

New Student INFORMATION GUIDE

FALL 2023

WELCOME TO EMBRY-RIDDLE

MESSAGE FROM THE DIRECTOR OF ADMISSIONS

Welcome incoming students and families to the Embry-Riddle family! Your transition to the Prescott campus is important to us. We hope you will take time to read through the information in this guide, reach out and ask any questions you may have as you prepare for an amazing journey.

In this publication, you will find important information on to-do list items, dates to be aware of, contact information and an overview of campus resources.

On behalf of the Admissions team and the entire campus community, we are excited to meet you soon.



Sara Bofferding
Director of Admissions

MESSAGE FROM THE PRESCOTT ADMINISTRATION

We are especially proud of our campus community here at Embry-Riddle in Prescott. Our staff, faculty and student workers are working diligently to prepare a robust orientation program and getting ready for the start of the new academic year. Our top priority is your learning and success as a student here.

We look forward to welcoming you to campus soon!



Dr. Anette Karlsson
Chancellor



Dr. Rhondie Voorhees
Dean of Students



Mr. Bryan Dougherty
Dean of Enrollment Management



Golden Eagles Flight Team – Fourteen-time National Champions

IMPORTANT DATES

August 23 Housing Move In*

August 24-27 New Student Orientation

August 28 Classes Begin

September 4 Holiday – Labor Day

October 5 No Classes – Fall Expo

November 10 Holiday – Veterans Day

November 23-26 Holiday – Thanksgiving

December 7 Last Day of Classes

December 8 Study Day

December 9, 11-14 Final Examinations

December 16 Commencement



The Academic Calendar is available on ERNIE at erne.erau.edu/departments/records-prescott

*Students will need to sign up for a specific arrival time slot.

INTERNATIONAL STUDENT INFORMATION

After receiving your I-20 for F-1 students or DS-2019 for J-1s, check over the details to be sure everything is correct. If you find errors, please contact Center for International Programs and Services at printstu@erau.edu. If a corrected copy is needed, we will send it to you as soon as possible. If this is your first time coming to the U.S. in F-1 or J-1 status, you will need to pay the SEVIS I-901 fee, visit studyinthestates.dhs.gov/students/sevis-i-901-fee and fmjfee.com/i901fee/index.html. Next, schedule an appointment with the nearest U.S. Embassy or Consulate to obtain your F-1 or J-1 visa by visiting usembassy.gov. You may want to prepare by visiting studyinthestates.dhs.gov/2015/06/five-ways-to-prepare-for-your-visa-interview. Once your visa has been issued, let us know at printstu@erau.edu.

When you have made travel arrangements to the U.S., please email your itinerary to printstu@erau.edu. You are allowed to enter the U.S. up to 30 days from the program start date, but not earlier.

Be sure to keep the following documents in your carry-on bag for easy access upon your arrival in the U.S.:

- ▶ Unexpired passport, valid at least 6 months beyond the date of your entry
- ▶ Valid F-1 or J-1 visa (unless you are a Canadian citizen)
- ▶ Receipt from I-901/SEVIS fee payment
- ▶ Financial support documents used to obtain your visa
- ▶ I-20 (F-1) or DS-2019 (J-1) (make sure you have signed the form)

Upon arrival in the U.S., you should proceed to the inspections area where you will present the documents listed above. At the primary inspection, you will have a brief interview by an immigration inspector who will also examine your documents. You may be asked the purpose of your visit to the U.S.; be sure to tell the inspecting officer that you will be a student and have the school's address available (see cover). They may also collect biometric data from you including a photograph and digital fingerprint.

It is possible you will be asked to go to a secondary inspection to verify information in more detail. If this happens to you, please remember to be patient, as this is a normal part of the entry process. If you have difficulty entering, you may ask the inspecting officer to contact an international student advisor at the school. Have them call the Safety Office at **928.777.3333**, and they will contact us. It is a good idea to plan sufficient time for connecting flights or airport pick-ups to accommodate a possible secondary inspection.

