Now that you’re going to be a Landmark student, we need a little more information from you. Please fill out the following forms. Most of them are also available online at https://intranet.landmark.edu/orientation.

If you have any questions, the information in the left-hand pocket will help you. Or give us a call. We look forward to welcoming you at the beginning of the semester!

For Your Records:

A. Enrollment Information & Billing Statement
   This explains your fees and serves as your bill, answers payment related questions and lists phone numbers you can call for more information.

B. Academic Calendar
   This calendar has all of the important dates in the semester, from course registration to residence hall closings.

C. Getting Here: Three Students’ Transition Stories
   What’s it really like to get started at Landmark? Recent Graduates share their story to give you a better idea.

Required Forms:
These are essential to our being able to welcome you to Landmark as a student. Please get them to us as soon as possible. You will probably need some assistance and/or additional signatures on forms marked with an asterisk (*).

1. General Release and Acknowledgement of Consent*
   Read it and sign this important legal document. Note that your parents also need to sign this if you’re under 18.

2. Responsible Payer Agreement Form*
   Read it carefully, fill it out and sign this important legal document. Note that your parents must sign too in most cases.

3. Housing Preference Form
   Tell us a little about how you like to live so we can match you with a compatible roommate.

4. Health Records*
   Provide a complete health profile so we can be prepared to assist you if anything happens. Ask for your doctor’s help with this.
   4a. Report of Health History
   4b. Physical Examination
   4c. Immunization Record

5. Health Insurance Form* (Include a copy of your medical insurance card.)
   Fill out this form, including any health insurance coverage you currently have. Parents will need to fill out part of the insurance form if you’re covered by their policy.

**OVER PLEASE...**
6. Personal Student Evacuation Form *
   The College would like to know that students and their families have given thought to where your student would go if this unlikely event should occur. If there is a pandemic threat, the College might have to make a decision to close on very short notice.

Recommended Forms:
These are things that will make your life and learning experience at Landmark easier and more enjoyable. Again, you may need your parents’ help with forms marked with an asterisk (*).

7. Computer Information and Order Form
   Read the Notebook Program brochure in the left hand pocket. Most students order their required notebook computers through this program. Order online at www.landmark.edu/notebooks in order to take advantage of discounts on comprehensive on-site support.

8. Co-Curricular Interest Form
   Tell us about your interests! A lot of the college experience happens outside the classroom.

9. Telephone Application *
   Fill this out if you want to have long distance service in your room (great for phoning home). Local service is already provided, but you need to bring your own phone and cord. You may want your parents to fill this out with you if they’re helping with the bill.

10. Campus Debit Account Application *
    Complete this form and it’ll be easier for you to buy books, supplies and snacks. Make sure you review the terms on the form. If your parents are funding the account, you’ll need some information from them.

11. Consent to Release Educational Information
    Consider signing this form so we can track your progress once you leave Landmark. We won’t ever use your name when we publish statistics and you can revoke permission at any time.

12. Emergency Contact Information
    This is the information that you would like to be kept on file in case emergency medical treatment is required.

13. Authorization to Release Student Account & Education Information
    The Family Educational Rights & Privacy Act (FERPA) affords students the right to have some control over the disclosure of personally identifiable information from the education records. Use this form to allow the College to communicate with your family or others (also see the information on FERPA in “Making Your Way to Landmark College”).

Envelopes
Put all the forms in the envelopes and send them back to us—Health Forms #4A-C in one envelope, everything else in the big one.

Please return these forms within two weeks of receipt