From: Commanding Officer, University of Michigan Naval ROTC Unit
To: Incoming Freshmen, Class of 2017

Subj: NAVAL ROTC NEW STUDENT ORIENTATION

Encl: (1) New Student Orientation Overview

1. Welcome to the Naval Reserve Officers’ Training Corps (NROTC) program at the University of Michigan! I congratulate each of you on successfully completing the difficult process of acceptance into the Naval ROTC program and assignment to the unit. You have cleared an important hurdle marking the start of a long and challenging process requiring both mental and physical dedication the likes of which you have not yet experienced. The culmination of this experience will be commissioning as an Ensign in the U.S. Navy or Second Lieutenant in the U.S. Marine Corps in late spring of 2017, and becoming part of the long history of Naval officers dating back 238 years.

2. Your years at the University of Michigan or Eastern Michigan University will expose you to a rigorous weekly physical conditioning regimen, academic requirements far beyond what you have experienced in high school, and full-time immersion in military leadership development. You have been hand-selected to participate in a program steeped in tradition and service. Through hard work, dedication, and excellent time management, you will succeed.

3. In order to prepare for your NROTC experience, the Naval ROTC Unit will begin the school year with a New Student Orientation program.

   a. New Student Orientation will begin at North Hall on the Central Campus of the University of Michigan at 0800 on Tuesday, August 27th. Orientation will conclude on Friday, August 30th. Start to prepare now for orientation.

   b. Visit our website at http://www.umich.edu/~umnrotc/ and click on “Prospective Students”, and then “New Student Orientation Information” to download the Required Action Checklist. This checklist provides a comprehensive list of items you must complete and mail to the NROTC Unit no later than July 15, 2013.

   *** The one exception is the Uniform Size Sheet, which we must receive no later than July 1, 2013. ***

Mail all required items to the following address:
Commanding Officer, NROTC University of Michigan
Attn: Freshman Advisor
1105 N. University Avenue
Ann Arbor, MI 48109-1085

4. Please ensure that you have completed your medical screening forms.

******IMPORTANT******

If you have NOT been designated “medically qualified” prior to your arrival, we cannot allow you to participate in New Student Orientation nor can your scholarship be activated to provide you your financial benefits.
The following is required prior to reporting:

- Completion of entry physical examination by an authorized physician
- Current record of required immunizations
- Possession of active medical insurance coverage and proof (card or ID number)

5. The University of Michigan’s Fall Orientation conflicts with NROTC New Student Orientation. Therefore, you must attend the University orientation as early in the summer as possible.

**** You will not be allowed to participate in the NROTC New Student Orientation if you have not completed the University Freshman Orientation (UM students)****

The sessions run June 2 – July 31, but students must select dates during which academic advising will be available for their school, college, or program (e.g., Literature, Science & the Arts, Art & Design, Honors Program, etc.). Information about Freshman Orientation was e-mailed in mid-April to the UMICH e-mail accounts of all students who have paid their enrollment deposit. You then select an appropriate orientation session based on your academic unit and space availability. Check if you still need to sign up: http://www.onsp.umich.edu/incoming_freshmen/orientation/

If special circumstances prevent you from attending the University of Michigan’s orientation during the summer, contact the NROTC Unit Freshman Advisor, LTJG Patrick Love, at (734) 647-4584, or e-mail plovely@umich.edu.

6. As stated above, the NROTC New Student Orientation program will begin at North Hall on the Central Campus of the University of Michigan at **0800 on Tuesday, August 27th**. Please note: You will not be allowed to see your family or friends until business is concluded for the day. Keep this in mind when saying your farewells to them.

7. **At 0830 on Tuesday, August 27th in room G390 of the School of Dentistry** while you are being in-process, members of my staff and I will provide a briefing on the purpose and procedures of orientation and the overall NROTC program to your family members or friends who wish to attend. We will be available to answer any questions regarding New Student Orientation or the NROTC program they may have.

8. I highly encourage you to print this e-mail and review it with your parents or guardians in its entirety. Please direct any questions to the Freshman Advisor, LTJG Patrick Love at (734) 647-4584, or e-mail him at plovely@umich.edu.

9. NROTC New Student Orientation is the introduction to the challenges and excitement of your college career and the Naval Service and forms the foundation of your growth as a Naval Officer. I applaud your decision to better yourself through education and to serve your country. I look forward to seeing you in August.

