Your Summer Orientation Checklist is your guide to all of the tasks you should complete over the summer to ensure a successful transition to Emory College of Arts & Sciences!

Navigating Your Checklist:

The checklist is organized into two parts: 1. Forms and 2. Activities.

1. Forms: The forms should be completed by all students. Directions and due dates will vary by form.

2: Activities: The activities are various exercises and online events that will occur throughout the summer. You will review sections of the Blue and Gold Pages to help you complete these activities. There are three types of activities listed below.

Required: Tasks that all students must complete by the due date. These activities will be housed in Blackboard, an online portal that you will sign in to with your Emory NetID and password.

Strongly Recommended: Tasks that will complement the required tasks.

Encouraged: Tasks to ensure a successful transition to Emory College.

Planning Your Summer

There may be items on this checklist that will not apply to you. For example, if you did not take AP exams, you will not need to submit your scores. This is a comprehensive checklist meant to guide you through the summer. Many of the checklist items can be completed ahead of time, even if they have a later due date. An item that is due in August may be available in June. Look through the entire checklist now so you can plan when to complete your tasks.

Use the Blue and Gold Pages (B&G for short) to help guide you through this checklist. Check your completed tasks as you go so you can upload your finished checklist at the end of the summer.
+ Forms

- [Due by May 31] **Housing Application**: Complete your Housing Application on the [MyHousing site](#).
- [Due by May 31] **FYE Pre-Arrival Questionnaire**: Complete the [online questionnaire](#) from Residence Life.
- [Due by July 1] **Consent Form**: Fill out the Letter of Consent to indicate whether you give or do not give consent to your parent(s) or guardian(s) to access to your academic records. A copy of the form and special instructions for submission can be found on the [Pre-Arrival Section](#) of the Orientation website.
- [Due by July 15] **Health Forms**: Complete your required pre-matriculation Student Health forms on the [Student Health Services website](#). There is a step by step outline on the site.
- [Due by July 15] **Insurance Waiver**: All students must have health insurance and are automatically enrolled in the Emory plan. Complete the Health Insurance waiver process if you plan on using your own health insurance plan at Emory. For more information, visit the [Student Health Services website](#).
- [Due by May 31] **Housing Application**: Complete your Housing Application on the [MyHousing site](#).
- [Due by August 1] **Submit a photo for your EmoryCard**. See B&G pg. 41 for more information.
- [Due by August 1st] **OPUS Guest Access**: Customize access to your student account for up to five individuals (in your OPUS Student Center under “Guest Access”). You can choose to allow these individuals to access your “To Do” items or “Messages,” complete the health waiver process, view monthly bills, make online payments, view financial aid, or view your class schedule.

+ Activities for June

**Required**

- [Due immediately] **Create your Emory Email account**: Log in to [OPUS](#) and on the lower right section of your Student Center, click on “Emory Links.” Follow the direction on the link “Email for Undergraduates.” Check your Emory email weekly for First-Year Friday updates.
- [Due immediately] **Review this entire Checklist**.
- [Due immediately] **Scan through the Blue and Gold Pages**.
- [Due by June 26] **Activity #1 in Blackboard**: The Liberal Arts at Emory. [Available June 15](#).

**Encouraged**

- Join Class of 2019 [Facebook Page](#).
- Review & consider applying for [Pre-Orientation programs](#).

**Strongly Recommended**

- [Due immediately] **Review Academic Calendar** before booking travel for Orientation and holidays.
- **Send in your AP/IB Scores** to Office of Admission (if applicable). Click [here](#) for more information.
- [Due Dates Vary] **Language Placement Tests**: Complete this item if you plan on enrolling in a language that requires a placement test. For a list of these languages and more information, see B&G pg. 14.
- [Due by Sept. 2] **Complete the General Chemistry Assessment Test** (GCAT) if you plan on taking General Chemistry. [Available June 1](#). See B&G pg. 13.
- [Due by June 30] **CIRP Survey**: Please complete the survey by June 30. Details will be emailed to your Emory email address. [Available May 26](#).

**Emory Pro Tip**

You can save this PDF on your computer and check off items as you go. Or print a copy off and hang it on your fridge!
### + Activities for July

**Required**

- **Due by July 1**  **Final High School Transcript**: Have your high school submit your final high school transcript with confirmation of graduation to the Office of Undergraduate Admission. Click [here](#) for more information.

- **Due by July 10** **Activity #2 in Blackboard**: First-Year Requirements & General Education Requirements. Available June 15.

- **Due by July 24** **Activity #3 in Blackboard**: Schedule Building. Available June 15.

- **Due by July 31** **Activity #4 in Blackboard**: OPUS & Shopping Cart. Available July 31.

**Strongly Recommended**

- **Due Dates Vary**  **Language Placement Tests** if you did not complete earlier. (See Activities in June for more information).

- **Due by Sept. 2**  **Complete the General Chemistry Assessment Test** if you did not complete earlier. (See Activities in June for more information).

- **Review Pre-professional Information** (if applicable). See B&G pg. 25.

- **Sign-Up for an Advising Appointment**. You will receive instructions on this in your First-Year Friday emails.

**Encouraged**

- **Wednesday Webinar Series (various topics)**: Check out our presenters and participate in live-chatting with students and staff! Date and time information will be updated on Orientation Calendar in mid-June.

- **Faculty Hang-Outs**: A unique opportunity to join a variety of Emory faculty members for a live webinar on various topics. Date and time information will be updated on Orientation Calendar in early June.

### + Activities for August

**Required**

- **Due by August 3-14**  **Register**: Register for two academic courses in OPUS (up to 8 credit hours). Available August 3.

- **Due by August 14**  **Activity #5 in Blackboard**: Honor Code. Available June 15.

- **Due by August 14**  **Activity #6 in Blackboard**: Conduct Code & LITS Policies. Available June 15.

- **Due by August 14**  **Pay Bill**: Available in Late July.

- **Due by August 19**  **Activity #7 in Blackboard**: Complete Haven. Available July 1.

- **Due by August 19**  **Activity #8 in Blackboard**: Complete AlcoholEdu. Available July 1.

- **Due by August 21**  **Activity #9 in Blackboard**: Contacting your Advisor. Available August 15.

- **Due by August 21**  **Activity #10 in Blackboard**: Upload Completed Checklist and complete

**Strongly Recommended**

- **Due by August 1st**  **Review Access, Disability Services and Resources Registration Process**: Complete this only if you are requesting accommodations for chronic or general medical conditions, learning disabilities or ADHD.

- **Due Dates Vary**  **Language Placement Tests** if you did not complete earlier. (See Activities in June & July for more information).

- **Due by Sept. 2**  **Complete the General Chemistry Assessment Test** if you did not complete earlier. (See Activities in June & July for more information).

**Encouraged**

- **Check out the Orientation Website** for an overview of the programs and events happening for Orientation!

**Emory Pro Tip**

Got a question? We’ve got your answer! Email the Orientation Team at ec.orientation@emory.edu or call the Orientation Hotline at 404-727-9000.