

First-Year Student Checklist



DOCUMENT UPDATED MAY 7

CHECKLIST OVERVIEW + MONTHLY BREAKDOWN

MAY

SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	6
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AUGUST

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26		

GETTING STARTED (PAGE 2)

- Know Your NetID and Password
- Set Up Duo Multi-Authorization
- Update OPUS with Personal and Family Emails
- Submit Your Preferred Name (if applicable)
- Record Your Name in Canvas using NameCoach
- Log into Emory Email

MAY (PAGES 2 - 3)

- 12 Log into Canvas to Begin Emory Essentials 1
- 31 Deadline to Submit Housing Application

JUNE (PAGE 3)

- 15 Emory Essentials 1 and Student Profile are Due
- 15 Emory Essentials 2 Launches
- 30 Complete BCSSE Survey (through August 6)

JULY (PAGES 3 - 5)

- 1 Deadline to Submit EmoryCard Photo
- 1 Deadline to Submit Health Documents and Immunization Records
- 1 Log in to MyHousing and Select a Meal Plan
- 6 Shopping Cart Opens
- 7 Sign Up for Pre-Registration Advising
- 12 Attend a Pre-Registration Advising Session (through August 4)
- 15 Emory Essentials 2 is Due
- 15 Emory Essentials 3 & 4 Launch
- 31 Submit AP/IB Test Scores, Previous College Credit Transcripts, International Exams, and Final High School Transcript to Admission

AUGUST (PAGES 5 - 6)

- 9-11 Register for Classes
- 15 Emory Essentials 3 & 4 are Due
- 17 Move-In Day 1 | Pre-Orientation Begins
- 21 Move-In Day 2 | Orientation Begins
- 21-24 New Student Orientation
- 25 First Day of Classes
- 25 Complete FERPA Consent Form

SEPTEMBER (PAGES 6 - 7)

- 1 Fall Payment Due
- 15 Health Insurance Waiver Due

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.

→ [RETRIEVE YOUR NETID AND PASSWORD](#)

□ 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](#)

□ SUBMIT YOUR PREFERRED NAME

Emory recognizes that some students may wish to use a name other than their legal or given one. In many circumstances - such as on your EmoryCard and class rosters - you can use a preferred first or middle name.

→ [LEARN MORE ABOUT PREFERRED NAME](#)

□ RECORD YOUR NAME IN CANVAS USING NAMECOACH

With NameCoach, students can voice-record their names so faculty and staff can pronounce your name correctly. We ask that all students record their name pronunciation before classes begin.

→ [LEARN HOW TO USE NAMECOACH](#)

□ LOG INTO YOUR EMORY 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 12 □ Log into Canvas to begin Emory Essentials 1

Emory Essentials 1 will introduce you to the Orientation Experience and various Emory systems that you will use throughout your time as a student. You will also complete the Orientation Experience Student Profile so we can connect you with opportunities this fall.

→ [LAUNCH CANVAS.EMORY.EDU](#)



Canvas: Log into [canvas.emory.edu](#) using your NetID and Password.

Need Assistance with Canvas? Visit [canvas-support.emory.edu](#) or call 404.727.7777.

You will have access to Emory Essentials starting on May 12. If after this date the Emory Essentials course is not showing up in Canvas after logging in, contact our office at ec.orientation@emory.edu.

MAY (CONTINUED)

MAY 31 □ Deadline to Submit 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](https://myhousing.emory.edu)



Questions? The Offices of Residence Life and Housing Operations can be reached at 404.727.7631 or housing@emory.edu.

JUNE

JUNE 15 □ Emory Essentials 1 and Orientation Experience Student Profile are Due

→ [LAUNCH CANVAS.EMORY.EDU](https://canvas.emory.edu)

JUNE 15 □ 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](https://canvas.emory.edu)



EMORY LINGO

Pre-Registration Advisor (PRA): Your first advisor at Emory who will meet with you virtually over the summer to discuss your fall schedule of classes.

JUNE 30 □ Complete the BCSSE Survey

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 6, 2021.

→ [LAUNCH EMAIL.EMORY.EDU](https://email.emory.edu)

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 the EmoryCard website.

→ [LAUNCH ONECARD.EMORY.EDU/EMORYCARD](https://onecard.emory.edu/emorycard)



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

JULY (CONTINUED)

JULY 1 □ Submit Your Health Records

Health Forms and Immunization Records

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, 2021 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](https://studenthealth.emory.edu/new-students)

JULY 1 □ Log into MyHousing Portal and Select a Meal Plan

Select your 2021 Fall semester meal plan through the Dining tab in the MyHousing Portal.

→ [LAUNCH MYHOUSING.EMORY.EDU](https://launch.myhousing.emory.edu)

JULY 6 □ Shopping Cart Opens

Shop for classes! Use the Shopping Cart in Atlas to save your course options for the fall.

→ [LAUNCH ATLAS.EMORY.EDU](https://launch.atlas.emory.edu)

JULY 7 - 31 □ 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 MAY 12)

JULY 12 - AUGUST 4 □ Attend a Pre-Registration Advising Appointment

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

JULY 15 □ Emory Essentials 2 is Due

→ [LAUNCH CANVAS.EMORY.EDU](https://launch.canvas.emory.edu)



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.



