



EASTERN

MICHIGAN UNIVERSITY

Education First

STUDENT GUIDE TO REGISTRATION



IMPORTANT PHONE NUMBERS and E-MAIL Area Code (734)

EMU Information	487.1849
Academic Programs Abroad	487.2424
Academic Service-Learning	487.6570
Admissions Office	
Undergraduate	487.3060
undergraduate_admissions@emich.edu	
Graduate	487.3400
graduate_admissions@emich.edu	
Cashier's Office	487.3331
Counseling and Psychological Services	487.1118
Eagle Card Office	487.3176
EMU Bookstore	483.2850
Extended Programs and Education Outreach	487.0407
Financial Aid	487.0455
financial_aid@emich.edu	
Health Services	487.1122
Holman Success Center	487.2133
learning_center@emich.edu	
Parking	487.3450
Records	
Undergraduate.....	487.4111
Graduate.....	487.0093
records_and_registration@emich.edu	
Registration Helpline.....	487.2300
records_and_registration@emich.edu	
Student Business Services.....	487.3335
Transfer Admissions.....	487.1442
transfer_admissions@emich.edu	
University Advising and Career Development Center	487.2171
emu_advising@emich.edu	
Veteran Services.....	487.3119

HERE'S WHAT YOU NEED TO KNOW ABOUT:

Address Changes	G8	Parking	G15
Calendar of Important Dates	G4-G6	Pass-Fail	G8
Codes and Abbreviations	G14	Paying Bills	G10
Course Load	G8	Refunds	G10
Courses below 100 level	G9	Registration Appointments	G12-G13
Credit/No Credit	G8	Records and Registration Services/Hours	G8
Eagle Card	G9	Repeat of Courses	G8
Final Examination Schedule	G7	Residency Status for Tuition	G10-G11
Graduate Courses for Seniors	G9	Special Needs	G9
Graduate Students Electing 400 level Classes	G9	Transcript Orders	G9
Graduation Information	G9	Tuition and Fees	G10
Holds	G11	University Map	G16
Incomplete Grade	G8	Web Registration	G2-G3
Instructor Assignments	G9	Withdrawal-Individual	G9
Late Registration	G9	Withdrawal-Total	G9-G10
Notification of Student Rights (FERPA)	G9		

The University Advising & Career Development Center 200 McKenny Hall - 487.0400.

The University Advising & Career Development Center offers comprehensive resources for students via academic advising for general education requirements, career coaching (identify right major, develop job search skills, etc.), employer development (build connections with community for internships and post-graduation jobs), and on-campus Student Employment (manage campus job postings and paperwork processes). For more information, please contact www.emich.edu/uacdc or call 487.0400.

WEB REGISTRATION

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, 268 Student Center or the Office of Records and Registration, 303 Pierce Hall, 734.487.2300



Step 1:

Get your **my.emich** account

If you are already 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:

- a.** Be eligible to register as defined on page G12. If you still need to take care of any admission details, please visit our Web site at www.emich.edu and click on "Future Students" and then click on "Admissions" or call 1.800.GO.TO. EMU (734.487.3060 for local calls).
- b.** Have access to a computer connected to the internet, capable of running a Web browser. **my.emich** supports Internet Explorer 5.5 SP2 and 6.0 plus latest security patch (Windows) 5.1 (Macintosh) and Netscape Communicator. 4.79 or 6.2.x (Windows), 4.79 (Macintosh). Connection to the internet can be either dial-up (such as AOL) or broadband (such as SBC DSL or Comcast cable internet).

WEB REGISTRATION

If you meet these criteria, do the following to get your my.emich account information: On the main page for my.emich.edu, click on “How do I get a username and password.”

Once the page for **my.emich Account activation** opens, follow these steps:

1. Choose “**Student**” under Activate a new account
2. Click “**Next step**”>>>
3. Type in your EID and PIN
4. Click “**Submit**”
5. Enter a challenge “**Question**” and “**Response**”
6. Click “**Change Challenge Question/Response**”
7. Enter a valid password in the “**Password**” and “**Verify**” fields
8. Click “**Change Password**”



Step 2:

Logging in and navigating to School Services

Use your Web Browser to go to <http://my.emich.edu>, and enter your username and password in the spaces provided. The **my.emich** passwords expire on a timed basis (currently 180 days). If your password has expired, you will automatically be redirected to the password change page on your next log in. To change your password at other times, click the “**Change your Password**” link in the EMU Quick Links section of the **my.emich** tab (you may need to scroll down).

When you are ready to register, select the

Student tab. Scroll down to the Services Main Menu section. Click the “**Student Services**” link, then click “**Registration**”, and then click “**Add or Drop Classes**”.

Follow the instructions to enroll for your classes. If you have any questions, select the Tutorial tab. The Tutorial tab provides step by step instructions along with pictures of what you should be seeing for many common **my.emich** functions including registering for classes.

