

Congratulations on your admission to the Eastern Michigan University Graduate School!

We are pleased you have selected EMU to continue your education. As questions arise, please feel free to contact either your academic department advisor or the Graduate School.

You are encouraged to explore the Graduate School website: emich.edu/graduate. There you will find information about financial assistance, student research and travel funds, the Graduate Research Conference, thesis and dissertation manuals, and much more. All Graduate School forms may be downloaded from the website. Reminder: you need to obtain a student ID card – see the emich.edu website.

In order to register, you must obtain a my.emich web account. You will use your new student ID number (E#) and net ID provided in your admission letter to establish this account. This email account will be your ONLY means to campus messages (pre-arrival information for international students), to register for classes, view your schedule, seek personal financial aid information, view your student bill and pay online (there are no mailed paper bills). Course information and grades will be posted here as well, as well as special messages. You may want to have your personal email account joined with your my.emich account. All University emails and alerts will appear here. So check this site frequently.

As soon as possible, please meet with your program advisor identified on your Graduate Admission Recommendation Form that accompanies your admit letter. (If no one has been identified, call the academic department/school.) Together you and your advisor will draft a Program of Study (list of courses you will take). This document should be submitted to the Office of Records and Registration by the end of your first semester on campus. Without it you cannot graduate. *Note: it may be updated or changed prior to graduation.*

Course Schedule Books are available online at catalog.emich.edu. When registration begins for any semester, some classes close quickly in high-demand graduate programs, while other courses may get cancelled if there is low enrollment. Therefore, you are encouraged to register as soon as possible. This will enable academic departments to more effectively predict class-scheduling needs. Remember, as a newly admitted student you must register for the semester to which you have been admitted. Your admission is only valid for that semester. If for some reason, you cannot take courses, you MUST submit a new application.

If you are a fall admittee, there will be a Graduate School Orientation. It will be in the Student Center. See the Graduate School's website (emich.edu/orientation) for a day/time. An online Canvas "course" shell is also provided to all enrolled graduate students. Note: International students MUST attend the mandatory International Student Orientation for their semester of admission (fall/winter/spring/summer). See the Office for International Students & Scholars for registration: emich.edu/oiss.

If you will be a new Graduate Assistant, the G.A. Training will take place at the beginning of the fall and winter semesters. See the graduate student assistant section on our website (emich.edu/graduate) under scholarships or call the office ([734.487.0042](tel:734.487.0042)) for details, times, and location as we get closer to the start of the semester.

WELCOME TO EASTERN

Your First Steps

MY.EMICH ACCOUNT

My.Emich is Eastern Michigan University's personal portal. It is an official form of communication with EMU. This secure site provides students, faculty, and staff with world-class internet services, including an email account and calendar. It is where you can check email; access EMU's Web resources; and receive bills, important campus and personal announcements, and other university information.

Set-Up Your My.Emich Account

- Visit account.emich.edu and click Activate Account
- Follow the instructions to set-up your My.Emich account.

If you experience problems when creating your account, contact the IT Help Desk at **734.487.2120**.

ORIENTATION/ADVISING

Contact the assigned advisor listed on your graduate recommendation form or contact your academic department for advising information to set up a program of study. Visit emich.edu/orientation and select "Graduate" to learn about Graduate Assistant and Graduate Student Orientation.

REGISTERING OR ADDING/DROPPING CLASSES

Once you log in to your My.Emich account, follow these steps to register, (add or drop a class):

- Click on the Student tab
- Scroll down to the Self Service Main Menu
- Follow each of these steps/links:
 - > Student Services
 - > Registration
 - > Look up Classes
 - > To register, add the CRN (Course Reference Number) if known, or choose Class Search to find available classes. Hit submit changes.
 - > To drop, change action status box on appropriate class to Web Drop
 - > Hit Submit Changes
- View class schedule to confirm changes in "Week at a glance"
- EMU's course catalog can be found online at emich.edu, under the "Students" link.

EAGLE ONE CARD: THE OFFICIAL UNIVERSITY ID CARD

Activate your Eagle OneCard at: EMUEagleOne.com

All students must activate the Eagle OneCard in order to have access to the following:

- Library
- Computer Lab
- Rec/IM
- Sporting Events
- Residence Hall Door Access
- Meal Plans
- Financial Refunds
- Student Payroll

When activating the Eagle OneCard, students must select one of the following refund/payroll options in order to receive funds from the University:

Deposit into BankMobile Vibe Account: A debit account tied to your Eagle OneCard.

