These tasks must be completed by the deadline listed in order for you to be prepared for the start of classes.

These items will complement the required tasks and will help to ease your transition to Emory.

These items will assist in ensuring you have the best possible start at Emory.

Some checklist items may not apply to you. For example, if you did not take AP exams, you will not need to submit your scores. This is a comprehensive checklist meant to guide all students through the summer.

Many of the checklist items can be completed ahead of time, even if they have a later due date. An item that is due in August may be available in June. Some checklist items have a limited window (such as Registration). Look through the entire checklist now so you can plan when to complete your tasks.

**CONNECTING WITH THE UNIVERSITY**

**NetID, Password and Network Access:**
You received your NetID with your acceptance letter including instructions for activating and setting up a secure password. Keep your password safe and secure. It must be between nine and 30 characters long, mixed alphanumeric and special characters. You are required to change it annually.

**DUO Authentication**
Duo is a two-factor authentication system that Emory is implementing on multiple services to increase security, including OPUS and your email. After you log in with your NetID and password, Duo confirms your identity by any of the following methods you choose:

- Sending a push notification to the Duo Mobile app on your smartphone that you acknowledge to confirm your identity
- Entering a passcode that you requested via the Duo Authentication prompt, or that you generated on your Duo Mobile app, or displayed on a hardware token
- Responding to a phone call that was sent to your mobile phone or landline
- Normally, you will only need to use Duo whenever you log in to a Duo-enabled Emory service from an off-campus location (e.g., off the Emory network or Emory WiFi)
MAY

MAY 31
- Housing Application: Complete Your Housing Application on the My Housing Site
- Pay Enrollment Deposit. Information on submitting your admission deposit can be found by logging into your OPUS account.

JUNE

JUNE 1
- Create your Emory Email Account.

REQUIRED

- Bookmark the Orientation website and check back for updates through the summer.
- Blue & Gold Pages sections to review: Before You Arrive, Registration, Academics
- Review the Academic Calendar before booking travel for Orientation and holidays
- Complete Language Placement Tests if you plan on enrolling in a language that requires a placement test by August 1st.
- Complete the Emory Chemistry Preparation (ECP) if you plan on taking Chem 150. Available June 1.

STRONGLY RECOMMENDED

LOGGING INTO EMAIL
Log in to OPUS. On the lower right section of your Student Center, click on “Emory Links.” Look for “Email for Undergraduates.” Check your Emory email weekly for updates from Orientation.

OPUS is the web-based platform that holds all of your official Emory records. Through OPUS, you can view and pay your tuition bill, view your transfer/test credits, search and register for courses, view your unofficial transcript and degree audit and update your contact information. You will often hear, “it doesn’t count” unless it is in OPUS, so go ahead and bookmark it for easy access.

AP/IB/Previous College Credits/Emory Chemistry Prep
For more information about AP/IB, previous college credits/joint enrollment, placement tests, and Emory Chemistry Prep, read the Registration chapter.
HEALTH FORMS & REQUIREMENTS

In order to ensure this, you will need to complete the new student health forms. These can be completed in 8 easy steps and are listed on the Student Health Services website.

Immunization Requirement
For the health and safety of individual students and the Emory community, Emory University requires all students to meet the Immunization Requirement prior to the start of Fall Semester classes. Please carefully review the Immunization Requirements for new students on our website, as well as find out how to complete your immunization form. Please note that this form will have to be verified by your healthcare provider!

Health Insurance Requirements
Emory University requires all degree-seeking and all international students either have health insurance or purchase the University-sponsored plan. In order to meet this requirement, you must choose to enroll in the Emory Student Health Insurance Plan or successfully complete the waiver process on-line. If you decide to enroll in the Emory student plan, you will be charged via Student Financial Services. Read more information about the Emory student health insurance requirement here.
**JULY**

- Check your housing assignment
- Complete Language Placement Tests if you plan on enrolling in a language that requires a placement test by August 1.
- Complete the Emory Chemistry Preparation (ECP) if you plan on taking Chem 150.
- Submit any necessary Transfer Credit Appeal Form. Guidelines and a link to this form are in Canvas.

**AUGUST**

**AUGUST 1**
- Submit a photo for your EmoryCard. You are encouraged to submit this early.
- OPUS Guest Access. Customize access to your student account for up to five individuals (in your OPUS Student Center under “Guest Access”). You can choose to allow these individuals to access your “To Do” items or “Messages,” complete the health waiver process, view monthly bills, make online payments, view financial aid, or view your class schedule.

**AUGUST 5**
- Complete Emory Essentials 1: Welcome To Emory College

**AUGUST 15**
- Pay Bill. Available in late July.
- Final College Transcript(s): 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.
- Create Your Profile in OrgSync.

**EMORYCARD**

The EmoryCard is your official identification card. It provides Emory students secure, universal, convenient and efficient access to events, goods and services.

Prior to arriving to the Emory campus, all new students are required to upload a photo using “My First Photo,” the EmoryCard Services’ Online Photo Submission tool. Submit your photo online no later than August 1, 2017. New students living on-campus will receive their EmoryCard at the scheduled residence hall check-in.

**Click here to get started.**

- Photo must be a standard passport ready headshot of the enrolled student ONLY
- Photo must be in color and have a plain, white background
- Photo should be close-up and cropped from the top of the shoulders, showing a full front view of the enrolled students face.
- Sunglasses, hats, or any other article of clothing that would obstruct the face or hair are NOT permitted except for religious accommodations.

- Carry your EmoryCard with you at all times while on campus.
- Lend your EmoryCard to others.
- Punch a hole in card; bend card; or affix any labels or stickers to your EmoryCard.

Contact EmoryCard Services
AUGUST

AUGUST 16
☐ Complete Emory Essentials 2: Honor Code
☐ Complete Emory Essentials 3: Haven Online Module

☐ Check out the Orientation Website for an overview of the programs and events happening for Orientation!

☐ Review Office of Accessibility Services registration process. Complete this only if you are requesting accommodations for chronic or general medical conditions, learning disabilities or ADHD.

☐ Complete Language Placement Tests if you plan on enrolling in a language that requires a placement test by August 1.

☐ Complete the Emory Chemistry Preparation (ECP) if you plan on taking Chem 150.

ENCOURAGED

☐ Notify dining about dietary restrictions
☐ Add Dooley Dollars