# FIRST-YEAR STUDENT CHECKLIST

## Checklist Overview + Monthly Breakdown

### MAY

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### 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**
- **31 Complete Housing Assignment**

### JUNE (PAGE 2)

- **17 Emory Essentials 1 is Due**
- **24 Emory Essentials 2 Launches**
- **25 Complete BCSSE Survey**

### JULY (PAGE 3)

- **1 Deadline to Submit EmoryCard**
- **1 Deadline to Submit Health Documents and Immunization Records**
- **6-9 Track Advising Webinar Series**
- **6 Sign-Up for Pre-Registration Advising**
- **13 Emory Essentials 2 is Due (before Pre-Registration Advising Session)**
  - **Attend a Pre-Registration Advising Session (through August 7)**
- **15 Submit AP/IB Test Scores, Previous College Credit Transcripts and Final High School Transcript to Admissions**
- **22 Emory Essentials 3 Launches**

### AUGUST (PAGE 5)

- **3 Complete FERPA Consent Form**
- **10 - 14 Register for Classes**
- **10 Emory Essentials 4 Launches**
- **17 Fall Bill is Due**
- **18 Move-In Day 1 | Pre-Orientation Begins**
- **21 Emory Essentials 3 and 4 are Due**
- **22 Move-In Day 2 | Orientation Begins**
- **22 - 25 New Student Orientation**
- **26 First Day of Classes**

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*FOR THE MOST RECENT COVID-19 RELATED UPDATES PLEASE VISIT COLLEGE.EMORY.EDU/ORIENTATION*
**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**

- **UPDATE OPUS WITH PERSONAL AND FAMILY EMAILS**
  Provide us with your personal and family email addresses. This is required for you and your family to receive our communications over the summer. Instructions are available on our website (college.emory.edu/orientation).
  → **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.

**MAY 31**
- **Complete Housing Application**
  Emory has a two-year live on requirement, meaning all students are required to submit a housing application. Your Housing Application can be found via MyHousing.
  → **LAUNCH MYHOUSING.EMORY.EDU**

**JUNE**

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

NEW STUDENT CHECKLIST • 2
**JUNE 24**  □  **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 you will learn how to begin building your first class schedule.

→ LAUNCH CANVAS.EMORY.EDU

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**JUNE 25**  □  **Take the BCSSE Survey**

On June 25, you will receive a message to your Emory Email account with instructions on completing the Beginning College Survey of Student Engagement. The BCSSE provides Emory with data used to best support incoming student needs. The deadline to complete the BCSSE is August 10, 2020.

→ LAUNCH EMAIL.EMORY.EDU

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**JULY**

**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

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**JULY 1**  □  **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

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Questions? The EmoryCard office can be reached at 404.727.6095 or EmoryCard@emory.edu.

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Can’t find the email? Search your inbox and spam folders for “Undergraduate Affairs” and if you still can’t find a message, reach out to ec.orientation@emory.edu.

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Please note, failure to submit appropriate health records and immunization documentation will impact your ability to register for classes. Any additional questions related to Student Health Services may be directed to immunizations-SHS@emory.edu.
Join us for a Track Advising Webinar

Learn more about the various academic possibilities before meeting with your Pre-Registration Advisor during a Track Advising Webinar. Topics include exploration in the following areas: Liberal Arts, Pre-Business, Pre-Health, Pre-Nursing, Pre-Law, and Dual Degree.

Webinars will be filmed live, and include a Question and Answer portion. Times and instructions for joining will be disseminated through our bi-weekly communications, and recordings of webinar will be available on our YouTube channel after filming.

→ LAUNCH YOUTUBE.COM/HELLOEMORYATL

Sign-Up for Pre-Registration Advising

You will have the opportunity to speak with a staff member from the Office of 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 MAY 13)

Complete Emory Essentials 2 and Attend a Pre-Registration Advising Appointment

Your assigned Pre-Registration Advising will be in touch via email with information on how to attend your virtual small group session.

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 to Admissions.

→ LAUNCH ADMITTED STUDENTS PORTAL

Emory Essentials 3 Launches

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

→ LAUNCH ADMITTED STUDENTS PORTAL

If you don’t receive an email from your Pre-Registration Advisor by the end of the day on July 6, please reach out to our office at ec.orientation@emory.edu.

Emory Essentials 2 must be completed before meeting with a Pre-Registration Advisor.

AP/IB Scores

You can check the status of your AP/IB Credit by logging into OPUS, find the Academic Records tile, and select “View Transfer Report.”

As AP/IB and Previous College Credit is evaluated, you will receive an email confirmation.
AUGUST

EARLY AUGUST

Check Your Housing Move-In Time

All students arriving on Saturday, August 22 will be assigned a move-in window between 7am – 11am. This helps us ensure a safe and efficient process for all students. Times will be posted in your MyHousing account.

→ LAUNCH MYHOUSING.EMORY.EDU

AUGUST 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 COLLEGE.EMORY.EDU/OU (A-Z RESOURCES)

AUGUST 10 - 14

Register for your Fall Semester of Classes

Students will be assigned two registration appointments during this time. One starting and ending on Monday, August 10, and the second starting on Tuesday, August 11 through Friday, August 14.

More information on the registration process, including where to find your specific Registration Appointment (the window of time you are assigned to register) is available within Emory Essentials and Reference Pages.

→ LAUNCH OPUS.EMORY.EDU

STARTING JULY 6

Emory Essentials 4 Launches

The final section of Emory Essentials includes instructions for completing the required AlcoholEDU and Sexual Assault Prevention for Undergrads (SAP-U) modules, as well as final reminders ahead of move-In.

→ LAUNCH CANVAS.EMORY.EDU

JULY 15

Fall Bill is Due

Bills will be available for viewing in early July. To pay your Fall Bill, please log-in to OPUS.

→ LAUNCH OPUS.EMORY.EDU

Questions about student finances? Reach out to Student Financial Services at 404.727.6095 or online at studentfinancials.emory.edu/contact-us.
AUGUST 18 ☰ Move-In Day 1 | Pre-Orientation Programs Begin

Students who have been pre-approved to move-in to participate in a Pre-Orientation program, including International Student Welcome and approved Student Athletes, will move-in on this day. More information will be provided throughout the Summer.

AUGUST 21 ☰ Emory Essentials 3 and 4 are Due

→ LAUNCH CANVAS.EMORY.EDU

AUGUST 22 ☰ Move-In Day 2 | New Student Orientation Begins

All students not participating in a Pre-Orientation program will move-in to their assigned residence halls on August 22.

→ LAUNCH COLLEGE.EMORY.EDU/ORIENTATION

AUGUST 22 - 25 ☰ Engage in New Student Orientation

New Student Orientation is the official introduction to your academic and co-curricular life at Emory. Take advantage of the opportunities to learn more about this university, meet our faculty members, and connect with your peers.

AUGUST 26 ☰ Attend Your First Day of Classes

IMPORTANT DATES

Visit college.emory.edu/oue/academic-calendar for the full Academic Calendar

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<td>Labor Day (no classes*)</td>
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<td>Fall Break (no classes*)</td>
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<td>Family Weekend</td>
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<td>DECEMBER</td>
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<td>Final Exams (students must vacate room 24 hours after their last exam but can leave belongings in their rooms)</td>
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<td>Residence Halls close for all students</td>
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<td>JANUARY</td>
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<td>Residence Halls reopen for First-Year Students</td>
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<td>Spring Semester Classes Begin</td>
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<td>Final Exams (students must vacate room 24 hours after their last exam but can leave belongings in their rooms)</td>
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* Residence Halls Remain Open