ARRIVING IN PHOENIX

If you are traveling to Prescott through Phoenix, you will arrive at Phoenix Sky Harbor International Airport. There are shuttle services that run between Phoenix and Prescott (see Local Area Information on pg. 12). If you will be living on campus, it is recommended that you purchase a "door-to-door" service so the shuttle can drop you directly at the Embry-Riddle campus. Ask to be dropped at Haas Commons.

ON CAMPUS


When you arrive on campus, go to the Housing & Residence Life Office located in Haas Commons (Building 73) to check into your residence hall. Once you have submitted all immunization records to the Wellness Center, you will be able to check into your room. If you are arriving outside this time frame, please contact Center for International Programs and Service at printstu@erau.edu to make arrangements in advance. If you arrive earlier, you should make plans to stay in a local hotel.

Be aware that you must have all records of immunizations on file to be allowed to check into housing. If the Wellness Center does not have your immunization records, your check-in will be delayed. Be sure to submit them in advance and bring copies of all your immunization records!



This information is provided to assist you with your initial entry into the U.S. Please read carefully.

NEW STUDENT CHECKLIST

- Set up your ERNIE account at ernie.erau.edu. Click on Activate Your Account and follow the prompts.
 - Submit your housing security deposit of \$300 at erau.edu/deposit and complete the housing application found in ERNIE under tools, then Housing and Meal Plans (see pg. 8).
 - Take the ALEKS math assessment and register for classes (see pg. 11).
 - Submit an enrollment agreement through your ERNIE Campus Solutions Student Homepage, found in your To-Do list under the Tasks tile. This is required by the State of Arizona and must be submitted prior to the start of the term to avoid holds on your account.
 - Submit a financial disclosure through your ERNIE Student Homepage > Tasks tile > To-Do List. Must be submitted within 60 days of class registration to avoid a registration hold.
 - Have your official final high school transcript (must include graduation date) and/or official transcripts from all colleges previously attended mailed directly to:
Embry-Riddle Office of Admissions Prescott Campus
3700 Willow Creek Rd., Prescott, AZ 86301 or email to prescott@erau.edu.
- Apply for your EAGLEcard (student ID). Log onto your ERNIE account find the area reading “My Accounts”, then to “Manage My EAGLEcard”, then to “Apply for My EAGLEcard”, click on “Upload your Photo”. **Or, scan this helpful QR code (requires ERNIE login).**
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- All Flight Students – obtain and bring FAA Medical Certificate (see Pre-Flight Checklist, pgs. 6-7).
 - Bring FAA certificates and log book (experienced flight students only).
 - Complete Medical Report Form found at prescott.erau.edu/about/health/health-requirements; provide proof of (2) measles, mumps and rubella immunizations, (3) Hepatitis B injections and a Meningococcal vaccine. Must be on file in the Wellness Center prior to August 18 to avoid registration hold, housing check-in hold, inability to pay bill and other holds.
 - Health insurance is mandatory; all students are automatically enrolled in the university policy and the cost will be added to your student account. If you have comparable health insurance and want to opt out, you must complete a waiver through ERNIE. Watch your Tasks tile in your Student Homepage for “Health Insurance Waiver/Election” to appear as an action item later this summer.
 - Register your vehicles beginning mid-August (see pg. 10).
 - Complete the online Pre-Orientation Guide. A link to the module will be emailed to you in July.
 - For students under age 18 – parent/guardian must sign required consent forms for medical treatment, counseling services and participation in student activities. Forms will be sent directly to the student via email prior to the start of the semester.
 - Bring course outlines/syllabi for transfer courses, if previously requested.



Some of these items also appear in the Tasks tile on your ERNIE Student Homepage.

PRE-FLIGHT CHECKLIST FOR FLIGHT STUDENTS

All students intending to pursue flight training at Embry-Riddle should carefully review the following information. Failure to comply with pre-flight requirements will delay the start of your flight training.

The following are required to be presented at New Student Orientation prior to the start of classes:

1. PROOF OF U.S. CITIZENSHIP

(non-U.S. citizens please see information on pg. 7)

The Aviation and Transportation Security Act (ATSA) requires that all U.S. citizens taking flight training must show proof of U.S. citizenship. These requirements must be met prior to the start of any flight training.

