned into Kurzweil 3000, use of Kurzweil 3000 for proofreading, oral directions, and other special considerations as recommended by the certified documentation. If you would like more information about disability services and registering with the ASC, please contact Mike Palmieri at 650.543.3720 or mike.palmieri@menlo.edu.

Please do not hesitate to contact one of us if you have questions. We look forward to meeting and assisting you as you join the Menlo College community!

Academic Advising Office Staff
Patty Lev
Director of Academic Advising
650.543.3917
patty.lev@menlo.edu

Judy Wasmann
Academic Advisor & Tutor/Testing Coordinator
650.543.3845
jwasmann@menlo.edu

Mike Palmieri
Academic Advisor/Disability Services Specialist
650.543.3720
mike.palmieri@menlo.edu
Final Transcripts, AP/IB scores, SAT/ACT scores and others

Final Transcript
All admissions decisions are subject to evaluation of final transcripts. All final transcripts must be submitted to the Menlo College Office of Admissions.

First-year students: ensure that your high school sends us an official final transcript noting the date of your graduation. If you are a high school student enrolled in college coursework, you also need to submit a final college transcript.

Transfer students: you must submit official transcripts from all institutions previously attended or enrolled in. Transfer credit will only be granted after official transcripts have been received.

AP and IB Exam Scores
If you took the Advanced Placement (AP) or International Baccalaureate (IB) exams (Higher Level only), send the official scores to the Office of Admissions. Credit will be evaluated once the score is received.

SAT and ACT Scores
If you took SAT or ACT exams, send the official scores to the Office of Admissions.

TOEFL and IELTS Scores (International Students)
If you took the TOEFL or IELTS exams, send the official scores to the Office of Admissions.

Note: The SAT and ACT Score requirement may have been waived for you during the admissions process. If you have a 10-12 Academic GPA of 3.0 or above, we do not require your official test scores. Please reach out to Admissions (650-543-3753) if you’re unsure of whether or not you need to submit your test scores.

Please mail official documents to:
Menlo College
Office of Admissions
1000 El Camino Real
Atherton, CA 94027
Health Insurance

Menlo College requires all full time students, students living on campus and all international Students to maintain medical insurance coverage. Coverage must include in-patient care, catastrophic illness, and emergency injury care. All international students are automatically enrolled in the Menlo College sponsored plan unless proof of comparable coverage through a United States based carrier is provided.

Students need to satisfy insurance requirements through private or employer sponsored plans or with enrollment in Menlo College’s Student Health Insurance Plan (SHIP). Each school year, the student must be enrolled in SHIP or submit a waiver indicating alternative coverage. Students who fail to submit this waiver form will be enrolled and billed for Menlo College’s Student Insurance Plan.

If you do not need medical insurance this coming semester, you must waive the coverage by September 11, 2018 by logging into: www.4studenthealth.com/menlo. You can contact Relation Customer Service at 800-537-1777 or by email at: customerservice.la@relationinsurance.com

In order to submit the insurance waiver, you must have access to your Menlo College email account. If you have not set your Menlo password or accessed your campus email account, please contact helpdesk@menlo.edu.

For answers to Frequently Asked Questions, go to: http://www.4studenthealth.com/menlo
Payment of Tuition and Fees

Among the last steps on your journey to Menlo College is the payment of your tuition and fees bill. The statement that shows the amount due on your account for the upcoming semester is now available online on MyMenlo.

When do I need to make my payment?
You must make a payment by July 1\textsuperscript{st}, 2018, in order to start classes at Menlo for the fall semester. The URL for MyMenlo is \url{https://my.menlo.edu}. Please note that you must be logged in using your Menlo user ID to access your account information and make a payment.

Follow the link \textit{Pay My Account}
This section gives you the details on your account information. You will not only be able to review your balance, but also easily make payments online. Please contact the Student Accounts Manager at (650) 543-3781 for questions on payment plans, the student insurance waiver, and other information. Finally, at the bottom of the Account Information page you’ll see news that is relevant to your status.

**What are Payment Plan options?**
You may pay the amount due in full via e-Check, ACH, or a credit card. You also have the option to pay your balance on a payment plan.

