

April 19, 2012

«F_NAME» «L_NAME»
«LOCAL_ADD» «LOCAL_ADD2»
«LOCAL_TOWN» «LOCAL_STATE» «ZIP_CODE»

Dear «F_NAME»:

Congratulations on being selected to participate in Shippensburg University's **Early Start Program (ESP)**. This program will give you the opportunity to demonstrate to yourself and to the university that you have the attitude, academic skills, and personal behaviors to be a successful college student at *SHIP*. By successfully completing the Early Start Program, you will gain regular admittance into the university for the Fall 2012 semester and be on your way to reaching your goal of earning a college degree.

The Early Start Program is committed to creating a responsive learning environment in which you have the greatest potential for success. We have put together a dynamic team composed of faculty, who will serve as your academic advisors, and graduate students, who will serve as group leaders and academic coaches, as well as undergraduate students, who will serve as peer leaders. Our staff and faculty welcome you and assist you through the program and your first-year experience at *SHIP*. We will help you to learn how to improve your academic skills, enhance your awareness of campus and community resources, enrich your critical thinking skills, and meet the academic and social demands of college. Even though staff and faculty are at *SHIP* for support, ultimately your success in college is your responsibility. We expect and demand nothing less than your very best!

To be admitted to Shippensburg University for the Fall 2012 semester, it is mandatory that you attend and complete the entire Early Start Program. You must be on time to **all** required events, and you must successfully complete all of the assignments for your ASP101 course. You will be involved in daily activities Sunday, August 19 - Friday, August 24 that include:

- **Sunday, August 19:** check-in at 12:00 P.M. in the Naugle Hall lobby with a Student/Parent meeting in the afternoon (If you live in the local area and will commute from home each day, please notify the program director on check-in day)
- **Monday, August 20-Wednesday, August 22:** Classroom sessions and success seminars 9:00am-4:30pm
- **Thursday, August 23:** New Student Convocation at 4:00pm
- **Friday, August 24:** Academic Day (all-day event)
- **Saturday, August 25:** Service Learning Project (optional event)

Note: Fall semester classes begin Monday, August 27.

You will be provided with a detailed schedule of events with specific dates, times, and locations of events for the Early Start Program soon.

Before you come to our Early Start Program, you must complete the following:

- _____ Physical and meningitis shot completed with paperwork sent to Etter Health Center on Shippensburg University's campus
- _____ FAFSA completed, any corrections made
- _____ Paperwork requested by Admissions sent in, including income tax information, if requested
- _____ Final high school transcript requested from your high school
- _____ Placement tests completed and scores submitted to *SHIP* prior to the Early Start Program
- _____ Sign up for your email by following these steps:

1. Login to the Admissions Portal

- Now that you have confirmed, go to the Admissions Portal at <https://ssb.ship.edu/admiss>
- Login with your **Admission Login ID** and **PIN**, which you created when you applied, **OR** use your **Banner ID** and **Date of Birth** found on your acceptance letter
- Select your Admissions Term under Processed Applications

2. Activate your Ship E-Mail Account

- Your email address will be at the top on the right hand side
- Click on the link to Activate Your Ship Email Address
- The system will prompt you to set a password for your Ship email account
- **Once you have your Ship email account activated, please send an email to ASP at asp@ship.edu.** We will use this as a form of communication with you for updates and reminders.

Remember: This email is the official means of communication between you and the offices at the University, so you should use a password that you will remember, and be sure to check your email **every day** throughout the summer and **every day** during each semester.

The Early Start Program is a component of the university's Academic Success Program (ASP), which serves approximately 180 new students through various summer programs. We look forward to working with you this summer and being a partner in your success at *SHIP*. You will receive more information regarding ESP in June.

Sincerely,



Dr. Chad Bennett,
Assistant Professor, Department of Academic Services
Interim Director, Academic Success Program

Sincerely,



Dr. Stephen O. Wallace
Assistant Professor, Department of Academic Services
Coordinator, Developmental Education & Advising