

New Student Guide

Activate your My.emich Account (my.emich.edu) and EMU Email

To activate your account, visit account.emich.edu, click on “Activate Account,” and enter using your NetID (first part of your email address before the @emich.edu) and EID number. For more details on this process, visit <https://www.emich.edu/it/passwords/emich/>. Your my.emich account is necessary to register for classes. Bills are sent to students through your my.emich account; there are no paper bills. Through the Student Service section, you can view and accept financial aid offers, view bills, and pay online. You will also find campus announcements, deadlines, quick links, and weather information.

Contact your Advisor

When you were admitted to the program, you were assigned an advisor. You may also find your advisor’s contact information on our website: <http://www.emich.edu/polisci/programs/graduate/advising.php>. The program of study is a list of courses you will take to complete your degree; this document must be prepared in consultation with your advisor and filed with the Office of Records and Registration within your first semester. This document is also used for financial aid awards and the processing of transfer of credit requests or petitions to waive Graduate School policies.

Course Registration

You can search and register for courses online through the Student Service section of your my.emich account. Please consult your advisor to help guide you in the selection of classes. The EMU Political Department website (<https://www.emich.edu/polisci/programs/graduate/advising.php>) also publishes helpful resources to assist you in course selection.

Course Load

Graduate students are considered full-time if they take 8 or more credit hours, $\frac{3}{4}$ time if they take 6-7 credits hours, and $\frac{1}{2}$ time if they take 4-5 credit hours. Fall and Winter financial aid offers for graduate students are based on assumed $\frac{3}{4}$ time enrollment. Summer financial aid is based on assumed $\frac{1}{2}$ time enrollment.

Canvas

Canvas is the university’s learning management system. Your professors may send messages containing critical information prior to the start of classes via Canvas. Access to Canvas is available at <http://canvas.emich.edu> using your EMU NetID and password.

Textbooks

You may purchase your course textbooks and materials at the EMU Campus Bookstore (located in the Student Center) or online: <http://www.bkstr.com/easternmichiganstore/home>) or at other online booksellers, like Amazon or eBay.

Eagle One Card

Once you have registered for classes, visit the Eagle Card Services Office (201 Pierce Hall) to get your Eagle One Card, the official university ID card. Use your card to access library resources and interlibrary loans, access the recreational intramural (Rec/IM) complex, enter campus sporting events for free, and get discounts at local businesses.

Parking

Purchase your hang tag permit online: <http://www.emich.edu/parking/>.

Financial Aid

The EMU Office of Financial Aid provides detailed information about your financial aid options:

<http://www.emich.edu/finaid/>.

Scholarships

EMU Scholarship Database: <http://www.emich.edu/finaid/types/scholarships/index.php>

Graduate School, Admissions, and International Scholarships:

http://www.emich.edu/graduate/financial_assistance/scholarships/index.php

College of Arts and Sciences Scholarships: <http://www.emich.edu/cas/students/scholarships.php>

Political Science Department Scholarships: <http://www.emich.edu/polisci/scholarships/index.php> *MPA students can apply for the Barson Fellowship (approximate value \$15,000). Students doing unpaid internships for academic credit can apply for the Joe Ohren Student Internship Fund.*

Graduate Assistantships

Graduate assistantships are available on a competitive basis to MPA students. Graduate assistants support faculty members in instructional, research, service, and administrative projects. Applications for graduate assistantships in the Political Science Department typically open in February for awards for the following academic year. Placements are also available outside the department with other University offices. Available positions are posted on the EMU Jobs Page: <https://www.schooljobs.com/careers/emichedu>.

Health and Wellness

Your student fee provides you access of the Rec/IM: <http://www.emich.edu/recim/>. University Health Services, located in the Snow Health Center, offers various clinic and pharmacy services: <http://www.emich.edu/uhs/>. EMU is a tobacco-free campus effective July 1, 2015. Counseling and Psychological Services (CAPS) provides free therapy to students for a variety of mental health issues, including anxiety, depression, stress, relationship issues, self esteem, and grief. Visit <https://www.emich.edu/caps/index.php> for more information.

Department of Public Safety

EMU Emergency number is 734.487.1222. SEEUS (Student Eyes and Ears for University Safety) provides escorts to people walking alone to on-campus destinations such as classrooms, buildings, residence halls, and parked cars. Call 734.487.3387 or visit <https://www.emich.edu/police/services/seeus.php>.

University Advising and Career Development Center

UACDC (200 McKenny Hall) services include résumé review, interviewing practice, help with letters of recommendation, Meyers-Briggs analysis, nationwide database of companies, job search assistance, preparation for transition to new career, and job fairs. Career services are free to students and alumni. Visit the UACDC website for more information: <http://www.emich.edu/uacdc/>. Contact UACDC career coach April Calkovsky (acalkovs@emich.edu, 734.487.0400) for help with federal or state government job application systems.

EMU Library

The EMU Library (Halle Library, 955 W Circle Dr) offers students various services, including research materials, database and journal access, off-campus access to online resources, printing, interlibrary loan, and more. For more information, visit <http://www.emich.edu/library/>. EMU also presents workshops, including SPSS training, at the EMU Library. Check the Events Calendar for presentations and workshops that may interest you: <http://today.emich.edu/calendar>.

University Writing Center

Writing consultants at the University Writing Center for Graduate Studies (Halle Library, Room 205N) are adjunct faculty members or trained graduate-level students that can help graduate students with content development, source use and organization, literature reviews, structuring arguments, and professional writing style in a face-to-face on-campus, Skype, or email appointment. Visit <https://www.emich.edu/ccw/writing-center/index.php> or contact Beth Sabo (bsabo2@emich.edu) for more information.