The College offers the option of a payment plan with five installments for each semester, for a fee of $100. Here are the fall 2018 payment plan dates:

1. July 01, 2018
2. August 01, 2018
3. September 01, 2018
4. October 01, 2018
5. November 01, 2018

**How do I enroll in an installment plan?**
To enroll in the installment plan, go to MyMenlo, click on the “make a payment” quick link, click on the payment plan option, and click on “view agreement”. You will need to enroll in the semester payment plan and accept the terms of the agreement. There is a one-time $100 processing fee to enroll in the installment plan.

**Business Office Contact:**
Student Accounts Manager
Michael Paneitz
650.543.3781
student.accounts@menlo.edu
**Academic Support**

Dear Entering Class of 2018!

I am so pleased that you will be attending Menlo College this fall. Menlo College is a gem in the heart of Silicon Valley, not only because of its strong, relevant academic programs, but also because of the preparation we provide students for academic and professional success. In your first year, you will be introduced to the extensive academic resources available to Menlo students, including:

- Our Writing and Oral Communication Center (WOCC), with a team of writing consultants to help you strengthen your papers, essays, and projects; and an oral communication specialist to provide one-on-one coaching for presentations and interviews
- Our Math Center, with math instructors and tutors who can support your success in all math courses as well as support the development of your quantitative reasoning skills in accounting and finance
- A weekly Study Slam, staffed by our wonderful professors, to receive help with assignments and preparing for exams
- A team of peer tutors qualified to coach you in a wide range of courses
- Support and accommodations for students with learning, physical, or psychological disabilities
- Our academic advising team to support students in selecting majors and academic planning

As a student at Menlo you will be able to achieve professional success through access to the following resources:

- Our internship and career services team dedicated to helping you identify the best major, internship, and career path for you, starting in your first year
- Guidance in creating compelling resumes, cover letters, interview plans, LinkedIn profiles, portfolios, and personal branding strategies
- Access to a database of close to 400 internship opportunities that have been prescreened for quality with in-person site visits by Menlo staff
- Access to Lynda.com, an online training platform that allows you to learn new skills and knowledge on demand through thousands of quality courses
- Subsidized Bureau of Real Estate courses for licensure and on-campus CPA licensure exam prep courses to jump start your career as a licensed professional

Menlo students are achieving internship success in a wide range of organizations, including: SAP, Coldwell Banker, KPMG, American Red Cross, Adobe, Nordstrom, SVG Innovation Center, and the Santa Clara University Athletic Department. Almost 50% of our 2017 interns received job offers from their internship organizations.

As the parent of a recent college graduate, I understand how important it is to find an environment where students can succeed personally, academically, and professionally. Menlo excels in supporting students in all of these areas. Please feel free to reach out to me personally at angela.schmiede@menlo.edu if you have questions about the opportunities and resources available to our students. I look forward to meeting you in August!

Sincerely,

Angela Schmiede, Ph.D.
Vice President for Student Success
# Menlo College Academic Calendar
## Fall Semester 2018

### AUGUST
- **August 15** Wednesday: Residence halls open for International residents
- **August 16** Thursday: New student orientation/residence halls open for new residents
- **August 17** Friday: Last day for 100% tuition refund for complete withdrawal
- **August 19** Sunday: Residence halls open for returning students
- **August 20** Monday: First day of instruction
- **August 24** Friday: Last day to ADD a class
- **August 31** Friday: Last day for 75% tuition refund for complete withdrawal

### SEPTEMBER
- **September 3** Monday: Labor Day – Menlo College holiday
- **September 14** Friday: Last day to DROP a class without a “W”
- **September 17** Monday: Last day for 50% tuition refund for complete withdrawal
  * (No refunds issued after this date)

### OCTOBER
- **October 12** Friday: Mid-semester grade reports due
- **October 26** Friday: Last day to withdraw with a “W”

### NOVEMBER
- **November 5** Monday: Spring registration materials available
- **November 6** Tuesday: Spring registration begins for seniors
- **November 7, 10** Wed/Sat: English Proficiency Examination
- **November 7** Wednesday: Spring registration begins for juniors
- **November 8** Thursday: Spring registration begins for sophomores
- **November 9** Friday: Spring registration begins for all continuing students
- **November 12** Monday: Graduation Petition deadline for spring/summer 2019
- **Nov. 21, 21, 23** Wed/Thu/Fri: Thanksgiving break – Menlo College holiday
- **November 26** Monday: Classes resume
- **November 30** Friday: Last day of instruction

