

**EASTERN**  
MICHIGAN UNIVERSITY

**Student Guide to  
REGISTRATION**

**TRUEMU.™**

**Office of Records and Registration 304 Pierce Hall - 734.487.4111**

## HOW TO WEB REGISTER

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, visit a Service EMU location (McKenny Hall or the Student Center) 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](http://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.php](http://www.emich.edu/it/passwords/emich/create_account/index.php))

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

1. Go to <https://account.emich.edu>.
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 **NETID** and **EID** 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 and click the **Update** button. Your alternate email address is used when you reset a forgotten 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 avoid registration errors that could potentially delay degree completion or add unnecessary costs to your education.

## OFFICE OF RECORDS AND REGISTRATION SERVICES

### Phone Assistance:

Need assistance with your academic record or registering for class? Records and Registration staff are available by phone Monday-Friday 8 a.m. to 5 p.m. to answer your questions. Call 734.487.4111.

### In Person Assistance:

If you wish to speak with someone face-to-face, you can do this at either of the two Service EMU locations (McKenny Hall or the Student Center).

In addition to answering your questions, staff are available at Service EMU to assist with the following transactions:

- Total withdrawal requests
- Individual course withdrawals for students with holds
- Late registration for students with prior departmental authorization
- Auditing a class
- Removal of pass/fail grading option
- Address and/or name change
- Request for an EMU transcript

### Form Submission:

Need to drop off a form? You can do this at the two Service EMU locations or in the Records and Registration drop box (Outside 303 Pierce Hall).

Forms accepted:

- Enrollment verification/deferment forms
- Course substitutions/waivers
- Undergraduate re-enrollment applications
- Requests to enroll in 400/500 level courses when restricted by academic level
- EMU transcript requests

### On-line Services – Remember These Can be Done Online:

- Application for graduation (my.emich account)
- EMU transcript requests (my.emich.edu or 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. Upon registering for your first class in a given semester, you will 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 account, click on 'Student' tab then click on 'Personal Information' tab and choose 'Update Addresses and Phones' or visit a Service EMU location. If you have activated your Higher One card, you must also change your address with Higher One.

### COURSE LOAD

#### **Undergraduate:**

Students must register for a minimum of 12 credit hours to qualify as full time for University purposes, including financial aid.

Timely graduation will require a higher number of credits. Students should consult regularly with academic and career advisors to construct an appropriate academic plan. As such, the recommended course load is 15-19 hours.

The registration system will prevent registration for more than 19 credit hours in any given semester. Request permission at a Service EMU counter to add classes in excess of 19 credits. First semester students, and students on academic probation, may not take more than the recommended full-time academic load without special permission from the University Registrar, 304 Pierce Hall, 734.487.2128.

#### **Graduate:**

During each semester, a full time graduate student is required to enroll in a minimum of 8 credit hours and may not exceed 15 hours. A student attending half-time is required to enroll in a minimum of 4 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 Department Head or School Director 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 (McKenny Hall and the Student Center).

**Credit/No credit:** A credit/no credit option is utilized by departments in courses where the standard letter grades are not appropriate.

**Incompletes:** An "I" is awarded only when a student's work has been of acceptable quality ("C" or better for undergraduates, "B" or better for graduates), but the required amount of work has not been completed because of illness, necessary absence or other satisfactory reasons. It is never applied to poor work or to non-attendance of class 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. Please see the EMU catalog for an expanded version of this policy ([catalog.emich.edu](http://catalog.emich.edu)).

**Pass/Fail Option:** The pass/fail option is available to students who wish to experiment in an unfamiliar field without jeopardizing their grade point averages or for other reasons. Please see the EMU catalog ([catalog.emich.edu](http://catalog.emich.edu)) to see who qualifies to use this option. 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. See semester calendars online at [emich.edu/registrar/datesanddeadlines](http://emich.edu/registrar/datesanddeadlines).

**Repeat of Course:** Students who meet the prerequisites and all other conditions for enrollment may repeat courses. If an undergraduate student repeats a course up to two times (for a total of three attempts), only the last grade received will be used in determining the student's grade point average. All course attempts with repeats indicated will remain on the permanent record, even if not used to determine the grade point average. There are no

restrictions on the number of times that a student may take a course, however, the grades earned in the third and all subsequent attempts will be used in determining the student's grade point average unless explicit permission to have previous grades for the course eliminated from the calculation is granted by the EMU Registrar. Specific guidelines are outlined in the EMU catalog ([catalog.emich.edu](http://catalog.emich.edu)).

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.