Please provide only original documents. Photocopies, even certified copies, are not acceptable. Proof of U.S. citizenship may be presented by submitting a valid, unexpired U.S. passport. If using documents other than a valid passport, a current government issued photo identification document (such as a U.S. state-issued driver's license) will also be required, along with one of the following:

- ▶ An original birth certificate documenting birth in the U.S. or one of its territories*
- ▶ An original U.S. naturalization certificate with raised seal, Form N-550 or Form N-570
- ▶ An original certification of birth abroad, Form FS-545, Form DS-1350, Form FS-240
–OR–
An original certificate of U.S. citizenship, Form N-560 or Form N-561

*49CFR Part 1552 states, "the individuals original or government issue certified U.S. American Samoa, or Swains Island birth certificate, together with a government-issued picture identification of the individual."

Please do not mail original documents; bring the original documents to orientation in person. Students will not be allowed to start their flight training until this documentation is submitted. There are no exceptions to this regulation.

Flight students may contact Flight Data and Certifications with questions, Building F-6, **928.777.4327**.

2. FAA MEDICAL CERTIFICATE

(required for ALL flight students)

All students planning to begin flight training at Embry-Riddle are required to hold a current First or Second Class Federal Aviation Administration (FAA) medical certificate. Aviation Medical Examiners (AMEs) are designated by the FAA to issue these certificates following completion of an application and a physical examination. AMEs can be found in most U.S. cities and in major cities abroad. A directory is located at the FAA website: faa.gov/pilots/amelocator.

Please be aware that past medical and/or legal problems, including drug- and alcohol-related convictions, could result in you being denied a medical certificate even if you feel you are in good health. All previous medical and legal issues should be evaluated before you begin your education for an aviation-related career; if they are not, delays are common. You will not be allowed to enroll in flight courses without an FAA medical certificate. Therefore, to avoid delays, we advise you to obtain your medical certificate before coming to Embry-Riddle. For students coming from countries outside of the U.S., please contact the Airman Certification Coordinator at the Flight Department prior to obtaining a medical certificate. In some cases, medical certificates may not be valid. If you have significant medical and/or legal problems, be sure to bring copies of medical and/or court records for your FAA medical examiner to review.

Both the government and the aerospace industries consider drug- and alcohol-related convictions (yes — paying a fine is a conviction) a serious problem. Medical and behavioral standards for professional pilots and air traffic controllers are among the highest in our society. Mistakes, poor judgment and other "indiscretions of youth" can have lasting consequences for your career. Prevention through responsible behavior is key.

3. STUDENT PILOT CERTIFICATE

(FA 121 and FH 142)

The Student Pilot Certificate, if not already held by the student, will be issued by your flight instructor after your first meeting. The Student Pilot Certificate can be issued before arrival at your local Flight Standards District Office (FSDO), or through a Designated Pilot Examiner. Local Designated Pilot Examiners may be found at av-info.faa.gov/DesigneeSearch.asp or visit faa.gov/about/office_org/field_offices/fsdo to locate your local Flight Standards District Office.

4. CERTIFICATES OR FLIGHT RATINGS EARNED BEFORE ENROLLING AT EMBRY-RIDDLE

Original certificates must be presented in the Flight Data and Certification Office for possible advanced standing credit. Copies can be sent to Admissions prior to enrollment for unofficial transfer credit evaluation.

INFORMATION ABOUT FLIGHT TRAINING FOR NON-U.S. CITIZENS

Non-U.S. citizens must comply with the U.S. Department of Homeland Security (DHS) notification requirements. The Embry-Riddle Flight Data and Certification Office will assist international students with required Transportation Security Administration (TSA) registration. The students are required to submit a training application, fingerprints, a valid passport and student visa along with a processing fee to the TSA. The students can register for flight courses and begin flight training as soon as the TSA approves the training request. Some advanced flight courses may require a waiting period of up to 30 days.

If Embry-Riddle receives any directive from the DHS or the TSA, the student may be administratively withdrawn.

Questions or need help? Contact an Airman Certification Coordinator at **928.777.4323** or **928.777.4343**.