S. B. HOWELL
CDR USN
Commanding Officer
New Student Orientation Overview for the Class of 2017

1. Orientation Overview. New Student Orientation is designed to give new midshipmen a brief but challenging introduction to the military. Midshipmen learn the basics of the U.S. Navy, U.S. Marine Corps, and the NROTC program at the University of Michigan and Eastern Michigan University. The four-day program will consist of acclimation to military concepts of the Navy and the Marine Corps, periods of instruction, and physical conditioning. Specifically, the objectives of the orientation are to:
   a. Prepare students for future instruction in discipline, physical training, military bearing, close-order drill, and academic performance;
   b. Indoctrinate students into the culture, history, opportunities, requirements, and standards of life as an officer in the Navy-Marine Corps team;
   c. Reaffirm the commitments of students to the program and military lifestyle;
   d. Introduce students to the culture and standards of life at the University of Michigan and Eastern Michigan University, as well as life within the NROTC program.

2. Academics
   a. Academics are the number one priority for Midshipmen enrolled in NROTC. It is a requirement for all Naval Officers to have a four-year college degree before they can be commissioned. As a midshipman, your primary goal is that of every other student on campus: To graduate.
   b. All midshipmen will take specific naval science courses, relevant history courses, and other courses, depending on program requirements. For example, Navy-option midshipmen on scholarship are required to take a year of calculus and a year of calculus-based physics, regardless of academic major.
   c. In order to promote an academically successful environment, NROTC requires that midshipmen attend midshipman-organized study hours. The number of hours per week midshipmen must attend depends on their previous semester GPA, and courses currently being taken. All incoming freshmen generally have 3 hours a week for the first semester. This is to aid midshipmen in maintaining the mandatory minimum 2.5 GPA and to strive for the NROTC semester GPA goal, which is generally a 3.25.
   d. Your NROTC freshman advisor in conjunction with your university academic advisor will help you develop, within the first six weeks of arriving at NROTC Michigan, a four-year plan of courses you will take to achieve all NROTC and academic major requirements.

3. Physical fitness
   a. Physical fitness is a way of life in the Navy and Marine Corps. During the school year, Navy students meet at least twice weekly for physical training. Marine Corps students meet three times a week. It cannot be stressed enough that you arrive at orientation in excellent physical condition. A great resource for getting in shape is the Physical Readiness Test Prep Guide, located on the “Prospective Students” page. Following this plan is highly recommended in preparation for Orientation. The most updated standards for the Navy PRT can be found at www.navy-prt.com. If you have any previous injuries which may prevent you from participating in
physical conditioning, during NSO or otherwise, it is imperative that you notify the unit immediately.

b. Throughout your career, you will be required to pass a semi-annual Physical Readiness Test (PRT) in the Navy or Physical Fitness Test (PFT) in the Marine Corps. Furthermore, performance on the PRT/PFT is used as an indicator of aptitude for Naval Service. I strongly recommend you begin a regular routine of exercise to prepare for your specific test. All new students will be required to perform the PRT at Orientation. Your score will be measured against the Navy standards for Midshipmen. Failure to meet Navy standards during the school year will result in you attending two additional Physical Training (PT) sessions per week.

c. The Navy PRT consists of a sit-and-reach, a 1.5 mile run, as well as timed push-ups and sit-ups (curl-ups). The PRT will be administered for a recorded score once each semester. Midshipmen must score at least a “Good” in each category of the PRT for their respective gender and age group, as well as meet the height/weight requirements for their gender in order to avoid being assigned extra physical fitness training.

d. Marine Corps-option Midshipmen will take the Marine Corps PFT for an official score once each semester. The Marine Corps PFT consists of a three-mile run, timed sit-ups, and dead-hang pull-ups for males and a timed flexed arm-hang for females. Marine Corps-option Midshipmen will take a Navy PRT during Orientation, but will be administered a Marine Corps PFT during the fall semester. Midshipmen must score at least 225 of 300 on the PFT for their respective gender and age group, as well as meet the height/weight requirements. If midshipmen fail to achieve a “Good” or height/weight standards, additional athletic conditioning will be directed. Note that the Marine Corps is currently transitioning towards pull-ups and away from the flexed arm-hang for females. This standard is expected to be fully implemented by January 2014.

e. Upon arrival at NSO, you will be issued a T-shirt and shorts for physical training, but you are required to bring plain white socks without logos, appropriate undergarments, and running shoes. Running shoes must be broken in prior to your arrival.

f. During NSO, you will be required to complete a swim qualification. This will require you to jump from a 10-meter platform, demonstrate four different swim strokes (crawl, side, breast, back), and complete a prone float and back float. Males will use their issued PT shorts for the swim qualification and females will be required to bring a one-piece bathing suit to participate in the evolution.

4. Grooming Standards. A link to the Navy’s standards for grooming is located in the “Prospective Students” page, under the “New Student Orientation” link, under “Grooming Standards” on our website. Males must have a proper military haircut, and females with long hair must have it neatly pinned up and off their shoulders without ponytails or loose ends. Anyone who does not conform to the Navy’s grooming standards is required to receive a haircut the first day of Orientation at a cost of $15. We will have professionally licensed barbers on site.