## 500-LEVEL COURSES AS UNDERGRADUATE CREDIT FOR SENIORS

Courses numbered 500-599 are intended for graduate students but are open, in a limited number of cases, to seniors. See the EMU Catalog 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](http://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](http://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, a short grace period is given in which to register via the Web. If the first registration for the term is on or after the first day of the term, the student 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](http://www.emich.edu/registrar)) for complete information on FERPA.

## **TRANSCRIPT REQUEST**

Official transcript ordering forms are available through the Records and Registration web site at [www.emich.edu/registrar](http://www.emich.edu/registrar). Transcripts may also be ordered online at: [www.getmytranscript.com](http://www.getmytranscript.com) or through your my.emich account.

## **U.ACHIEVE-EMU's online degree evaluation program**

U.Achieve is a comprehensive degree audit system through the my.emich account that allows for degree planning and tracking of progress toward completion for undergraduate students. See your my.emich account for directions.

# POLICY FOR WITHDRAWING FROM CLASS(ES)

## INDIVIDUAL DROPS/WITHDRAWALS FROM CLASSES

Drops/withdrawals from class are permitted according to the published university schedule found at [emich.edu/registrar](http://emich.edu/registrar). If students have a hold on their account preventing access to drop or withdraw, contact should be made with Service EMU for assistance.

## LATE WITHDRAWAL

Late withdrawal from the University may be requested by a student when unexpected circumstances arise after the deadline for withdrawal. Normally, only one request will be considered in a student's educational career.

The student must initiate the request at a Service EMU location (McKenny Hall or the Student Center). Upon review of the submitted documented evidence, the Late Withdrawal & Tuition Appeal Committee will make a final determination.

## COMPLETE CANCELLATION OF ALL YOUR CLASSES FOR THE SEMESTER (TOTAL WITHDRAWAL)

You may cancel all classes by:

1. Coming in person to a Service EMU location (McKenny Hall or the Student Center), or
2. Mailing by certified mail the cancellation form or sending a certified letter, including your required signature, student number, semester, year and main reason for withdrawal, to the Office of Records and Registration, 304 Pierce Hall, Eastern Michigan University, Ypsilanti, MI 48197, or
3. Emailing from your my.emich account your student number, semester, year and main reason for withdrawal, to [registrar@emich.edu](mailto:registrar@emich.edu), or
4. In writing by fax to 734.487.6808-signature required.

If you are receiving financial aid, NOTIFY THE OFFICE OF FINANCIAL AID that you will not be attending.

If you are in the residence halls, CONTACT THE HOUSING OFFICE to arrange for CONTRACT WITHDRAWAL.

Through the 100 percent refund 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 refund deadline, total withdrawal will result in a 50 percent refund of tuition and fees with W grades. Through the 25 percent refund deadline, total withdrawal will result in a 25 percent refund of tuition and fees and W grades. See semester calendars online at [emich.edu/registrar/datesanddeadlines](http://emich.edu/registrar/datesanddeadlines).

**Note:** Tuition/fees refund is not granted for individual withdrawals after the 100 percent refund deadline.

## FAILURE TO DO THE ABOVE MAY LEAVE YOU WITH TUITION AND/OR 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.** (For academic holds, please see your academic advisor.) You will then be allowed access to the Web Registration System

# ACADEMIC STANDING POLICY

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. While repeating courses and withdrawing from classes may be beneficial to your cumulative GPA, they have a negative impact on your Cumulative Completion Rate.

If you have specific questions regarding your current academic standing or how to calculate your Cumulative 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

### **Academic Accommodations**

Disability Resource Center  
240K Student Center  
**734.487.2470**

### **Academic Support**

Holman Success Center  
G04 Halle Library  
**734.487.2133**

### **Advising and Pass/Fail Option**

University Advising and Career  
Development Center  
200 McKenny Hall  
**734.487.0400**

### **Document Pick-up (verifications, transcripts and diplomas)**

Records and Registration  
304 Pierce Hall

### **Financial Aid and Records/Registration In-person service**

Service EMU  
McKenny Hall/Student Center

### **Hang Tags**

Parking Department  
1200 Oakwood Street  
[www.emich.edu/parking](http://www.emich.edu/parking)