COST OF FLIGHT TRAINING

Flight costs are not covered by your tuition payments. For detailed information on flight costs per year and per course, visit prescott.erau.edu/admissions/estimated-costs. Subject to change.

DRUG-TESTING PROGRAM

In the effort to maintain a work and educational environment that is safe for its employees and students, the university has established a mandatory flight student drug-testing program. Success in the aviation industry requires a commitment to excel and the discipline to avoid unsafe practices. The use of illegal drugs constitutes an unsafe practice and is incompatible with an aviation environment. All students entering the flight training program are subject to random and post-accident drug testing in accordance with the policy outlined in the Undergraduate Catalog prescott.erau.edu/degrees/course-catalog.

The university reserves the right to immediately suspend or dismiss any student who uses or possesses illegal drugs.

PREPARING FOR EMBRY-RIDDLE

ON-CAMPUS HOUSING

Housing information, including floor plans, rates and meal plan options, can be found on the university website at prescott.erau.edu/campus-life/housing. To apply for housing, submit the \$300 security deposit online at erau.edu/deposit and complete the application found in ERNIE, under tools, then Housing and Meal Plans. Both your deposit and application must be submitted for you to secure on-campus housing. When room assignments have been made, a confirmation of your assignment will be emailed to your Embry-Riddle email account. Be sure to read the housing terms and conditions. For help, contact Housing and Residence Life at prhouse@erau.edu or **928.777.3744**.

FINANCIAL AID

If you have filed your 2023-2024 FAFSA and have not received a confirmation of financial aid awarded to you, please contact the Financial Aid Office as soon as possible. All aid awarded to you should be confirmed before your arrival on campus. The Financial Aid Office can be reached by calling **928.777.3765** direct, toll-free at **833.783.0397** or by email at prfinaid@erau.edu.

COSTS & PAYMENTS FOR 2023-2024 ACADEMIC YEAR

Refer to prescott.erau.edu/admissions/estimated-costs for information regarding tuition, flight, housing, meal plan costs and fees. **Remember — payment in full or enrollment in a payment plan for direct university costs, including tuition, fees, room and board, is due by August 18, 2023.** Students who have not paid their balance by this date will be dropped from classes. You must be registered for classes in order for a bill to be generated.

To view your account statement in the Student Homepage, click on the Finances tile, then select Statement of Account. On the next screen, click the button next to Term: and enter **2753** in the adjacent box to find the Fall 2023 term, then click the View Results link.

All credit card charges paid on your student account (tuition, housing, meal plans, parking, fines and fees) and flight payments made through the Education and Training Administration (ETA) system will incur a third party processing fee.

MANDATORY HEALTH INSURANCE

Embry-Riddle requires all students to have health insurance. To help fulfill this requirement, the university offers a basic insurance plan that is underwritten by United Healthcare. The plan is offered at a greatly reduced premium and is renewable on an annual basis. Enrollment is automatic. Students who already have private coverage that is comparable to the plan that the university offers may be allowed to waive out of the university-sponsored plan. You must complete the waiver in order to avoid this charge to your student account. Additional information regarding the plan highlights and instructions for those who wish to waive out will be forthcoming from United Healthcare. For more information, please contact the Wellness Center, **928.777.6653**. International students are required to carry the university's insurance plan unless waived by demonstrating comparable coverage. This process will take place during orientation.

IMMUNIZATIONS

A Medical Report Form is required and can be found at prescott.erau.edu/about/health/health-requirements. All students born after Dec. 31, 1956 must provide proof of two doses of MMR (measles, mumps and rubella) administered on or after January 1, 1968; on or after their first birthday. All students who reside in university housing must either document the immunizations for Hepatitis B and Meningococcal Meningitis OR sign a waiver declining vaccination. Vaccines are given at the Wellness Center.

Immunization records and the Medical Report Form must be on file in the Wellness Center by August 19 to avoid registration hold, housing check-in hold, inability to pay bill and other holds.