FALL 2011 CALENDAR

Part of Term	Dates/Length of Part of Term (a)	Last date to add courses via the web (a)	Last date to add courses with departmental authorization (a)	Last date for 100% tuition refund (individual or total withdrawal from term)	Last date for individual class withdrawal (with "W" grades)	Last date for 50% tuition refund (total withdrawal only) with "W" grades	Last date for 25% tuition refund (total withdrawal only) with "W" grades	Last date for total withdrawal from term (with "W" grades)	Last date to declare pass/fail grading option or audit a course	Last date to remove pass/fail grading option and receive letter grade
1	8/31/11-12/19/11 (15 weeks)	9/7/11	10/24/11	9/12/11	11/9/11	9/27/11 (b)	10/24/11 (b)	12/12/11 (b)	9/12/11	12/12/11
2	8/31/11-10/25/11 (7 ½ weeks)	9/7/11	9/27/11	9/12/11	10/5/11 (b)	9/14/11	9/27/11 (b)	10/18/11 (b)	9/12/11	10/18/11
3	9/21/11-11/8/11 (7 ½ weeks)	9/23/11	10/17/11	9/26/11	10/25/11 (b)	10/4/11 (b)	10/17/11 (b)	11/1/11 (b)	9/26/11	11/1/11
4	10/26/11-12/19/11 (7 ½ weeks)	10/28/11	11/21/11	10/31/11	12/2/11 (b)	11/8/11 (b)	11/21/11 (b)	12/12/11 (b)	10/31/11	12/12/11

(a) Initial registrations occurring on or after the start of the Part of Term will incur a one-time \$120 late registration fee.

(b) Date applicable only if student's classes are ALL within the same Part of Term and/or a later starting Part of Term.

*****OTHER IMPORTANT DATES*****

RECORDS AND REGISTRATION:

August 1, 2011

September 21, 2011

International and domestic student undergraduate re-enrollment.

Undergraduate and Graduate graduation applications for December 2011 graduation priority processing due.

Applications for Provisional Certification for post-baccalaureate students due.

Commencement date is Sunday, December 18, 2011.

STUDENT BUSINESS SERVICES:

August 30, 2011

Go to <http://ebill.emich.edu> to pay or set up payment plans.

ADMISSIONS:

March 15, 2011

July 1, 2011

August 1, 2011

International student admission and re-enrollment to graduate degree/non-degree programs, certificate and certification programs.

Domestic student admission and re-enrollment to graduate degree programs, certification programs, certificate programs.

International student admission to undergraduate degree programs, post bach teacher certification, second bachelor programs, and guest status.

Domestic student admission to undergraduate degree programs, post bach teacher certification, second bachelor programs, and guest status.

STUDENTS WHOSE ADMISSION OR RE-ENROLLMENT APPLICATION IS RECEIVED AFTER

THE DATES ABOVE MAY BE SUBJECT TO A LATE REGISTRATION FEE OF \$120.00

AUGUST 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Priority due date for domestic UG admission apps and all international and domestic UG re-enrollments 1	2	3	4	5	6
O P E N W E B R E G I S T R A T I O N						
7	8	9	10	11	12	13
O P E N W E B R E G I S T R A T I O N						
14	15	16	17	18	19	20
O P E N W E B R E G I S T R A T I O N						
21	22	23	24	25	26	27
O P E N W E B R E G I S T R A T I O N						
28	29	Last day to process first registration without late fee 30	Fall classes begin 31			
O P E N W E B R E G I S T R A T I O N			L A T E W E B R E G I S T R A T I O N P/T 1 AND P/T 2			

SEPTEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				L A T E W E B R E G I S T R A T I O N P/T 1 AND P/T 2		
4	LABOR DAY UNIVERSITY CLOSED 5	6	Last day to add P/T 1 and P/T 2 classes via the web 7	Begin add classes with departmental authorization only P/T 1 and P/T 2 8	9	10
L A T E W E B R E G I S T R A T I O N P/T 1 AND P/T 2			W E B D R O P A T 100% R E F U N D P/T 1 AND P/T 2 O N L Y			
11	Last day: To drop P/T 1 and P/T 2 classes at 100% - Declare pass/fail for P/T 1 and P/T 2 12	13	Last day for total withdrawal from P/T 2 classes at 50% tuition refund with W grades 14	15	16	17
W E B D R O P A T 100% R E F U N D P/T 1 AND P/T 2 O N L Y		W E B I N D I V I D U A L C L A S S W I T H D R A W A L - N O R E F U N D				
18	19	20	December graduation applications due Late starting 7.5 wk (P/T 3) classes begin 21	22	Last day to add P/T 3 classes via the web 23	Begin add with department authorization for P/T 3 24
W E B I N D I V I D U A L C L A S S W I T H D R A W A L - N O R E F U N D			L A T E W E B R E G I S T R A T I O N P/T 3			
25	Last day: To drop P/T 3 classes at 100% tuition refund - To declare pass/fail for P/T 3 26	Last day: To add P/T 2 classes with departmental authorization only - For P/T 1 total withdrawal for 50% tuition refund with W grades - For P/T 2 total withdrawal for 25% tuition refund with W grades 27	28	29	30	
W E B I N D I V I D U A L C L A S S W I T H D R A W A L - N O R E F U N D						

OCTOBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						WEB INDIVIDUAL CLASS WITHDRAWAL - NO REFUND 1
2	3	Last day for total withdrawal from P/T 3 classes at 50% tuition refund with W grades 4	Last day for individual class withdrawal from P/T 2 with W grades - no refund 5	6	7	8
W E B I N D I V I D U A L C L A S S W I T H D R A W A L - N O R E F U N D						
9	10	11	12	13	14	15
W E B I N D I V I D U A L C L A S S W I T H D R A W A L - N O R E F U N D						
16	Last day: To add P/T 3 classes with dept authorization - For P/T 3 total withdrawal for 25% tuition refund with W grades 17	Last day: For total withdrawal from P/T 2 classes with W grades - no refund - Remove pass/fail from P/T 2 18	19	20	21	22
W E B I N D I V I D U A L C L A S S W I T H D R A W A L - N O R E F U N D						
23	Last day: To add P/T 1 classes with dept authorization - For P/T 1 total withdrawal for 25% tuition refund with W grades 24	Last day for P/T 3 individual class withdrawal with W grade - no refund 25	Late starting 7.5 week (P/T 4) classes begin 26	27	Last day to add P/T 4 classes via web 28	Begin add with department authorization only for P/T 4 29
W E B I N D I V I D U A L C L A S S W I T H D R A W A L - N O R E F U N D			L A T E W E B R E G I S T R A T I O N P/T 4			
30	Last day for 100% tuition refund for P/T 4 - To declare pass/fail for P/T 4 31					
W E B I N D I V I D U A L C L A S S W I T H D R A W A L - N O R E F U N D						

PRIORITY REGISTRATION
OPEN REGISTRATION
LATE REGISTRATION
DROP ONLY
WITHDRAW ONLY
LAST DAY
HOLIDAY/ EMU CLOSED

NOVEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		Last day: For total withdrawal from P/T 3 classes with W grade - no refund • To remove pass/fail from P/T 3	1	2	3	4	5	
		WEB INDIVIDUAL CLASS WITHDRAWAL - NO REFUND						
6	7	Last day for P/T 4 total withdrawal for 50% tuition refund with W grades	8	Last day for P/T 1 individual class withdrawal with W grades - no refund	9	10	11	12
WEB INDIVIDUAL CLASS WITHDRAWAL - NO REFUND								
13	14	15	16	17	18	19		
20	Last day: To add P/T 4 classes with dept authorization only • For P/T 4 total withdrawal for 25% tuition refund with W grades	21	22	23	24	25	26	
			NO CLASSES UNIVERSITY OPEN	THANKSGIVING RECESS - UNIVERSITY CLOSED				
27	28	29	30					
THANKSGIVING RECESS UNIVERSITY CLOSED								

DECEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				1	Last day for individual withdrawal from P/T 4 classes with W grade - no refund	2	3
4	5	6	7	8	9	10	
11	Last day: For total withdrawal from P/T 1 and P/T 4 with W grades - no refund • To remove pass/fail from P/T 1 and P/T 4	12	13	14	15	16	17
		FINAL EXAMINATIONS - FINAL EXAM SCHEDULE PAGE G7					
18	19	20	21	22	23	24	
Commencement Final Exam Schedule page G7	Close of Fall Semester				HOLIDAY RECESS - UNIVERSITY CLOSED		
25	26	27	28	29	30	31	
HOLIDAY RECESS - UNIVERSITY CLOSED							

PRIORITY REGISTRATION
OPEN REGISTRATION
LATE REGISTRATION
DROP ONLY
WITHDRAW ONLY
LAST DAY
HOLIDAY/ EMU CLOSED

FALL 2011 FINAL EXAM SCHEDULE

Whether or not a final examination shall be required will be determined by the instructor in line with departmental policy. If a final examination is not given, the scheduled exam period shall be used for other class activity. Instructors are not permitted to change the schedule of examinations, and the schedule below shall be followed. Students are

to take their exam with their regular class at the hour indicated on this schedule. Any deviation must be approved by the instructor and the department head in which the course is offered. Approval will be given only in cases of extreme emergency. Please consult the University Catalog for other regulations governing examinations.

DAY SCHEDULE

HR	CLASS BEGINS	DAY CLASS MEETS	DATE OF EXAMINATION	HOUR OF EXAMINATION
8/	8:30 a.m.	TR	Tuesday, December 13	7:30 - 9:00 a.m.
10/10:30	a.m.	TR	Tuesday, December 13	9:30 - 11:00 a.m.
12/12:30	p.m.	TR	Tuesday, December 13	11:30 - 1:00 p.m.
2/	2:30 p.m.	TR	Tuesday, December 13	1:30 - 3:00 p.m.
4/	4:30 p.m.	TR	Tuesday, December 13	3:30 - 5:00 p.m.
9/	9:30 a.m.	MW	Wednesday, December 14	9:00 - 10:30 a.m.
11/11:30	a.m.	MW	Wednesday, December 14	11:00 - 12:30 p.m.
1/1:30	p.m.	MW	Wednesday, December 14	1:00 - 2:30 p.m.
3/	3:30 p.m.	MW	Wednesday, December 14	3:00 - 4:30 p.m.
9/	9:30 a.m.	TR	Thursday, December 15	9:00 - 10:30 a.m.
11/	11:30 a.m.	TR	Thursday, December 15	11:00 - 12:30 p.m.
1/	1:30 p.m.	TR	Thursday, December 15	1:00 - 2:30 p.m.
3/	3:30 a.m.	TR	Thursday, December 15	3:00 - 4:30 p.m.
		F	Friday, December 16	Regular class time
		S	Saturday, December 17	Regular class time
8/	8:30 a.m.	MW	Monday, December 19	7:30 - 9:00 a.m.
10/10:30	a.m.	MW	Monday, December 19	9:30 - 11:00 a.m.
12/12:30	p.m.	MW	Monday, December 19	11:30 - 1:00 p.m.
2/	2:30 p.m.	MW	Monday, December 19	1:30 - 3:00 p.m.
4/	4:30 p.m.	MW	Monday, December 19	3:30 - 5:00 p.m.

