STUDENT GUIDE TO REGISTRATION

Office of Records and Registration 303 Pierce Hall - 487.4111
EMU uses a Web-based registration process through the my.emich system.

All students **must** use the online registration system to register for classes.

For additional assistance contact Service EMU Centers or call the Office of Records and Registration at 734.487.4111.

**Step 1:**

**Get your my.emich account**

If you already are using the my.emich system and your password has not expired, skip this step and go to Step 2. (If your password has expired, you will be redirected to the account password reset page). To get your my.emich account username, you must:

Be eligible to register as defined by your hours, go to your online Academic Transcript accessible through your my.emich account. If you still need to take care of any admission details, please visit our Web site at www.emich.edu and click on “Admissions” or call 1.800.GO.TO.EMU (734.487.3060 for local calls).
HOW TO WEB REGISTER

If you meet these criteria, do the following to get your my.emich account information. (Detailed instructions for activating your my.emich Account can be found at http://www.emich.edu/it/passwords/emich/create-account/index)

Perform the following steps to activate your NetID (my.emich) account:

2. Click the Activate Account button (Do Not fill-in the fields). 
   **Note:** The Verification process may not be required at all times. Click the Refresh button to obtain different verification codes. Click the Audio button to toggle between text and audible verification codes.
3. **Type the verification code(s)** in the field below the code(s) displayed then Click the Verify button (the codes displayed may be one or two typed words, or an image of text). The Activate Account page is displayed.
4. Type in your EID and PIN numbers in the respective fields then click the Activate Button.
5. Click the Continue Button in the Activation Confirmation window.
   The Change Password is displayed.
6. Type your New Password and Confirm Password in the respective fields. Click the Change Password button.
7. Click the Continue button in the Success window.
8. Review the Update Profile window and then check the I Agree box and click the Continue button.
9. Type your alternate email address (NOT your EMU email address) in the Alternate Email for Password reset field. Click the Update button. Your alternate email address is used when you reset a forgotten your my.emich password.
10. Click the Continue button in the Success window.
11. The Logout window displays. Close your browser before attempting to log in my.emich again.

If you experience problems activating your my.emich account, check the supported browsers page to ensure you are using a compatible system and browser. If you have further questions, please contact the I.T. Help Desk at 734.487.2120 or visit them in 106 Halle Library.

**Step 2:**

Logging in and navigating to Student Services
Use your Web Browser to go to http://my.emich.edu, and enter your username and password in the spaces provided.

When you are ready to register, select the Student tab. Scroll down to the Registration Main Menu section. Click the “Registration” link, and then click “Add or Drop Classes”.

Follow the instructions to enroll for your classes.
GUIDE TO REGISTRATION POLICIES AND PROCEDURES

Spending a few minutes to become familiar with this guide will help you take care of your educational program, receive services and prevent costly problems.

OFFICE OF RECORDS AND REGISTRATION SERVICES
The Office of Records and Registration is located in 303 Pierce Hall. You can call 734.487.4111 to receive assistance with questions or problems regarding your undergraduate or graduate academic record as well as any registration issues. Office hours are: Monday-Friday Phone 8 a.m. to 5 p.m., 734.487.4111 Counter 10 a.m. to 2 p.m. The following services are available by calling Office of Records and Registration or visiting Service EMU Centers:
- Total withdrawal requests
- Individual course withdrawal for students with holds
- Enrollment verification/deferment forms
- Late registration for students with prior departmental authorization
- Declaration of class audit
- Removal of pass/fail option (declaration made at University Advising and Career Development Center, 200 McKenny Hall)
- Processing of course substitutions and waivers
- Undergraduate re-enrollment applications
- 400/500 course level processing
- Address and name change
- Application for graduation (apply via your My.Emich, payment charged to your student account)
- Eastern Michigan University Transcripts (ordered through Student Business Services (201 Pierce) or online at www.getmytranscript.com)

PLEASE DO NOT SEND ANOTHER PERSON TO HANDLE YOUR RECORDS AND REGISTRATION BUSINESS!
By federal law, we can only accept transaction requests from the student, with photo identification and a signature.

UNIVERSITY REGISTRATION POLICY
By registering for classes at Eastern Michigan University, you accept responsibility for reading and conforming to all policies, procedures, required dates, fees and other requirements published in the University catalogs and in the student guide. You will also incur a non-refundable registration fee.

ADDRESS CHANGE
File your ADDRESS CHANGE with the post office and the University. Each time you change your address, you must update your address in the University’s records. You can make address changes online by logging into your my.emich.edu account, clicking on the Student tab, choosing “Personal Information” and following the links to the address correction page. If you have activated your Higher One card, you must also change your address with Higher One.

COURSE LOAD
Undergraduate:
During each semester, the recommended academic course load is 15-19 credit hours. Students must take at least 12 hours to be considered full-time. First semester freshmen and students on academic probation may not take more than the recommended academic load without special permission from the University Advising and Career Development Center, 200 McKenny Hall.