DISABILITY SUPPORT SERVICES

The University is committed to creating an accessible academic community. The Disability Support Services (DSS) office grants accommodations for equal access to qualifying students with disabilities who request them. It is recommended that students seeking accommodations should contact the DSS office by phone or email as early as possible prior to the start of classes. Students may apply for DSS registration at any time throughout the semester, but allowing plenty of time will ensure that all accommodations are in place by the first day of classes. Additional information can be found on the University website at prescott.erau.edu/about/disability-support.

The DSS Office can be reached by email at prdss@erau.edu or by calling 928.777.6751.

WOMEN'S & DIVERSITY CENTER

Embry-Riddle scholars are from all over the country and world and represent the best and brightest minds in various STEM disciplines. It is the uniqueness of individual attributes that makes Embry-Riddle such a great place to learn. The Women's & Diversity Center at ERAU-Prescott celebrates the diversity of all students, faculty & staff, plus campaigns for a more inclusive environment through the many programs and services offered. The WDC provides resources and advocacy on behalf of women, people of color, LGBTQ+ persons and other diverse groups. The WDC strives to be a collaborative campus partner that helps foster students' ability to adapt to diverse, inclusive environments, engage in creative, productive & meaningful activities to better understand how their behaviors impact others.

A MESSAGE FROM CAREER SERVICES

Being proactively aware of what is taking place in career services and what services we offer is an important step in becoming career ready when you graduate. Our mission is to educate, support and help empower students to be active participants in their career development journey. We help build engaging and mutually beneficial relationships with employers and alumni to optimize experiential opportunities that enhance your outstanding academic preparation. Get to know your Career Services manager and help us help you on your road to a great career start.

GET CONNECTED

New undergraduate students can start meeting future classmates through the Embry-Riddle ZeeMee Community. Join the chat at zeemee.app.link/erau.



PREPARING FOR EMBRY-RIDDLE (CONTINUED)

COMPUTER RECOMMENDATIONS

It is not required that a student own a desktop or laptop in order to be successful at Embry-Riddle. There are plenty of on-campus resources for students, including multiple computer labs as well as laptops available for checkout in the library. Junior and senior engineering students will be utilizing on-campus computer labs for engineering software tools that are beyond the typical college student budget.

Most students still find it helpful to own their own device. If you are planning to purchase a computer, Embry-Riddle students can use their school email address at Dell and Apple online stores to receive student discounts on these purchases. Lastly, we offer a selection of free operating systems and Microsoft Office suites downloadable through ERNIE, so don't pay for this software with your computer purchase.

Please contact IT if you have further questions or require technical support at **928.777.6990** or **ITSupport@erau.edu**.

IPAD REQUIREMENT FOR FLIGHT STUDENTS

All flight students are required to have an Apple tablet for utilization of flight planning software during flight activities. The 10.5 in. or smaller iPads are recommended.

VEHICLE REGISTRATION

Register your vehicle — truck, car or motorcycle — online by going to **prescott.erau.edu/about/security** and clicking on the link to Online Parking Registration in the right-hand column. Vehicle registration for the 2023-2024 academic year opens mid-August; be sure you are registering for the correct year. Print your temporary permit at the end of the online transaction. Display it on your dashboard until you receive your permanent parking permit sticker in about 10 days. The sticker is mailed to you, so double check your mailing address during the transaction. The parking permit fee for the 2023-2024 school year is \$154 for a vehicle and \$77 for a motorcycle.

Residential students may register only one car or truck and one motorcycle if they wish. Commuter students may register as many vehicles as they wish to operate on campus, but are required to pay the full fee for each. If you have a bicycle, you are required to register it as well, but the permit is free and does not expire. Vehicle registration charges will be added to your student account when you register your vehicle online. No cash or immediate payment is required. There is no grace period so be sure to purchase your permit prior to the start of the semester.

ONLINE PRE-ORIENTATION GUIDE

Complete our online orientation module to help prepare you for campus orientation and your transition to Embry-Riddle. Learn about helpful resources and strategies for success. An email with a link to the module will be sent to you in July.

REGISTRATION INSTRUCTIONS – UNDERGRADUATE

Course registration begins with reviewing your College Registration Guide found in ERNIE. Log onto your ERNIE account and navigate to Services. Scroll to the name of your college to locate the applicable registration guide. Read through the guide carefully, as it will cover what classes you need to register for, appropriate course directives in the case of transfer/AP/IB credit, as well as how to register for classes in your Student Services Center.