Classes meeting on MW, MTWRF, MTWF, MWRF, MRF, MF or MWF will follow the MW schedule. (Exception: classes meeting one day only at 4 p.m. will follow the evening exam schedule.)

Classes meeting TR, TWR, MTWR, TRF, TWRF, or TRS will follow the TR schedule. (Exception: classes meeting one day only at 4 p.m. will follow the evening exam schedule.)

DAY SCHEDULE

DAY(S) CLASS MEETS	DATE OF EXAMINATION	TIME OF EXAMINATION
Tuesday evening	December 13	Regular class time
Tuesday and Thursday evening	December 13	Regular class time
Wednesday evening	December 14	Regular class time
Thursday evening	December 15	Regular class time
Monday evening	December 19	Regular class time
Monday and Wednesday evening	December 19	Regular class time

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 Service Counter is located in 303 Pierce Hall. Here you will receive assistance with questions or problems regarding your undergraduate or graduate academic record as well as any registration issues. Service hours are: Monday-Friday 8 a.m. to 5 p.m.

The following services are available in the Office of Records and Registration:

- Class schedule books
- 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 graduation audit
- Undergraduate re-enrollment applications
- 400/500 course level processing
- Address and name change
- Application for graduation (payment through the Cashier's Office, 201 Pierce)
- Eastern Michigan University Transcripts (ordered through the Cashier's Office (201 Pierce) or online at www.getmytranscript.com)
- Veteran Services (246B McKenny Hall— 734.487.3119)

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 class schedule book. You will also incur the \$44.75 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 the fall and winter semesters, the recommended course load is 15 to 18 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 the fall and winter semesters, the minimum full-time graduate course load is 8 credits.

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 at the Office of Records and Registration, 303 Pierce Hall.

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, 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 gradschool.emich.edu and then click on Student Resources) for guidelines and information.

GRADUATION INFORMATION:

When to Apply

Students who anticipate completing graduation requirements must file a graduation application at the beginning of the semester in which they plan to graduate. For more graduation information, go to www.emich.edu/registrar and click on Graduation Information.

INSTRUCTOR ASSIGNMENTS

The University reserves the right to make necessary changes in instructor assignments as listed in this class schedule book.

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 you first registration for the term is on or after the first day of the term, you will be assessed a single, one-time \$120 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 of \$120 per class will be assessed on all approved appeals. The \$120 late registration will also be assessed if the student has not previously registered for at least one class.

NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

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.

SPECIAL-NEEDS STUDENTS

Special priority enrollment is available for special-needs students. Services are also provided for serious injury or other crises. Contact the Disability Resource Center, 240K in Student Center, for information or call 734.487.2470.

Student ID Cards: The Eagle Card

The Eagle Card is required for the use of the library, Rec/IM facility, computer labs, all meal plans, for entrance to the residence halls after 10 p.m., and for refund processing. Contact The Eagle Card, 120 Student Center, for information or call 734.487.3176. Student payroll is also processed through Eagle Card.

TRANSCRIPTS

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 \$5 charge per copy applies for each transcript ordered.

WITHDRAWAL – INDIVIDUAL

After the 100 percent drop deadline, there is a period for 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 via the Web, or at the Records and Registration Service Counter, 303 Pierce Hall or Service EMU, 268 Student Center, through two-thirds of the semester/subterm. See calendars in this guide for specific deadlines. For **undergraduates** after this time, individual late withdrawals are made by petition only, at the University Advising and Career Development Center, 200 McKenny Hall, 734.487.2171; students must provide evidence of extenuating circumstances. For **graduate** students after this time, individual late withdrawals are made at the Graduate School, 200 Boone Hall. Graduate students must provide evidence of extenuating circumstances.

WITHDRAWAL – TOTAL

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 Office of Records and Registration Service Counter, 303 Pierce Hall or Service EMU, 268 Student Center, or
 2. Mailing by certified mail the cancellation form in this book or sending a certified letter, including your 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 734.487.2300
 4. In writing by fax to 734.487.6808
- Through the 100 percent deadline, a total withdrawal will result in a refund of 100 percent of tuition and fees. The \$44.75 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 with W grades.