5. Personal Effects. You will need the following items for Orientation:

a. Clothing: During Orientation, you will wear military utilities (provided to you) and proper civilian attire (PCA) until the remaining uniforms are fitted and tailored. PCA consists of khaki slacks with a belt, a collared shirt, and dress shoes. Do not wear
running shoes or shoes that have high heels. If you submit your sizes by the
prescribed deadline, you will be issued a sea bag with all necessary uniforms upon
arrival. On Tuesday, August 27, you will report in PCA, and the only other items you
will need for the week are listed on a packing list in this document.

b. **Money:** All male personnel shall bring $15 Tuesday morning in case their haircut is
not within regulations. All personnel need to bring enough money for breakfast and
dinner for the four days of NSO as only lunch will be provided. In addition, Eastern
Michigan University students will be required to bring $350 or a credit card for
lodging expenses for four days. A block of rooms will be made available at the Red
Roof Inn on Plymouth Road in Ann Arbor.

c. **Travel receipts:** If you are on a Navy-Marine Corps scholarship, you will be
reimbursed for your travel to the Unit.

   i. If you are flying, we recommend that you exercise prudence and select the
most economical flight, you will be paid only up to the rate stated in the
Joint Federal Travel Regulations, plus an additional $109 for expenses.

      1. If airline miles or rewards are used to purchase the airline
ticket, reimbursement is Not Authorized.

      2. A paid receipt that includes the member's name must be turned in
upon arrival at the NROTC Unit. *(No Paid Receipt=No
Reimbursement)*

      3. At [http://www.fedtravel.com](http://www.fedtravel.com) (click on Flight), you can see a baseline
for the government cost of a ticket. This site is only for booking
government employee flights, and you cannot schedule a flight for
yourself using it, but it can show you the maximum amount for
reimbursement.

   ii. Should you elect to drive, you will be reimbursed for your mileage and given
an additional $109 flat fee for expenses as long as the mileage does not
exceed that of an economical flight as stated, in the Joint Federal Travel
Regulations.

d. **Personal vehicles:** Personnel are authorized to bring personal vehicles, but
NROTC Michigan will not be responsible for the storage or security of these vehicles
before, during, or after New Student Orientation nor will parking be
reimbursed. Parking space is very limited on campus.

e. **Contraband:** The following items are not permitted at New Student Orientation: cell
phones, iPods or other electrical devices, knives, tobacco products, or food. Any
contraband items that students possess upon arrival to North Hall will be collected
and returned at the end of the day. Your insurance card or health insurance
identification number MUST be brought with you.

6. **Emergency Contact:** If at any time throughout the week an emergency arises and your
family needs to contact you, they may call one of the following numbers: (734) 764-1498
during working hours, to reach Ms. Camilla Roper, the University Secretary or, at all hours in
case of emergency, (734) 355-1317, which will put you in contact with the Freshman
Advisor, LTJG Love.

7. **Fall Semester Dorm Arrangements:**
   Options for dorm move-in are:
a. University of Michigan students:
   i. Early Move-in will be required for Michigan students on Monday, August 26th. However, if you are local to the area you are authorized to stay at home each night after the completion of daily NSO activities and don’t have to participate in early move-in. You are required to provide your own transportation. Early move-in costs $41.25/day, and does not include food. NROTC pays initially for you, and later in the semester, we will bill you. If you wish to do early move-in, please contact Ms. Camilla Roper at roperc@umich.edu no later than July 13. If you live locally (less than 30 minutes from campus) and are not doing early move-in, check your residence hall move-in schedule below.
   
   ii. The NROTC New Student Orientation and University dormitory regular move-in schedules this year appear to fit well. Most new students can move in August 28-September 1. Do check your housing contract to see your move-in date. (Please see http://housing.umich.edu/fall-movein.)

b. Eastern Michigan University students:
   i. EMU will not offer early move-in this fall.
   
   ii. Eastern students will have three different options for lodging. If you are a local resident you are authorized to stay at home each night after the completion of daily NSO activities. If you are not local, lodging will be arranged for you at the Red Roof Inn on Plymouth Road in Ann Arbor at your own expense ($a50 for four nights, includes breakfast). We have negotiated a military discount. If you choose to stay in a hotel and wish to have a roommate to save on cost, please email LTJG Love at plovely@umich.edu no later than July 1st so that roommates can be assigned and arrangements can be made. You are free to make arrangements at other hotels if you so choose.

*** Tardiness to any NSO event will not be tolerated. Regardless of where you lodge it is your responsibility to get to all functions on time. ***

c. All students: You may store a reasonable amount of personal items in North Hall during the orientation period at no cost. They must be dropped off on Tuesday, August 27, prior to check-in, at 0730 (7:30 a.m.).

d. Remember, all dorm costs are your responsibility. In addition, make arrangements to have sufficient money to pay for meals and incidentals during your stay in Ann Arbor prior to and after New Student Orientation.