Deposit into outside bank: An electronic deposit into a third party bank account. Students must print, sign and fax/mail the ACH form to BankMobile Vibe.

How do I get my ID?

To receive an Eagle OneCard you will need to visit Student Business Services at 203 Pierce Hall. You must bring a government issued photo ID with you and be registered for classes for the upcoming term. Hours of operation are Monday, Tuesday, Wednesday and Friday from 8:00am–5:00pm and Thursday from 9:00am–5:00pm.

For more information regarding the Eagle OneCard please visit: emich.edu/sbs

BILLING AT EMU

Bills are available online only. EMU does not send bills via postal mail and no bills will be mailed to home addresses. The first bill of a given semester is emailed approximately one month before the semester begins, and subsequent bills are generally emailed 3–4 weeks prior to the due date.

Payment: Bills can be paid online at ebill.emich.edu. Students may also pay their bills by mail, in-person, or via drop-box. Credit card payments are accepted online only.

Payment Plans: Students may enroll in payment plans online only for a nominal fee. Visit the Ebill (ebill.emich.edu) website and select the "Payment Plan" tab to enroll. Payments won't be deducted automatically — they must be initiated by the student. For more payment plan and billing information visit: emich.edu/sbs.

PURCHASING/RENTING TEXTBOOKS

You can shop new, used, rental and digital textbooks at:

EMU BOOKSTORE

900 Oakwood (Student Center)

734.483.2850

bkstr.com/easternmichiganstore/home

FINANCIAL AID

Access your financial aid through your My.Emich account.

Viewing and Accepting Financial Aid

Log in to your My.Emich account and follow these steps to accept, decline, or adjust your financial aid award:

- Click on the Student Tab
- Scroll down to the Services Main Menu
- Follow each of these steps:
- Financial Aid
- Award
- Accept for Aid Year
- Select Aid Year & Click Submit
- Click on the tab "Accept Award Offer"
- Options for "Accept Award Offers" include:
- Accept the full award amount by selecting Accept Full Amount of All Awards
- Choose Accept or Decline for each fund
- Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field
- Click Submit Decision

Completing Requirements

There may be additional documentation needed by the Office of Financial Aid to finalize your awards. Additional requirements could include a request to complete a Master Promissory Note for a student loan or submission of documents to verify the accuracy of the information you reported on your FAFSA.

To see if you have any outstanding requirements that may prevent your aid from paying to your account:

Login to your my.emich account to view and complete your outstanding requirements:

- Click on the Student tab
- Scroll down to the Services Main Menu
- Follow each of these steps:
- Financial Aid
- Eligibility
- Student Requirements
- Select Financial Aid Year
- Complete and submit documents with the status of Not Yet Received

HOUSING

If you are interested in living in the residence halls or on-campus apartments you must complete a housing contract (available online at emich.edu/housing). Be sure to read the information about housing opportunities, housing regulations, and contract information at emich.edu/housing before completing the contract. Questions and inquiries can be directed to housing@emich.edu or by calling them at 734.487.1300.

PARKING

Students may purchase a Resident or Commuter Parking permit online at emich.edu/parking. When purchasing permits students will need their My.Emich username and password to place an order.

Parking is enforced via your license plate(s). It is the student's responsibility to enter in the correct license plate information when registering for a permit and keep license plate(s) on their current account up to date. Only two license plates can be listed on your account.

If a permit is not purchased, all drivers are expected to park in visitor parking, which includes metered areas, Text To Park! locations or paid parking lots.

Visit emich.edu/parking for current permit prices.

USEFUL NUMBERS AND WEBSITES

DISABILITY RESOURCE CENTER

734.487.2470

emich.edu/disabilities

EAGLE ONECARD SERVICES

734.487.3176

emich.edu/sbs/eagleone

FINANCIAL AID

734.487.0455

emich.edu/finaid

GRADUATE SCHOOL

734.487.0042

emich.edu/graduate

HOUSING DEPARTMENT

734.487.1300

emich.edu/housing

SERVICE EMU

emich.edu/serviceemu

OFFICE OF ADMISSIONS

734.487.3060

or 1.800.GO.TO.EMU

emich.edu/admissions

RECORDS AND REGISTRATION

734.487.2300

or 734.487.4111

emich.edu/registrar

STUDENT BUSINESS SERVICES

734.487.3335

emich.edu/sbs

UNIVERSITY ADVISING & CAREER DEVELOPMENT CENTER

734.487.0400

emich.edu/uacdc