FINANCIAL INFORMATION

RECEIVING AND PAYING BILLS

Detailed information about services provided by Student Business Services may be found at: <http://www.emich.edu/sbs/>

TUITION AND FEES

Subject to Revision

All tuition and fees are subject to change by action of the Eastern Michigan University Board of Regents without prior notice and at any time. Such changes may be retroactive to the date of original registration. Rates in effect for 2010-2011 (Subject to change and published here for informational purposes only) are as follows:

	MI/OH RESIDENT	NON-RESIDENT
Undergraduate tuition per credit hour:		
Course levels 000-499	\$238.25	\$701.75
Graduate tuition per credit hour:		
Course levels 500-699	\$416.75	\$821.50
Post-Graduate tuition per credit hour:		
Course levels 700 and above	\$479.50	\$926.00

Fees

Registration fee: \$44.75 (non-refundable)
 Late registration fee: \$120 additional (one-time per term)
 General fee: \$23.50 per credit hour
 Installment Payment fee: \$36 (fall/winter only)
 Late payment fee: \$38/billing cycle
 Returned Check fee: \$20
 Program fees: variable
 Student Union fee: \$3.35 per credit hour
 Technology fee: \$11.15 per credit hour
 Drop Fee: \$12 per course drop
 Payment Plan fee: \$30 per term
 New Student Fee – Transfer \$150.00
 New Student Fee – Freshman \$300.00
 New Student Fee– Grad/Post Bach Cert/Second Bach \$100.00
 Transcript fee: \$5 per copy

Required fees approved by the Board of Regents are not disputable. See <http://www.emich.edu/sbs/> for details regarding fees.

RECEIVING AND PAYING BILLS

EMU uses electronic billing only. No paper bills are mailed. It is each student's responsibility to check their "my.emich" email account. E-bill emails are always sent and received through "my.emich". Bills are posted monthly and can be paid by web check to EMU at: <https://ebill.emich.edu/>. Credit card payments are also accepted at this on line site via PayPath. PayPath is a third party that processes all credit card payments for a 2.75% fee (min \$3.00). Payments can also be made in person by cash or check or via mail by check at: Student Business Services, 201 Pierce Hall, Ypsilanti, MI 48197. You may also drop payments at the night depository box located at Pierce Hall or Service EMU at the Student Center (check payments only).

EZ Payment Plan

To enroll in a Payment Plan, visit: <http://www.ebill.emich.edu>. For a nominal fee, a student or authorized user can set up an installment plan, ranging from two months to four months, depending on the term and the timing within a term. The plan is flexible based upon adjustments made to the account from added classes or other charges, dropped classes or other reversed charges, as well as payments by cash, check or credit card and financial aid. The important thing to remember is that the original payments may change based upon account activity!

Third Party Billing and Payment Process

A company that will pay student charges using a company voucher is a third party vendor. Please mail or deliver the third party voucher to 203 Pierce Hall. After the voucher is received, it is verified and the approved amount is credited to the student account. The Michigan Education Trust (MET) program is applied to the student account when the third party office receives a student report from MET.

REFUNDS

When financial aid awards exceed tuition costs, academic fees, and campus room and board, a refund will be issued to the student's Higher One Card. Financial aid cannot be used by the University to pay non-educational charges (e.g., telephone charges, parking fines, library fines) nor can it be used to pay charges from a different aid year other than the year for which it was designated. All refunds are processed through Higher One. Exception: Credit card payments that create a refund are credited back to the credit card when charges paid by the original credit card payment are removed or reversed. The convenience fee is NOT refunded. When a student activates their Eagle One card they are given two options to process their refund. The card can be used as a debit card, or the balance can be transferred to a third party bank. Please see this site for refund inquiries: <https://www.emueagleone.com>

RESIDENT STATUS FOR TUITION ASSESSMENT

Students are responsible for payment of tuition according to their resident or non-resident status at the time of their admission. If, after admission, a student feels his or her residence status has changed, an application for reclassification along with documentation, must be submitted to Student Business Services no later than the end of the 100% tuition refund period. Failure to file an application before the deadline may result in not being considered for reclassification or refunded for the semester for which the student has registered. If an appeal is pending, and a bill is received, the student should pay the minimum payment due on the bill. If the appeal is approved, any amount overpaid will be refunded.

INSTALLMENT PAYMENT PLAN

Installment fees are assessed to student accounts whose bills are not paid in full by the bill due date. If more than half, but not all, of the student account is paid by the first bill due date, a \$36.00 installment fee will be assessed. If less than half of the student account is paid by the bill due date, both a late payment fee and an installment fee will be assessed.

LATE PAYMENT FEE

If payment is received after the bill due date, a late payment fee of \$38.00 is assessed. Late payment fees will continue to be assessed until the account is paid in full. If more than half of the student account is not paid by the first bill due date, both a late payment fee and an installment fee will be assessed.

TUITION REFUNDS FOR DROPPING CLASSES

When you register for a class, you have contracted with the University to reserve space in that class and you are responsible, by virtue of your registration, for payment of tuition and fees. If you find that you cannot take a class, you must **DROP THE CLASS OR CLASSES VIA THE WEB REGISTRATION SYSTEM OR IN WRITING** by the 100% drop date in order to be relieved of your responsibility for payment of tuition. If you dropped using the Web Registration system, you need to verify that the drop was processed correctly.

CAUTION!

If you decide not to attend the University, you must:

1. **CANCEL ALL YOUR CLASSES** at the Records and Registration Service Counter at 303 Pierce Hall, Service EMU at 268 Student Center, or by certified mail or fax. A mail-in cancellation/withdrawal form is included in this book for your convenience or you can obtain the form from the website at emich.edu/registrar/formslibrary. You may also contact Records and Registration at 734.487.2300.
2. If you are receiving financial aid, **NOTIFY THE OFFICE OF FINANCIAL AID** that you will not be attending.

