First-Year Student Checklist

CHECKLIST OVERVIEW + MONTHLY BREAKDOWN

MOON DAY | WEEKDAY
---|---
**MAY** | **JULY**
SU | MO | TU | WE | TH | FR | SA

**MAY**
SU | MO | TU | WE | TH | FR | SA

**JULY**
SU | MO | TU | WE | TH | FR | SA

**AUGUST**
SU | MO | TU | WE | TH | FR | SA

**AUGUST (PAGE 5)**
- 3 Complete FERPA Consent Form
- 3 Begin AlcoholEDU and SAP-U, Part 1
- 10 - 11 Register for Classes
- 12 Emory Essentials 3 is Due
- 13 - 17 Move-In Period for First-Year Students | Students will choose their specific times
- 17 - 26 Virtual New Student Orientation
- 16 - 18 Add/Drop/Swap
- 19 First Day of Classes

**GETTING STARTED (PAGE 2)**
- Know Your NetID and Password
- Set-Up Duo Multi-Authorization
- Update OPUS with Personal and Family Emails
- Log-In to Emory Email

**MAY (PAGE 2)**
- 13 Log-In to Canvas to Begin Emory Essentials 1

**JUNE (PAGE 2)**
- 17 Emory Essentials 1 is Due
- 25 Complete BCSSE Survey

**JULY (PAGE 3)**
- 1 Deadline to Submit EmoryCard
- 1 Emory Essentials 2 Launches
- 13 Sign-Up for Pre-Registration Advising
- 15 Deadline to Submit Health Documents and Immunization Records
- 15 Submit AP/IB Test Scores, Previous College Credit Transcripts and Final High School Transcript to Admissions
- 20 Emory Essentials 2 is Due (before Pre-Registration Advising Session)
- 20 Attend a Pre-Registration Advising Session (through August 5)
- 22 Emory Essentials 3 Launches
- 31 Emory Essentials 3 Questionnaire Due

**CHECKLIST UPDATED: July 1 | Please continue to review the Emory Forward website for updates regarding the Fall semester.**

**EMORY FORWARD WEBSITE**
**NEW STUDENT PROGRAMS, UPDATES AND MESSAGES**
GETTING STARTED  Your First Steps

 KNOW YOUR NETID AND PASSWORD
You received an email from the Office of Admission with your NetID and instructions on retrieving your password.
→ LAUNCH CANVAS.EMORY.EDU

 SET-UP DUO
DUO is an authentication system Emory uses to enhance security. When you log-in to some systems with your NetID and password, it will prompt you to confirm your identity through DUO, using a push notification to the DUO mobile app or responding to a phone call. We recommend downloading the DUO app available in the App Store or Google Play store.
→ LEARN MORE ABOUT DUO
→ LAUNCH OPUS.EMORY.EDU

 LOG-IN TO EMAIL
You have one Emory email account with two separate addresses. One is your NETID@emory.edu (i.e. ldooley@emory.edu) and one is your alias (i.e. lord.dooley@emory.edu). Both are associated with the same account.
→ LAUNCH EMAIL.EMORY.EDU

MAY

MAY 13  ☰ Log-In to Canvas and Set Up NameCoach
Canvas, Emory’s online learning system, houses Emory Essentials, your Summer online orientation that students are asked to complete before starting classes in the Fall. Emory Essentials takes place in four parts, spaced out over the Summer months. Part one includes the completion of a Student Profile, a short survey that helps our advisors get to know you better!
→ LAUNCH CANVAS.EMORY.EDU

 NameCoach is a tool through Canvas that allows students and faculty to record themselves pronouncing their names. We ask that all students record their name pronunciation before classes begin.
→ LAUNCH CANVAS.EMORY.EDU

JUNE

JUNE 17  ☰ Emory Essentials 1 is Due
→ LAUNCH CANVAS.EMORY.EDU

NEW STUDENT CHECKLIST • 2
**JULY 1**

**Deadline to Submit Your EmoryCard Photo**

In order to receive your EmoryCard in August, you must submit an appropriate photo. “EmoryCard” is your official Emory identification card. Swiping your EmoryCard gives you access to the Residence Halls, your meal plan, Emory libraries, and more.

You can find the photo upload requirements and submission form on EmoryCard’s website.

→ LAUNCH ONECARD.EMORY.EDU/EMORYCARD

**JULY 1**

**Emory Essentials 2 Launches**

Emory Essentials 2 delivers information regarding your academic preparation, including the class registration process. Students are required to complete Emory Essentials 2 before speaking with a Pre-Registration Advisor in July/August.

Through Emory Essentials 2, you will learn how to begin building your first class schedule.

→ LAUNCH CANVAS.EMORY.EDU

**STARTING JULY 13**

**Sign-Up for Pre-Registration Advising**

You will have the opportunity to speak with a staff member from the Office for Undergraduate Education about your Fall schedule.

Appointments will take place virtually and facilitated in small groups. More information will be emailed in July.