If you are accepted conditionally, please contact your academic advisor to register. If you have been admitted provisionally, you will not be able to register until you have met the provision(s) of your admission. Non-College of Aviation students should check with their academic advisor before registering for any flight courses.

All new or readmitted undergraduate students are encouraged to complete the ALEKS math assessment regardless of the level of math they will take at Embry-Riddle. Students may be able to test out of a required course based on their ALEKS score. Click on ALEKS in your ERNIE Student Homepage 'To Do List', and click on the ALEKS link to access the math assessment. The link for ALEKS is also available in your ERNIE Tools.

Regardless of how well you score on the assessment, you are encouraged to utilize the Prep and Learning Modules to sharpen your skills. See prescott.erau.edu/admissions/applied-students/evaluations for more information on ALEKS. Contact your academic advisor if you have any questions about your ALEKS results.

Courses are available on a first-come, first-served basis, so you are encouraged to register early. If you need assistance, the academic advisors are available Monday - Thursday, 7:00 a.m. - 5:00 p.m. MST (not MDT). You may call toll free 1.800.888.3728 or contact your academic advisor directly. Please see page 14 for contact information.



NEW STUDENT ORIENTATION – UNDERGRADUATE

STUDENT ORIENTATION

A team of current student leaders will be on campus during orientation to help guide you through your first days at Embry-Riddle. New students will receive an email from their orientation leader on Monday, August 21 with additional information about the orientation event schedule. The student orientation event schedule can also be found at prescott.erau.edu/campus-life/orientation/orientation-schedule.

PARENT AND FAMILY ORIENTATION

We highly encourage you to attend the in-person parent/family orientation session on move-in day (Wednesday, August 23). A robust online orientation for parents and family members can also be found at parentlingo.com/erau.

LOCAL AREA INFORMATION

You may find directions to our campus at prescott.erau.edu/campus-life/graduation/directions and Prescott area information at prescott.erau.edu/about/area-information

Check out the following to get to know your new home:

- ▶ visit-prescott.com
- ▶ prescott.org/history
- ▶ prescott.com/things-to-do
- ▶ tripadvisor.com/Tourism-g31323-Prescott_Arizona-Vacations

If you need to arrange transportation to Prescott from Phoenix Sky Harbor International Airport, the following van shuttle runs between Phoenix and Prescott:

- ▶ **Groome Transportation**
928.350.8466 | groometransportation.com/prescott

STAYING HYDRATED

It's important to realize when you arrive in Prescott, Arizona that your body will demand more water than what you might be used to. Between the low humidity and mile-high altitude, new arrivals can become dehydrated quickly, especially on move-in day. As you are running back and forth between your vehicle and your residence hall room, be sure to take time to stop and drink plenty of water. Watch for signs of dehydration including fatigue, dizziness, headache and nausea. Adopt the Arizona lifestyle of carrying a water bottle with you everywhere you go. Drinking fountains with bottle filling stations are located throughout campus.

SAVE THE DATES

Your college experience is about to begin! Orientation is your first opportunity to become a part of the campus community, meet your future classmates and colleagues and create lifelong friendships.

- ▶ **Housing Move-In:**
Wednesday, August 23
- ▶ **Orientation:**
Thursday, August 24 —
Sunday, August 27

GRADUATE STUDENT INFORMATION

REGISTRATION

Registration begins with reviewing your college's Graduate Registration Guide located in ERNIE under the Services tab. Look for the registration guide under the header for your college.

Please note: If you have been admitted provisionally, you will not be able to register for classes until we have received your official final transcript showing completion of a bachelor's degree. Please send your official transcripts as soon as possible to allow you to register for classes.

If you need assistance, the academic advisors are available Monday-Thursday, 7:00 a.m. - 5:00 p.m. MST (not MDT). You may call toll free **800.888.3728** and ask to be transferred to the academic advisor for your college or refer to your College Registration Guide in ERNIE for direct contact information.



CONTACT INFORMATION

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