3. 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.**

RETURNED CHECKS AND CHARGE CARD AUTHORIZATIONS

A check or charge returned from your bank or other financial institution unpaid (returned item) will not automatically cancel your registration with a refund of tuition charges. The University will hold you responsible for your original enrollment plan unless you follow the published procedures and schedules for dropping classes or withdrawing. We will charge the returned item to your account, along with the returned check fee, and request immediate payment. If you do not tender payment when requested, administrative action may be taken to place holds on future registration privileges, release of transcripts and other University services. You will also face collection action for the unpaid amount.

TUITION APPEALS

EMU allows the first 10 percent of the semester (eight days for fall and winter, four days for spring and summer) to drop your classes with full credit, minus the non-refundable registration fee. If you fail to drop within the time allotted, you will be charged the entire amount of tuition and fees for the class(es). If you feel there is a University error that resulted in your failure to drop the class(es) in a timely manner, you may file a tuition appeal with all supporting documentation at Student Business Services, 201 Pierce Hall, until 15 business days after the end of the semester. You must have an extenuating circumstance with supporting documentation for an appeal approval. Appeals will not be approved for changes in your work schedule or because you failed to verify a drop transaction.

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.



SPRING, SUMMER & FALL 2011 • REGISTRATION APPOINTMENTS

DO NOT attempt to register before your appointment time. **During the open registration period, you may register or add/drop any time during or after your scheduled appointment.**

To verify your total earned hours, see your online Academic Transcript accessible through your my.emich account.

NEW UNDERGRADUATE AND TRANSFER STUDENTS:

If you are a new undergraduate or transfer student for the Spring, Summer, Fall 2011 semester, you will not be able to register online.

You must call the University Advising and Career Development Center at 734.487.2171 to schedule an advising session.

YOU WILL NOT BE ABLE TO REGISTER ONLINE IF:

- You do not have current admission status.
- You were admitted or re-enrolled for a term, but did not register and need to update your admission.
- You have been academically dismissed.
- You try to register before your appointment time.
- You have an academic or financial hold.
- You are a new undergraduate or second bachelor's student and have not contacted the University Advising and Career Development Center.
- You have not registered for eight or more consecutive terms and need to re-enroll.

<http://my.emich.edu>

Web Registration System Hours

The my.emich.edu system is available 24 hours. Occasionally, the system may be unavailable due to required maintenance. Scheduled system closures are posted at <http://www.emich.edu/systems/> Reminder: DO NOT attempt to register before your appointment time. **During the open registration period, you may register or add/drop any time during or after your scheduled appointment.**

HONORS Students (admitted to University Honors College), Doctoral Fellows, and Graduate Assistants March 15, Tuesday

Time	Earned Hrs.
8:00 a.m.	60 or more
12:00 noon	0-59

GRADUATE Students March 16, Wednesday

Time	Earned Hrs.
8:00 a.m.	50 or more
11:00 a.m.	30-49
2:00 p.m.	10-29
4:00 p.m.	0-9

Open for any previously scheduled appointment groups

POST BACHELORS CERTIFICATE, TEACHER CERTIFICATION and SECOND BACHELORS March 17, Thursday

Time	Earned Hrs.
8:00 a.m.	60 or more
11:00 a.m.	40-59
2:00 p.m.	20-39
4:00 p.m.	0-19

Open for any previously scheduled appointment groups

UNDERGRADUATE POST-BACHELOR NON-DEGREE STUDENTS March 17, Thursday

Time	Earned Hrs.
5:00 p.m.	All

SENIORS (earned 85 or more credit hours) March 18, Friday

Time	Earned Hrs.
8:00 a.m.	140 or more
9:00 a.m.	134-139
10:00 a.m.	129-133
11:00 a.m.	124-128
12:00 noon	119-123
1:00 p.m.	114-118
2:00 p.m.	109-113
3:00 p.m.	106-108
4:00 p.m.	101-105
5:00 p.m.	98-100
6:00 p.m.	93-97
7:00 p.m.	88-92
8:00 p.m.	85-87

Open for any previously scheduled appointment groups

JUNIORS (earned 56-84 credit hours)**March 21, Monday**

Time	Earned Hrs.
8:00 a.m.	82-84
9:00 a.m.	80-81
10:00 a.m.	78-79
11:00 a.m.	76-77
12:00 noon	74-75
1:00 p.m.	72-73
2:00 p.m.	70-71
3:00 p.m.	68-69
4:00 p.m.	66-67
5:00 p.m.	64-65
6:00 p.m.	62-63
7:00 p.m.	59-61
8:00 p.m.	56-58

Open for any previously scheduled appointment groups

FRESHMEN (earned 0-24 credit hours)**March 23, Wednesday**

Time	Earned Hrs.
8:00 a.m.	23-24
9:00 a.m.	21-22
10:00 a.m.	19-20
11:00 a.m.	17-18
12:00 noon	15-16
1:00 p.m.	13-14
2:00 p.m.	11-12
3:00 p.m.	9-10
4:00 p.m.	7-8
5:00 p.m.	5-6
6:00 p.m.	3-4
7:00 p.m.	1-2
8:00 p.m.	0