### **MAGIC, EMU Opportunity Program, GEAR UP, King-Chavez-Parks, Wade McCree Detroit Compact**

Academic Success Partnerships  
301 Pierce Hall  
**734.487.8413**

### **Military and Veteran Resource Center**

202 Pierce Hall  
**734.487.3119**

### **Student ID Cards**

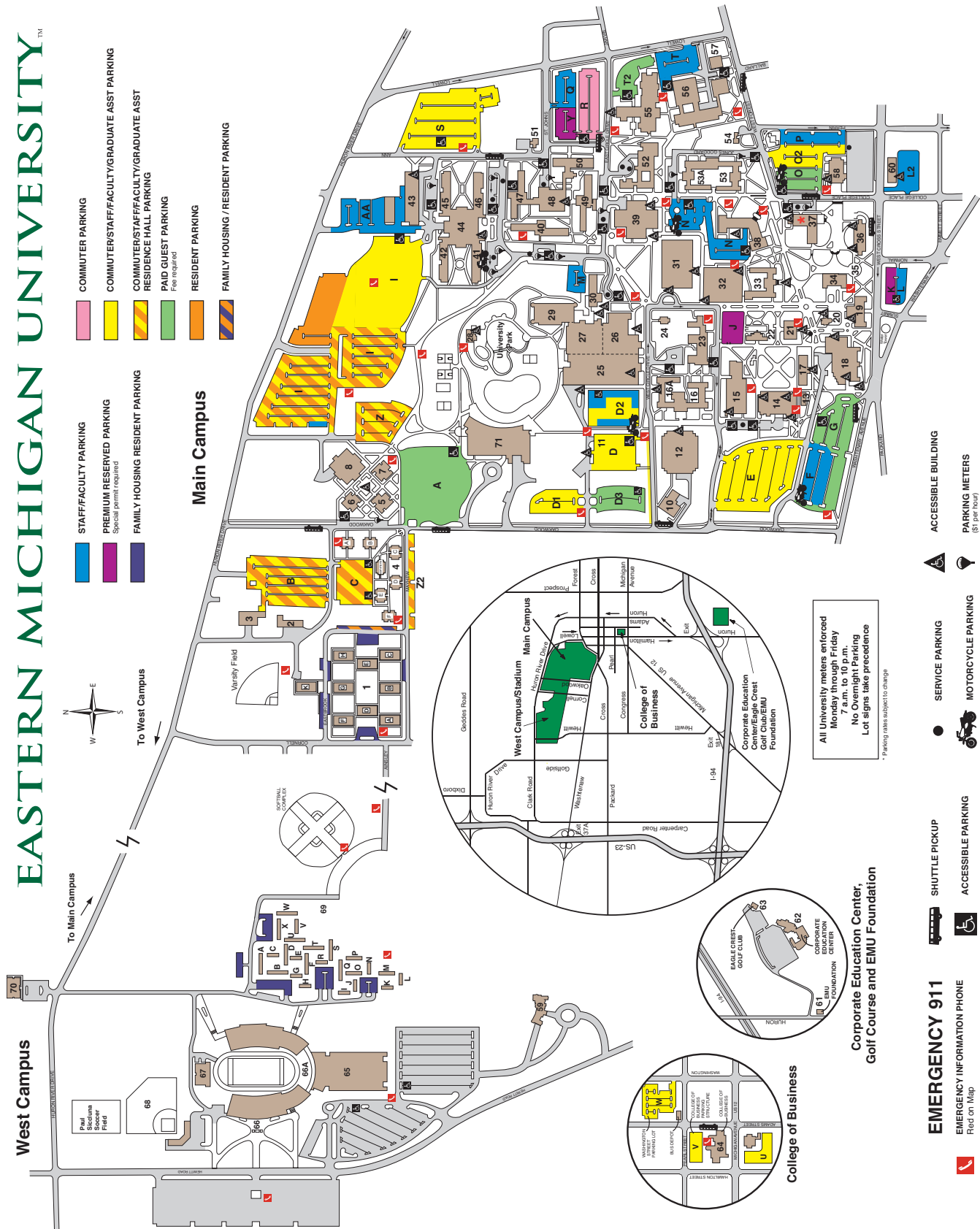
Eagle Card Services  
201 Pierce Hall  
**734.487.3176**

### **Tuition/Fees, Refunds, Payment Plans, Resident Status, and Financial Holds**

Student Business Services  
201 Pierce Hall  
**734.487.3335**



# EASTERN MICHIGAN UNIVERSITY™



To Main Campus  
To West Campus

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

## Main Campus

## West Campus

## College of Business

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

ACCESSIBLE BUILDING



SERVICE PARKING



SHUTTLE PICKUP



EMERGENCY 911  
EMERGENCY INFORMATION PHONE  
Red on Map

PARKING METERS  
(\$1 per hour)



MOTORCYCLE PARKING



ACCESSIBLE PARKING

