

**OLD DOMINION UNIVERSITY
MECEP STUDENT CHECK-IN PACKAGE**

ACTIONS TAKEN PRIOR TO ARRIVAL AT OLD DOMINION UNIVERSITY:

1. Upon being accepted to Old Dominion University and prior to student checking into the Naval Reserve Officer Training Corps, he/she will:
 - a. Register with the Old Dominion University web site to receive an email account as well as Leo Online and MIDAS user names and passwords.
 - b. FASFA registration and completion of forms (www.fafsa.ed.gov)
 - c. If needed and highly advised, attend orientation/preview. This will allow students to learn how to register, library assets, as well as navigating Leo Online (note: there is a \$45 dollar fee).
 - d. E-mail a picture to identification card center & they will have an ID waiting for you upon arrival to orientation.
 - e. Contact Old Dominion University MOI to get assigned a sponsor. Provide SSN, school ID, contact number, full name and e-mail.

CHECK-IN PROCEDURES AFTER ARRIVAL TO OLD DOMINION UNIVERSTY:

1. Upon arriving to Old Dominion University and checking into Naval Reserve Officer Training Corps Administrative office:
 - a. Fill out data sheet with current contact/ personal information.
 - b. Receive check-in sheet and other information such as MECEP regulations, CO's letter, map, and NROTC office contact numbers.
 - c. Check-in with EWTGLANT Administration office located at Naval Amphibious Base Little Creek.
 - d. Check-in at Sewell's Point Medical/Dental, located next to the naval exchange, near NOB front gate in Norfolk.
 - e. Upon completion of student's check-in, he/she will meet with the AMOI and MOI, for further guidance and a mandatory, formal counseling session (per enclosure 1).
 - f. Log on to NROTC website and register with NROTC Mike Co email rosters; print off NROTC events calendar also.

Completing check-in as soon as possible is a must, so the student can effectively proceed with any further administrative procedures they must accomplish, such as: Financial Aid, Registration, and Montgomery G.I. Bill (the process may take months). MECEPs should have a copy of their last Fitness report from previous command.