Open for any previously scheduled appointment groups

SOPHOMORES (earned 25-55 credit hours)**March 22, Tuesday**

Time	Earned Hrs.
8:00 a.m.	53-55
9:00 a.m.	50-52
10:00 a.m.	48-49
11:00 a.m.	46-47
12:00 noon	44-45
1:00 p.m.	42-43
2:00 p.m.	40-41
3:00 p.m.	38-39
4:00 p.m.	36-37
5:00 p.m.	34-35
6:00 p.m.	31-33
7:00 p.m.	28-30
8:00 p.m.	25-27

Open for any previously scheduled appointment groups

**OPEN REGISTRATION AND ADD/DROP:
See page G12 in this Guide for system hours.**

**LATE REGISTRATION AND ADD/DROP:
See Calendar in this Guide for additional dates
and system hours.**

KEY TO READING AND UNDERSTANDING CODES

SAMPLE SELECTION

CRN	S	P/T	ST	DP	Days	Class Time	Camp	Rm	Bldg	Instructor
HIST101		Hist of Western Civ-1648								3 Cr
15518		1	DEO				WWI			Delph
15518		Delivered online. More info: www.emuonline.edu								
11332		1	L			8:00a-9:15a		401		PRAY-H Purs
11334		1	L		M	10:00a-10:50a		201		PRAY-H Cassar
11335		1	L			12:30p-1:45p		417		PRAY-H Purs
11336		1	L		M	1:00p-1:50p		401		PRAY-H Purs
11338		1	L		M	5:30p-8:10p		401		PRAY-H Purs
HIST102		Hist Westrn Civ 1648-WWI								3 Cr
11340		1	L		M	11:00a-11:50a		AUD		ROOSEV Cassar
11341		1	L		M	10:00a-10:50a		401		PRAY-H Purs
11345	H	1	L			12:30p-1:45p		402		PRAY-H Delph
11347		1	L		M	1:00p-1:50p		402		PRAY-H Erickson
11349		1	L			3:30p-4:45p		401		PRAY-H Erickson

EXPLANATION OF HEADINGS

- **CRN** stands for Course Reference Number. This is a five-digit number that uniquely identifies a particular section of a course.
- **S** stands for Status. This column denotes whether sections are Honors sections (H), First Year Seminar (F), PASS sections (P), Residential Cohort (R) or CSIE Program (E). If any of these five codes appear in that column, students will not be able to register for the section unless they are in that particular program. Sections with no Status code are open to the general population, provided course restrictions and prerequisite requirements are met.
- **P/T** stands for Part of Term (also used interchangeably with Sub-term). There are several Parts of Term within each term. For example, Fall term consists of a 15 week Part of Term, several 7-1/2 week Parts of Term, and a 1 week Part of Term. For specific Part of Term begin and end dates, see Page G4.
- **ST** stands for Schedule Type. The following codes are used:

AMU = Applied Music

CP = Cooperative Education

DEI = Distance Education Independent Learning

DEO = Distance Education Fully-Online Lecture

DLB = Distance Education Fully-Online Lab

DLL = Distance Education Fully-Online Lecture/Lab

DRE = Distance Ed Fully-Online Recitation

EBR = Web Enhanced Lab/Recitation

ELB = Web Enhanced Lab

ELE = Web Enhanced Lecture

ELL = Web Enhanced Lecture/Lab

ELR = Web Enhanced Lecture/Recitation

FE = Field Experience

HLB = Hybrid Lab

HLE = Hybrid Lecture

HLL = Hybrid Lecture/Lab

IST = Independent Study

L = Lecture

LAB = Laboratory

LBR = Combined Lab and Recitation

LLA = Combine Lecture and Lab

LLR = Combined Lecture,

Lab and Recitation

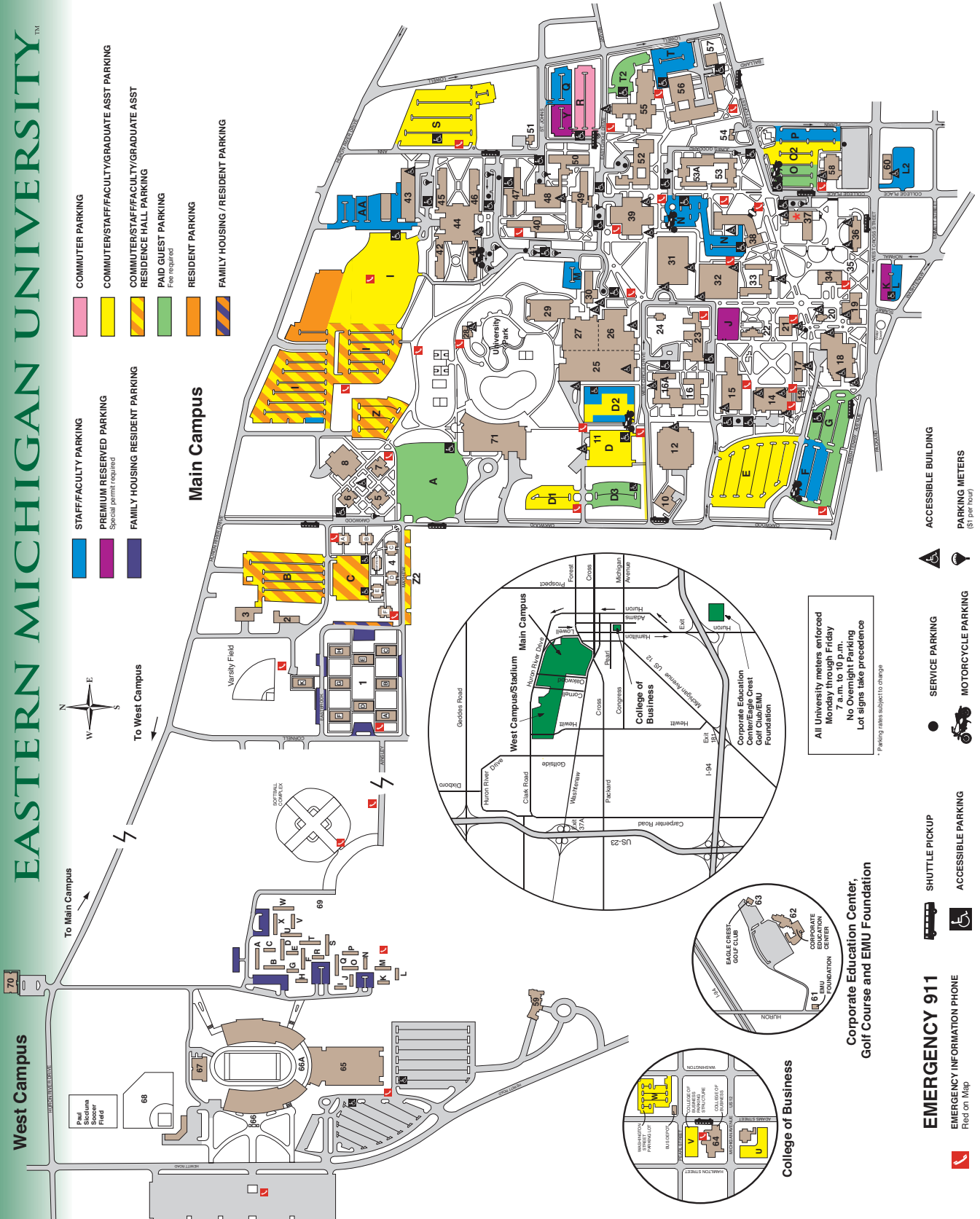
LRE = Combined Lecture

and Recitation

REC = Recitation

ST = Studio

- **DP** stands for Department Permission. If a DP code appears in this column for a particular section, then that section requires department permission. Students will be unable to register for the section until they secure authorization from the proper academic department.
- **Days** denotes which day of the week the class is held:
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday (eg. TR means Tuesday & Thursday)
- **Camp** stands for Campus. This code tells where the section is held and is used to denote Extended Programs and Education Outreach sections. If there is no campus code, then the class is not offered through Extended Programs and Education Outreach and is most likely on the EMU main campus. For a list of Campus Codes and descriptions, please see the beginning of the schedule book.
- **Rm and Bldg** denotes the Room and Building in which the class is held. For a list of Building codes and descriptions, please see the beginning of the schedule book.



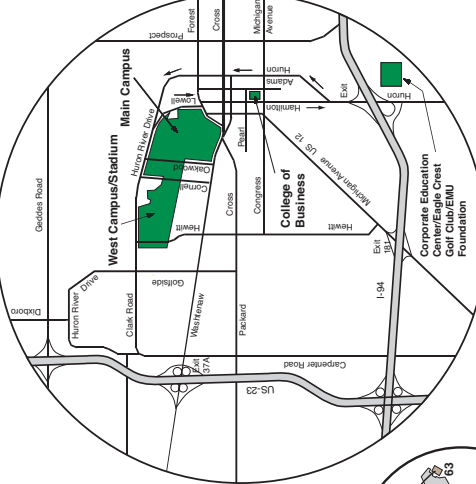
- STAFF/FACULTY PARKING**
PREMIUM RESERVED PARKING
Special permit required
FAMILY HOUSING RESIDENT PARKING
- COMMUTER PARKING**
COMMUTER/STAFF/FACULTY/GRADUATE ASST PARKING
COMMUTER/STAFF/FACULTY/GRADUATE ASST RESIDENCE HALL PARKING
PAID GUEST PARKING
Fee required
RESIDENT PARKING
FAMILY HOUSING / RESIDENT PARKING

Main Campus

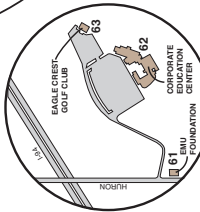


To West Campus

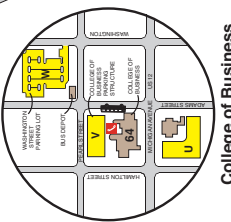
To Main Campus



All University meters enforced
 Monday through Friday
 7 a.m. to 10 p.m.
 No Overnight Parking
 Lot signs take precedence
* Parking rates subject to change



Corporate Education Center,
 Golf Course and EMU Foundation



College of Business

- EMERGENCY 911**
EMERGENCY INFORMATION PHONE
Red on Map
- SHUTTLE PICKUP**
ACCESSIBLE PARKING
- SERVICE PARKING**
MOTORCYCLE PARKING
- ACCESSIBLE BUILDING**
PARKING METERS
(\$1 per hour)