### DECEMBER
- **December 1** Saturday: Final examinations for English
- **December 2** Sunday: Final examinations for math
- **December 3** Monday: Final examinations begin for all other courses
- **December 7** Friday: Final examinations end
- **December 10** Monday: Final grade reports due
- **December 14** Friday: Tuition due for spring 2019
Menlo College Academic Calendar
Spring Semester 2019

JANUARY
January 4  Friday  New student orientation/residence halls open for new residents
January 4  Friday  Last day for 100% tuition refund for complete withdrawal
January 6  Sunday Residence halls open for returning students
January 7  Monday First day of instruction
January 11 Friday Last day to ADD a class
January 18 Friday Last day for 75% tuition refund for complete withdrawal
January 18 Friday Two week reports due
January 21 Monday Martin Luther King Day – Menlo College holiday

FEBRUARY
February 1 Friday Last day to DROP a class without a “W”
February 4 Monday Last day for 50% tuition refund for complete withdrawal
(NO refunds issued after this date)
February 6, 9 Wed/Sat English Proficiency Examination

MARCH
March 1  Friday Mid-semester grade reports due
March 4-8 Mon – Fri Spring recess – no classes
March 22  Friday Last day to withdraw with a “W”

APRIL
April 1  Monday Fall registration materials available
April 2  Tuesday Fall registration begins for seniors
April 3  Wednesday Fall registration begins for juniors
April 3, 6 Wed/Sat English Proficiency Examination
April 4  Thursday Fall registration begins for sophomores
April 5  Friday Fall registration begins for all continuing students
April 5  Friday Graduation Petition deadline for fall 2019
April 26  Friday Last day of instruction
April 27  Saturday Final examinations for English
April 28  Sunday Final examinations for math
April 29  Monday Final examinations begin for all other courses

MAY
May 3  Friday Final examinations end
May 4  Saturday Commencement
May 6  Monday Final grade reports due
Staying Connected

Menlo College
Facebook: MenloCollege
Twitter: @menlocollege
Instagram: menlocollege
Linkedin: Menlo College
YouTube: menlocollegebiz

Menlo Admissions
Facebook: MenloAdmissions
Twitter: @menloadmissions
Instagram: Menlo_admissions
Snapchat: @menlocollege

Menlo Athletics - Go Oaks!
Facebook: Menlo College Athletics
Twitter: @MenloAthletics
Instagram: menloathletics
Stay connected with your Oaks on the go all year long! Download our Menlo College Athletics App in the iTunes App Store and Google Play today!

LiveSafe - Mobile Safety app
The Menlo College LiveSafe mobile safety app provides students and all other members of the campus community a new channel to get in touch with the authorities. Users have the ability to report GPS-tagged information with added picture, video, and audio clips. Campus authorities are able to send safety alerts to members of the Menlo College community to keep them informed about the latest safety updates.
To begin using LiveSafe:
  o Visit the App Store or Google Play and search for LiveSafe
  o Download (install the app with a blue shield logo with a person on it)
  o Register – Open the app and be sure to keep Location Services and Push Notifications turned on
  o Choose Menlo College

Frequently Asked Questions: https://www.menlo.edu/about/safety-security/

Menlo Directory
Our directory lists key offices as well as work locations, phone numbers, job titles, email addresses and fax numbers for faculty and staff affiliated with Menlo College.
http://www.menlo.edu/about/directory/
How to Order From Your **Virtual Bookstore**

1. Visit your Virtual Bookstore and select “Order Textbooks.”

2. Select the Term.

3. Select your Course(s) and select “Continue.”

4. Select the items to be purchased and select “Continue.”

5. Review your order and select “Proceed to Checkout.”

6. “Sign In” to your account or “Create Account.”

**Questions?** Contact the Virtual Bookstore Program Customer Service Team at 1-877-284-6744 or bookstore@ecampus.com