

Transfer Student Checklist



DOCUMENT UPDATED MAY 24

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					

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			

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

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	27	28
29	30	31				

GETTING STARTED (PAGE 2)

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

MAY (PAGES 2 - 3)

- 17 Deadline for Priority Registration for Housing Accommodations
- 24 Transfer Student Essentials Launches

JUNE (PAGE 3)

- 1-30 Attend an Academic Advising Meeting
- 7-8 Register for Classes
- 15 Transfer Student Essentials Due
- 21 Add/Drop/Swap Begins (through July 30)

JULY (PAGES 3 - 4)

- 1 Deadline to Submit EmoryCard Photo
- 1 Log into MyHousing and Select a Meal Plan
- 1 Deadline to Submit Health Documents and Immunization Records
- 30 Add/Drop/Swap Closes
- 31 Deadline to Submit AP/IB Test Scores and International Exams to Admission

AUGUST (PAGES 4 - 5)

- 22 Move-In (for students approved to live on campus)
- 22-24 Transfer Orientation
- 25 First Day of Classes
- 25 Deadline to Submit College Transcript(s) for Classes Taken Prior to Summer 2021
- 25 Complete FERPA Consent Form

SEPTEMBER (PAGE 5)

- 1 Fall Payment Due
- 15 Health Insurance Waiver Due

OCTOBER (PAGE 6)

- 1 Deadline to Submit College Transcript(s) for Classes Taken During Summer 2021

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](#)

□ SUBMIT HOUSING APPLICATION

Housing for transfer students is not guaranteed, but we invite enrolling transfer students to apply for housing if they are interested in living on campus.

If housing is available for incoming transfer students, the Office of Residence Life and Housing Operations will make assignments on a first-come, first-served basis.

→ [LAUNCH MYHOUSING.EMORY.EDU](#)

→ [VISIT RESIDENCE LIFE & HOUSING OPERATIONS WEBPAGE](#)

□ 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 24 □ Log into Canvas to Begin Transfer Student Essentials

Transfer Student Essentials will introduce you to the Orientation Experience and various Emory systems that you will use throughout your time as a student.

→ [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 Transfer Student Essentials starting on May 24. If after this date the Transfer Student Essentials course is not showing up in Canvas after logging in, contact our office at ec.orientation@emory.edu.

JUNE

- JUNE 1 - 30 □ Attend an Academic Advising Meeting
- You will receive an email with information about who your academic advisor is and how to schedule an appointment with them during the month of June.

During this one-on-one meeting, you will discuss transfer credits, academic policies, and your plan for fall classes.

- JUNE 7 - 8 □ Register for Classes

Students will have a registration appointment open from June 7 at noon – June 8 at 5pm (EST). This will be your first opportunity to register for classes.



Reminder: Registration is a process. We are here to support you throughout the process. If you have questions, reach out to oue.advising@emory.edu.

- JUNE 15 □ Transfer Student Essentials Due

→ [LAUNCH TRANSFER STUDENT ESSENTIALS COURSE IN CANVAS](#)

- JUNE 21 □ Add/Drop/Swap Begins

During Add/Drop/Swap students will be able to add, drop, or swap classes to their fall schedule. You will be able to modify your schedule through July 30.

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](#)



Questions? The [EmoryCard](#) office can be reached at 404.727.6095 or EmoryCard@emory.edu.

- 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](#)



If you would like to learn more about the Emory Campus Dining program visit dining.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 30 □ Add/Drop/Swap Closes

JULY 31 □ Submit Test Scores and/or International Exams

All students are required to submit international exams 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](#)



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.



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

AUGUST 22 □ Move-In Day

All transfer students accepted for on-campus housing will move into their assigned residence halls on August 22.

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



We understand that students arriving to the Atlanta area from a country other than the United States may need to plan to arrive earlier or later than expected. If you expect you will be impacted by travel restrictions, email us at housing@emory.edu and we will be happy to work with you to accommodate an early or late arrival.

AUGUST (CONTINUED)

- AUGUST 22 - 24 **Participate in Orientation Week**
- 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.

- AUGUST 25 **Attend Your First Day of Classes**

- AUGUST 25 **Deadline to Submit College Transcript(s) for Classes Taken Prior to Summer 2021**

You can submit transcripts via the Common App, Parchment, or by email to admission@emory.edu. Note that emailed transcripts must come directly from your previous university's registrar.

- 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)



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



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**
- 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.

OCTOBER

OCTOBER 1 □

Deadline to Submit College Transcript(s) for Classes Taken During Summer 2021

You can submit transcripts via the Common App, Parchment, or by email to admission@emory.edu. Note that emailed transcripts must come directly from your previous university's registrar.

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 (most students living on campus must vacate room 24 hours after their last exam but can leave belongings in their rooms)
	16	Most Residence Halls close at 12 noon
JANUARY	9	Residence Halls reopen
	11	Spring Semester Classes Begin
MARCH	7 - 11	Spring Break (no classes*)
APRIL/MAY	28 - 5	Final Exams (most 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