→ LAUNCH REFERENCE PAGES (AVAILABLE JULY 1)
JULY 15  ⬤  Submit Your Health Records

Health Forms and Immunization Record
You will find a step-by-step outline to complete this process on the Student Health Services website. Using the required form, upload your signed immunization records via the Student Health Patient Portal, or scan/email to Immunizations-SHS@emory.edu, or fax to 404-727-5349.

Health Insurance
All students must have health insurance and are automatically enrolled in the Emory plan unless a waiver is completed annually. Complete the Health Insurance waiver process by September 15, 2020 if you want to use your own health insurance plan at Emory. For more information, visit the Student Health Services website.

VISIT STUDENTHEALTH.EMORY.EDU/NEW-STUDENTS

JULY 15  ⬤  Submit Test Scores, Previous Credit, and/or Your Final High School Transcript

All students are required to submit a final high school/previous institution transcript to the Office of Undergraduate Admission. More information is available in your Admitted Student’s Portal.

Students should also ensure AP/IB test credits, or transcripts from previous college credits are sent directly to Admissions.

LAUNCH ADMITTED STUDENTS PORTAL

JULY 20 - AUGUST 5  ⬤  Complete Emory Essentials 2 and Attend a Pre-Registration Advising Appointment

JULY 22  ⬤  Emory Essentials 3 Launches

The third module of Emory Essentials focuses on the Emory Community, including the expectations of all Emory students.

JULY 31  ⬤  Emory Essentials 3 Questionnaire Due

Inside Emory Essentials you will find a short questionnaire that is due on July 31. Please note: the full Emory Essentials 3 module is not due until August 12.
AUGUST

AUGUST 3  □  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 COLLEGE.EMORY.EDU/OUE (A-Z RESOURCES)

AUGUST 3  □  Begin AlcoholEDU

A required set of programs for all incoming students, you will receive an email to your Emory email account with an invitation to begin Part 1 of AlcoholEDU on August 3. Part one is due on August 15.

Students will receive an additional email on August 17 with instructions for completing Sexual Assault Prevention for Undergraduates (SAP-U). More information is available inside Emory Essentials 3.

AUGUST 10 - 11  □  Register for your Fall Semester of Classes

Students will be pre-registered for 5 credits. These include PACE 101, Health 100, and either a First-Year Seminar course or a course to fulfill the First-Year Writing requirement. More information is available within Emory Essentials.

Starting on August 10, at noon, students can register for their remaining credits (up to a max of 17). Student Registration Appointments will close at 11:59 PM (EST) on August 11.

→ LAUNCH OPUS.EMORY.EDU

AUGUST 12  □  Emory Essentials 3 is Due

→ LAUNCH CANVAS.EMORY.EDU

AUGUST 13 - 17  □  Move-In Period for First-Year Students Living on Campus

Students will be choose a specific time in which to arrive to campus to account for testing capacity and physical distancing guidelines. Look for more information from housing@emory.edu with specific details regarding the move-in process and what to expect.

FERPA: The Family Educational Rights and Privacy Act (FERPA) is a federal law that limits disclosure of education records without a student’s prior written consent.
**Virtually Participate in New Student Orientation**

Orientation will now consist of virtual real-time sessions and on-demand video content from August 16-18, 2020.

- **On-Demand Content:** Available on August 16, students will complete a series of videos and modules at their own pace. Students will have until the first day of classes to complete this portion of orientation. No real-time content will occur from August 16-18.

- **Real-Time Sessions:** Beginning on August 16, students will attend real-time sessions including their Orientation small groups.

For on-campus students, sessions will be designed around your move-in time. For off-campus students who plan to be 100% remote, you will have access to all orientation sessions.

A full schedule will be available later in the summer.

→ **LEARN MORE AT COLLEGE.EMORY.EDU/ORIENTATION**

**Add/Drop/Swap**

Students can begin making changes to their schedule starting at 12 pm Noon on August 17 through August 26 (at 11:59pm). During this period Academic Advisors will be available for walk-in hours. More information will be provided in your Orientation schedule.

**Attend Your First Day of Classes**

Whether you are walking through a classroom door or logging into a Zoom room, the time has come to start your journey toward your Emory degree!

**IMPORTANT DATES**

Visit [college.emory.edu/oue/academic-calendar](http://college.emory.edu/oue/academic-calendar) for the full Academic Calendar.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>SEPTEMBER</td>
<td>2</td>
<td>Fall Billing is Due (opus.emory.edu)</td>
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<td></td>
<td>7</td>
<td>Labor Day (classes will be held on September 7 as well as the previously scheduled ‘Fall Break’ period from October 12 - 13)</td>
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<tr>
<td>NOVEMBER</td>
<td>24</td>
<td>Last day of Fall Classes (students depart campus but can leave belongings in their rooms)</td>
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<td></td>
<td>25 - 27</td>
<td>Thanksgiving Break (no classes*)</td>
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**PLEASE NOTE** Spring dates will be updated as this information becomes available.