If you would like to learn more about the Emory Campus Dining program visit dining.emory.edu.



If you don't receive an email from your Pre-Registration Advisor by the end of the day on July 7, please reach out to our office at ec.orientation@emory.edu.

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

JULY (CONTINUED)

JULY 15 □ Emory Essentials 3 & 4 Launch

The third and fourth modules of Emory Essentials focus on the Emory Community, including the expectations of all Emory students.

→ [LAUNCH CANVAS.EMORY.EDU](#)

JULY 31 □ Submit Test Scores, Previous Credit, International Exams, and/or Your Final High School Transcript

All students are required to submit a final high school, international exams, and 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](#)



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 are evaluated, you will receive an email confirmation.

AUGUST

EARLY AUGUST □ Check Your Housing Move-In Time

All students arriving on Saturday, August 21 will be assigned a move-in window. This helps us ensure a safe and efficient process for all students. Move-in times will be posted in your MyHousing account in the summer.

→ [LAUNCH MYHOUSING.EMORY.EDU](#)



Move-In Questions? In the weeks leading up to move-in you will receive a Pre-Arrival Packet in your email with information regarding traffic routes, parking, move-in procedures and more!

AUGUST 9 - 11 □ Register for your Fall Semester of Classes

Students will have a registration appointment open from August 9 at noon-August 11 at 5pm (EST).

More information on the registration process is available within Emory Essentials and the Reference Pages.

→ [LAUNCH OPUS.EMORY.EDU](#)



Reminder: Registration is a process. We are here to support you throughout the process. If you have questions, feel free to review the Reference Pages or Emory Essentials. If you still can't find what you are looking for, reach out to oue.advising@emory.edu.

AUGUST 15 □ Emory Essentials 3 & 4 are Due

→ [LAUNCH CANVAS.EMORY.EDU](#)

AUGUST (CONTINUED)

AUGUST 17 □ Move-In Day 1 | Pre-Orientation Begins

Students who have been pre-approved to participate in a Pre-Orientation program will move-in on this day.

More information will be provided throughout the Summer.



Pre-Orientation programs will communicate specific details related to check-in and program start information. Please refer to program specific communications.

AUGUST 21 □ 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 21.

→ [LAUNCH COLLEGE.EMORY.EDU/ORIENTATION](https://college.emory.edu/orientation)



Questions about what to bring to campus or specifics regarding individual residence halls? Visit the Offices of Residence Life and Housing Operations, [First-Year Housing Guide](#).

AUGUST □ Participate in Orientation Week

21 - 24

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



More information regarding Orientation can be found on our website at college.emory.edu/orientation.

AUGUST 25 □ Attend Your First Day of Classes

AUGUST 25 □ Complete FERPA Consent Form

Indicate whether you DO or DO NOT give consent to your parent(s) or guardian(s) to access your academic records. Go to the link provided and scroll down to "FERPA." Click the link that appears from the dropdown and complete the form.

→ [LAUNCH COLLEGE.EMORY.EDU/OUÉ \(A-Z RESOURCES\)](https://college.emory.edu/oue)



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.

SEPTEMBER

SEPTEMBER 1 □ Fall Bill is Due

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

→ [LAUNCH OPUS.EMORY.EDU](https://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.

SEPTEMBER 15 □ Health Insurance Waiver Due

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You will be enrolled in and charged for the Emory University Student Health Insurance Plan (EUSHIP) unless you submit a waiver showing you are covered by an acceptable alternative plan.

→ [LEARN MORE ABOUT SUBMITTING AN INSURANCE WAIVER](#)



For more information about the Aetna health insurance plan offered for Emory students, visit studenthealth.emory.edu/insurance/requirement or www.aetnastudenthealth.com (click on Find Your School and choose Emory University).

There is also information about insurance, EUSHS fees and billing practices on our website: studenthealth.emory.edu/insurance.

IMPORTANT 2021-2022 DATES

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

SEPTEMBER	6	Labor Day (no classes*)
OCTOBER	4	Last day to register to vote in Georgia's November 2 General Election
	11 - 12	Fall Break (no classes*)
	23 - 25	Family Weekend
NOVEMBER	2	General Elections in Georgia
	24 - 26	Thanksgiving Break (no classes*)
DECEMBER	9 - 15	Final Exams (First Year students must vacate room 24 hours after their last exam but can leave belongings in their rooms)
	16	First Year Residence Halls close at 12 noon
JANUARY	9	Residence Halls reopen for First-Year Students
	11	Spring Semester Classes Begin
MARCH	7 - 11	Spring Break (no classes*)
APRIL/MAY	28 - 5	Final Exams (First Year students must vacate room and remove all belongings within 24 hours after their last exam)
MAY	6	Residence Halls close at 12 noon

* Residence Halls Remain Open

REGISTER TO VOTE

Your voice matters! Emory University recognizes the importance of civic engagement and the power of each individual's vote.

The free platform TurboVote helps you register to vote and cast your ballot. You can determine your eligibility and sign up right now at [Emory's TurboVote portal](#).

Got questions? Need help with anything?

Reach out to New Student Programs!

404.727.9000 | ec.orientation@emory.edu

@EmoryOrientationAtl | college.emory.edu/orientation