New Transfer Student Checklist

EMORY COLLEGE - FALL 2019

CHECKLIST OVERVIEW + MONTHLY BREAKDOWN

JUNE PAGE 2
- 7 Deadline to complete required academic advising appointment
- 20 Student Profile Due

JULY PAGE 3
- 1 Deadline to submit EmoryCard photo and required Student Health Services forms
- 19 Deadline to register for minimum of 12 credit hours
- 29 Begin Emory Essentials, Sexual Assault Prevention for Undergraduates (SAP-U), and AlcoholEDU

AUGUST PAGES 3-4
- 1 Complete FERPA Consent Form
- 7 Deadline to submit final previous college transcripts
- 19 Fall Bill Due
- 23 Emory Essentials, SAP-U, and AlcoholEDU Due
- 24 Move-In and New Student Orientation Begins
- 24 - 27 New Student Orientation
- 28 First Day of Classes

JUNE

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KEY
- ★ ACADEMIC
- ★ TECHNOLOGY
- ★ HEALTH
- ★ HOUSING + MOVE-IN
- ★ FINANCIAL
- ○ ADDITIONAL
**FIRST STEPS**

**TECHNOLOGY REQUIREMENTS**

1. **Know Your NetID and Password**
   You received an email from the Office of Admission with your NetID and instructions on retrieving your password. Your NetID will be your log-in for many Emory systems.

2. **Set-Up Duo**
   DUO is an authentication system Emory uses to enhance security by prompting you to confirm your identity after logging into certain Emory systems. We recommend downloading the DUO app available in the App Store or Google Play store.
   → LEARN MORE ABOUT DUO

3. **Update OPUS with Personal and Family Emails**
   In your OPUS Account, click on the “Profile” tile. Under “Email and Phone Numbers”, the “home” address should be an account that is active over the summer. Please update any school-related addresses as many high school email accounts expire after graduation. Under “Parent/Guardian Addresses,” please confirm the information listed is accurate. If needed, add additional addresses by clicking the “+” symbol in the top left corner.
   → LAUNCH OPUS

4. **Log-in to Emory Email**
   Your Emory email account ‘alias’ is made up of your first and last name in OPUS (for example, claire.dooley@emory.edu). Once you arrive on campus you will have the ability to change your alias. Your alias is separate from your NetID (the combination of letters and numbers that is used to log-in to many Emory systems, for example, CDOOLEY18), which cannot be changed.
   → LAUNCH EMORY EMAIL

**FINANCIAL REQUIREMENTS**

**MAY 31**

Pay Enrollment Deposit

→ LAUNCH OPUS

**JUNE**

**ACADEMIC REQUIREMENTS + ORIENTATION**

**JUNE 7**

**Deadline to Complete an Academic Advising Appointment**
You will receive a message from your advisor in the Office for Undergraduate Education in May with directions for scheduling your time.

→ LAUNCH EMORY EMAIL

**JUNE 20**

**Complete Student Profile**
Available beginning June 1 on Canvas.

→ LAUNCH CANVAS
JULY

ACADEMIC REQUIREMENTS + ORIENTATION

JULY 1  Deadline to Submit Your EmoryCard Photo
Instructions and more information is available on the EmoryCard Website.
→ LAUNCH EMORYCARD WEBSITE

JULY 19  Deadline to Register for Minimum of 12 Credits.
You will not be able to make any adjustments to your schedule until the Add/Drop/Swap period beginning on Wednesday, August 28.
→ LAUNCH OPUS

HEALTH REQUIREMENTS

JULY 1  Submit Health Forms and Immunization Records
Step-by-step outlines are available on the Student Health website. Using the required form, upload your signed immunization records via the Student Health Patient Portal (link below), or scan/email to Immunizations-SHS@emory.edu, or fax to 404-727-5349.
→ LAUNCH STUDENT HEALTH PATIENT PORTAL

JULY 1  Submit Health Insurance Waiver
All students must have health insurance and are automatically enrolled in the Emory plan. Complete the Health Insurance waiver process by August 28, 2019 if you want to use your own health insurance plan at Emory.
→ LAUNCH STUDENT HEALTH SERVICES WEBSITE

AUGUST

ACADEMIC REQUIREMENTS + ORIENTATION

AUG. 1  Complete FERPA Consent Form
Indicate whether you DO or DO NOT give consent to your parent(s) or guardian(s) to access to your academic records. Go the link provided and scroll down to “FERPA”. Click the link that appears from the dropdown and complete the form.
→ LAUNCH OUE RESOURCES SITE

AUG. 5  Submit Final College Transcripts
All official final college transcripts from previous institutions must be submitted to the Office of Admission. Submissions may be made through the Common App or mailed to Emory University Office of Admission, 1390 Oxford Road NE, 3263-001-1AA, Atlanta, GA 30322-1016.
→ LAUNCH OUE RESOURCES (SCROLL TO ‘CREDIT TRANSFER’)

AUG. 23  Complete Emory Essentials, Sexual Assault Prevention for Undergraduates (SAP-U) and AlcoholEDU (opens July 29)
→ LAUNCH CANVAS FOR LOG-IN INSTRUCTIONS

AUGUST CHECKLIST ITEMS CONTINUED ON THE NEXT PAGE →
**AUGUST (CONTINUED)**

**ACADEMIC REQUIREMENTS + ORIENTATION**

**AUG. 24** Orientation Begins
Orientation for all new students starting in Emory College begins on Saturday, August 24.

→ **LAUNCH ORIENTATION WEBSITE**

**ADDITIONAL TASKS**

Complete any necessary placement exams. Go to Reference Pages for more individual language information.

→ **LAUNCH CANVAS**

Register with Office of Accessibility Services if needed.

→ **LAUNCH OAS WEBSITE**

**HOUSING + MOVE-IN**

**AUG. 24** Move-In
Students living on campus will move-in on Saturday, August 24.

**FINANCIAL REQUIREMENTS**

**AUG. 19** Pay Fall Bill

→ **LAUNCH OPUS**

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**ACADEMIC YEAR IMPORTANT DATES**

**SEPTEMBER 2019**
1. Labor Day (no classes, residence halls remain open)

**OCTOBER 2019**
1. Fall Break (residence halls remain open)
2. Family Weekend

**NOVEMBER 2019**
1. Thanksgiving Break (no classes, residence halls remain open)

**DECEMBER 2019**
1. Final Exams (students must vacate room 24 hours after their last exam but can leave belongings in their rooms)
2. Residence halls close at 12 noon for all students (except Clairmont Campus)

**JANUARY 2020**
1. First Day of Class for Spring Semester

**MARCH 2020**
1. Spring Break (no classes, residence halls remain open)

**APRIL/MAY 2020**
1. Final Exams (continued through May 8)

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**QUESTIONS? CONTACT OUR OFFICE**

New Student Programs
Emory College of Arts and Sciences
[college.emory.edu/orientation](http://college.emory.edu/orientation)

White Hall 215/216
(404) 727-9000
ec.orientation@emory.edu