8. University Orientation for University of Michigan Students:
   a. The University of Michigan requires students to attend New Student Orientation during the summer. This is a separate event from NROTC New Student Orientation. During U-M orientation, new students receive pre-registration academic advising, required before they are allowed to register for classes. Program dates range from June 2 – July 31, but students must select dates during which academic advising will be available for their school, college, or program (e.g., Literature, Science & the Arts; Art & Design; Honors Program, etc.). Information
about Freshman Orientation is e-mailed in mid-April to all students who have paid their enrollment deposit. You then select an appropriate orientation session based on your academic unit and space availability.  
http://www.onsp.umich.edu/incoming_freshmen/orientation/

b. U-M "New Student Convocation" and Welcome Week may conflict with the NROTC NSO schedule. **NSO takes priority.** Review this website for further information:  
http://www.onsp.umich.edu/welcome/anchorevents.html

9. **University Orientation for Eastern Michigan University Students.**

a. Eastern Michigan University’s incoming freshmen register for classes and meet with their academic advisors during the **Fast Track** program. **Fast Track** is a half-day activity offered on various dates in June and July. **If you were unable to attend Fast Track, you must contact Eastern Michigan University’s advising office to schedule an appointment with an academic advisor to register for classes.** See the Fusion website in paragraph b below for specific Fast Track dates.

b. **EMU New Student Orientation (Fusion and First Four)** is held the week of September 3-6. More information is available at the website:  
http://www.emich.edu/fusion/

10. **Helpful information to consider for the Academic School Year**

a. It is HIGHLY recommended that U-M students not schedule any classes before 0830 on Mondays and Wednesdays (or Fridays for Marine Options) due to the physical training that takes place from 0600-0730.

b. EMU students must factor in additional time and methods for transportation to and from U-M for classes, physical training, Drill, and other required events. **We recommend that EMU students not schedule any classes before 0900 on Mondays and Wednesdays (and Fridays for Marine Options).**

c. All 4/C midshipmen (first year participants) are required to take Naval Science 101: Introduction to Naval Science at the University of Michigan in North Hall. The sections for Fall 2013 are offered on:
   
   - Monday/Wednesday  0900-1000
   - Monday/Wednesday  1300-1400

d. All NROTC students will take Leadership Drill Lab on Thursday from 1530-1730. Therefore U-M students must ensure classes end prior to 1500 (or 1430 if the class is located on North Campus) on Thursdays in order to make it to the weekly Leadership Drill Lab on time. **For EMU students, Thursday classes should end by 1430 in order to factor in extra travel time from Ypsilanti to Ann Arbor.**

11. We, the Unit Staff of the Michigan NROTC Battalion, look forward to your arrival. If you have any questions, do not hesitate to contact the Freshman Advisor, LTJG Patrick Love, at (734) 647-4584, or by e-mail at plovely@umich.edu.
Dates to remember - NROTC Program at the University of Michigan, Fall 2013:

June 2-July 31  U-M Orientation (varies depending upon your college and program)
June-July       EMU Fusion (various dates depending upon your registration)
July 1          Deadline to have Uniform Size Sheet returned to Mr. Wickstrom at North Hall
July 15         Deadline for Required Action Checklist items to Ms. Mannerly at North Hall
August 26       Early Move In for University of Michigan students (required unless local)
August 27       0730 Drop off storage items (if you wish) at North Hall
August 27       0800 Report to North Hall: Regulation haircut & appropriate civilian clothing
August 27-30    New Student Orientation at North Hall
Aug 27-Sep 1    U-M Move In: check details at [website unavailable as of 10 June 13]
August 31       EMU Move In: check details at [website unavailable as of 10 June 13]
Aug 31-Sep 3    EMU "First Four" Orientation
Aug 31-Sep 4    U-M New Student Convocation and Welcome Week
Sep 3           Classes begin at University of Michigan
Sep 4           Classes begin at Eastern Michigan University

Required Gear List for New Students: Bring to New Student Orientation August 27, 2013

Personal Items:
- Health Insurance Card or identification number
- Notebook w/paper to take notes
- 4 Black ballpoint pens (to take notes)
- Black Sharpie marker
- Black shoe polish (small can)
- Inexpensive, non-eccentric eyeglasses – or contact lenses
- Shaving razor & shaving cream (males)
- Hair spray/gel with dark pins/ties to match hair color (females)
- Ziploc bags for personal & small uniform items
- Sunscreen
- 1 one-piece bathing suit (females)
- Appropriate clothing, undergarments, and toiletries for the 4-day program
- Running shoes
- No body jewelry worn
- No fingernail or toenail polish
- $15.00 cash for haircut (males)
- $350.00 cash or credit card for lodging (EMU)
- Appropriate funding for four days of breakfast and dinner