Graduate:
During each semester, the minimum full-time graduate load is 8 credit hours and maximum 15 hours.

COURSE OPTIONS
See the EMU catalog for guidelines for all of the following:
Auditing Classes: Courses may be audited (no credit or grade is given) subject to the approval of the head of the department offering the course. Tuition and fees apply the same as if credit is given. Forms may be obtained online or at the Service EMU Centers.

Credit/No credit: The credit/no credit option is utilized by departments in courses where the standard letter grades do not seem appropriate.

Incompletes: An I (incomplete) grade is never applied to poor work or non-attendance by the student. An incomplete is granted by the instructor at his/her discretion. A maximum of one (1) year is allowed for completion of the course work.
Pass/Fail Option: A pass/fail option is available to any regularly enrolled junior or senior in good standing within the guidelines set forth in the EMU catalog. A student who qualifies and wishes to elect this option should fill out a pass-fail form and submit it to the University Advising and Career Development Center, 200 McKenny Hall. Graduate students enrolled in undergraduate classes who would like to elect pass/fail should consult with an academic department advisor or the Graduate School. Consult the calendars in this student guide for deadlines.

Repeat of Course: Undergraduates may elect to repeat any course, regardless of the grade received, within guidelines outlined in the EMU catalog. A course may be counted as a repeat, thereby eliminating prior grade and hours from GPA calculations, no more than twice without approval of the department head of the course. Graduate students may only repeat a course once, and only if the grade obtained in the first enrollment is less than a B.

Courses Below the 100 Level
Developmental courses, those with course numbers below 100, will appear in total hours attempted, completed and passed. The grades will also be used in calculating the term and cumulative grade point average. However, they will NOT count toward the minimum 124 hours required for graduation.

Graduate Courses for Seniors and 400-Level Courses for Graduate Credit
Seniors may take 500-level graduate courses for undergraduate credit and graduate students may take certain 400-level courses for graduate credit. See the EMU Catalog or the Graduate School Web site (go to emich.edu/graduate and then click on Student Resources) for guidelines and information.

Application for Graduation
When to Apply
Students who anticipate completing graduation requirements must file a graduation application online via their My.Emich at the beginning of the semester in which they plan to complete all degree requirements. For more graduation information, go to www.emich.edu/registrar and click on Graduation Information.

Late Registration
1. Students must be registered in order to attend classes.
2. After the first day of classes, you have a short grace period in which to register by Web. If your first registration for the term is on or after the first day of the term, you will be assessed a single, one-time late registration fee.
3. After the grace period, registration is permitted on an exception basis only. Authorization from the appropriate academic department is required for each course. Registration with departmental authorization is permitted through 50 percent of the semester/subterm. See calendars in this guide section for specific deadlines.
4. After the registration (by departmental authorization) deadline, students will not receive credit for any class(es) in which they are not officially registered. If a student believes they have extenuating circumstances and should be permitted to register after the deadline, he/she must submit a late registration appeal. All appeals must be reviewed and endorsed by the instructor, department head and dean of the college in which the course is taught. Final approval rests with the Registrar. A request does not constitute approval. A late add fee will be assessed on all approved appeals. The late registration fee will also be assessed if the student has not previously registered for at least one class.

Notification of Student Rights Under FERPA Policy
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Please refer to the EMU catalog or our Web site (www.emich.edu/registrar) for complete information on FERPA.

Transcript Request
You can request an official transcript online, by mail or in person at 201 Pierce Hall. Information and forms are available through the Records and Registration Web site at www.emich.edu/registrar. Transcripts may also be ordered online at: www.getmytranscript.com. A per copy charge applies for each transcript ordered.
**POLICY FOR WITHDRAWING FROM CLASS(ES)**

**WITHDRAWAL – INDIVIDUAL**
After the 100% drop deadline, there is a period for individual withdrawal from classes. Withdrawal results in a “W” on your academic record. Individual course withdrawal will produce no tuition credit or refund. Students may withdraw from individual classes by accessing the Registration menu from their my.emich account.

Students who have a financial or other hold that prevents registration may withdraw in person at the Service EMU Centers, or by calling the Registration office 734.487.4111. Automatic withdrawal is permitted through two-thirds of the semester. See calendars online at emich.edu/registrar.

**LATE WITHDRAWAL**
EMU policy provides students an opportunity to withdraw after the official deadline from individual class or the entire semester/term, if they have extenuating circumstances of recent occurrence, that clearly prevent them from completing the course or courses in question.

Both undergraduate and graduate students who would like to petition for a late withdrawal may do so by completing and submitting the Late Withdrawal/Tuition Appeal Form to the Office of Records and Registration, 304 Pierce Hall, 734.487.4111. Students must provide evidence of extenuating circumstances and withdrawals are not automatic.

