

WELCOME TO EASTERN MICHIGAN UNIVERSITY

Wondering What to Do Now?

YOUR FIRST STEP:

University Advising & Career Development Center

All undergraduate degree seeking students must meet with academic advising for an appointment before they will be allowed to register for the first time. (Freshman, Transfer, and Second Bachelor) Contact the University Advising & Career Development Center, **located at 200 McKenny**, to make your appointment: **734.487.0400** or visit: **emich.edu/uacdc/**

Guests and non-degree admitted students may register without advising.

Graduate degree-seeking students should contact the assigned advisor listed on their graduate recommendation form or contact their academic department for advising information.

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 e-mail account and calendar. It is where you can check e-mail, access EMU's Web resources, receive bills, important campus and personal announcements, and other university information.

Set-Up Your My.Emich Account

- From your browser, navigate to the **Activating a My.Emich Account** instructions at **emich.edu/training/accounts/content/acctactivate.php**
- 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**.

REGISTERING: ADDING/DROPPING CLASSES

(New Undergraduates must be advised before registering)

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:
 - 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.
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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 OneAccount: 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 Higher One.

How do I get my ID?

To receive an Eagle OneCard you will need to visit Student Business Services at 201 Pierce Hall. You must bring a government issued photo ID with you. 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

No bills are mailed to home addresses. Bills can be paid online at **ebill.emich.edu**.

Students may pay their bills online, by mail, in-person, or via drop-box. Credit card payments are accepted online only. The first bill of a given semester is emailed approximately one month before the semester begins. Subsequent bills are generally emailed 3–4 weeks prior to the due date. Student bills may be viewed online only. EMU does not send bills via postal mail.

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 are not deducted automatically — they must be initiated by the student. For more payment plan and billing information visit: **emich.edu/sbs**.

HOUSING

Sign up for Housing: If you are interested in living in the residence halls you must complete a housing contract (available online at emich.edu/housing/contract/login.php) and bring or mail the completed contract and a \$200 housing pre-payment to the Cashier's Office in 201 Pierce Hall (Ypsilanti, Michigan 48197). Please do not mail cash. Be sure to read the information about housing opportunities, housing regulations, and contract information at emich.edu/housing before completing the contract.

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

PARKING

Students may purchase a Resident, or Commuter Parking hang tag online at emich.edu/parking or in person at the Parking Department, located at 1200 Oakwood.

When purchasing hang tags online, student will need their My.Emich username and password to place an order. Hang tags ordered online will be mailed to the student until identified mail cutoff date. After mail cutoff date hang tags will be available the following business day for pick up at the DPS Service Window, open 24 hours. The DPS Service Window is located outside the doors of the Parking Department.

When purchasing a hang tag in person, students must provide a photo ID and license plate number. EMU Parking Department hours of operations are Monday through Friday 8:30 am–4:30 pm.

Visit emich.edu/parking for current hang tag prices.

PURCHASING/RENTING TEXTBOOKS

EMU Bookstore
900 Oakwood (Student Center)
734-483-2850

NUMBERS AND WEBSITES THAT YOU MAY NEED TO KNOW

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
gradschool.emich.edu

Housing Department
734.487.1300
emich.edu/housing/

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/index.html

University Advising & Career Development Center
734.487.0400
emich.edu/uacdc/

Service EMU
emich.edu/serviceemu

TRUE EMU