**COMPLETE CANCELLATION OF ALL YOUR CLASSES FOR THE SEMESTER (TOTAL WITHDRAWAL)**
If you decide not to attend a semester for which you have registered, you must cancel your entire class schedule or be subject to financial and/or academic penalties. If you neglect to notify the Office of Records and Registration, the University has no way to know that you do not plan to attend, and will continue to reserve your space in class. Non-attendance and non-payment of bills will not result in any class being dropped.

You may cancel all classes by:
1. Coming in person to the Service EMU Centers, or
2. Mailing by certified mail the cancellation form or sending a certified letter, including your required signature, student number, term, year and main reason for withdrawal, to the Office of Records and Registration, 303 Pierce Hall, Eastern Michigan University, Ypsilanti, MI 48197; or
3. Calling registration at 734.487.4111, or
4. In writing by fax to 734.487.6808-signature required.
   Through the 100 percent deadline, a total withdrawal will result in a refund of 100 percent of tuition and fees. The non-refundable registration fee will remain. Through the 50 percent deadline, total withdrawal will result in a 50 percent refund of tuition and fees with W grades. Through the 25 percent deadline, total withdrawal will result in a 25 percent refund of tuition and fees and W grades.
5. If you are receiving financial aid, NOTIFY THE OFFICE OF FINANCIAL AID that you will not be attending.
6. If you are in the residence halls, CONTACT THE HOUSING OFFICE to arrange for CONTRACT WITHDRAWAL.

**FAILURE TO DO THE ABOVE MAY LEAVE YOU WITH TUITION AND HOUSING CHARGES THAT WILL NOT BE PAID BY FINANCIAL AID.**

**HELP! THERE’S A HOLD ON MY ACCOUNT SO I CAN’T REGISTER ...**
Eastern Michigan University may place a hold on a student’s registration if either financial or academic performance obligations are not met. To settle your account and clear a financial hold, contact Student Business Services at 734.487.3335 or 201 Pierce Hall. You will then be allowed access to the Web Registration System.
Dear Undergraduate Student:

In September 2011, the EMU Board of Regents approved a change to the Undergraduate Academic Standing policy (EMU academic requirements). In addition to the current minimum requirement cumulative GPA of 2.0, the revised policy will also require a minimum "Completion Rate" of 67% in order to remain in Good Standing with EMU’s academic policies. This change has been made to support student success, reduce the length of time to graduation and to more closely align with the federal Financial Aid Satisfactory Academic Progress (SAP) regulations.

What does Completion Rate mean?

Completion Rate is a comparison between the number of credit hours attempted at EMU and the number of credit hours earned at EMU. To determine your completion rate, you can check your my.emich account. Earned and attempted EMU hours are found on your Academic Transcript. After you log into my.emich, choose the “Student” tab, then click on “Student Services”, “Student Records” and “Academic Transcript”. When prompted, choose “all levels” and submit. Remember: grades of E, F, W, I, IP, N and NC do not result in earned hours, but do count toward attempted hours.

To determine your current Completion Rate, follow this calculation:
Divide the number of earned EMU hours by the number of attempted EMU hours.
Example: 125 (earned hours) ÷ 131 (attempted hours) = 95%
Your Completion Rate: ______(earned hours) ÷ (attempted hours) ______ = _____% (completion rate)

The new policy will go into effect at the end of the Winter 2013 semester. If your transcript shows that you are not meeting the minimum requirements of a 2.0 cumulative GPA and a 67% Completion Rate at that time, you will be notified by the Registrar’s Office that you are being placed on EMU Academic Probation and must take steps to improve your GPA and/or course completion. Failure to meet the GPA and Completion Rate minimum requirements for more than two consecutive semesters may result in dismissal from EMU.

It is important that you understand this change to the academic standing policy, as well as the related terminology prior to registration for the Winter 2014 semester. While repeating courses and withdrawing from classes may be beneficial to your cumulative GPA, they have a negative impact on your Completion Rate.

If you have specific questions regarding your current academic standing or how to calculate your Completion Rate, please contact an academic advisor in the University Advising and Career Development Center (UACDC). They may be reached at 734.487.0400 or in 200 McKenny Hall.

Sincerely,

Christina Shell
Registrar

Eastern Michigan University
304 Pierce Hall
Ypsilanti, MI 48197
Phone (734) 487.2382
Fax (734) 487.6808
emich.edu/registrar
SERVICES/WHERE TO GO FOR HELP

Advising and Pass/Fail Option
University Advising and Career Development Center
200 McKenny Union
487.0400

Special-Needs Students
Disability Resource Center
240K Student Center
487.2470

Student ID Cards
Eagle Card Services
201 Pierce Hall
487.3176

Tuition/Fees, Refunds, Payment
Plans, Resident Status, Tuition
Appeals and Financial Holds
Student Business Services
201 Pierce Hall
487.3335

Hang Tags
Parking Department
1200 Oakwood Street
www.emich.edu/parking