



**Welcome to Emmanuel College!**  
**Please take a moment to read this important information for COF students.**

**Important Dates to Remember for Fall 2017**

Wednesday, September 6	First day of classes, Fall 2017* <b>*Please note this may be different than your home institution.</b>
Thursday, September 14	Last day to add a course <b>Add/Drop forms are available in the Registrar's Office.</b>
Thursday, September 21	Last day to drop without a "W" grade
Monday, October 2	P/F, audit declaration deadline <b>Forms are available in the Registrar's Office if you'd like to elect to receive a pass/fail grade or to audit a class</b>
Monday, October 9	Columbus Day, classes cancelled
Friday, November 10	Veteran's Day, classes cancelled *Make up class required on 11/17/17 3:30 - 6:30 PM
Thursday, November 13	Last day to drop a course, with a "W" <b>Course withdrawal forms are available in the Registrar's Office.</b>
Wednesday-Friday, November 22-24	Thanksgiving Break
Tuesday, December 12	Last day of classes*
Thursday-Monday December 14,15,16,18	Final Exams
Wednesday, December 20, 10 AM	Final grades due***

**\*Please note that cross-registered students may get permission from their home institutions' residence life office for early arrival/late departures if there is a conflict between the two institutions' schedules.**

**Grades**

The deadlines for posting grades at Emmanuel may be different from those at your home institution.  
**\*\*\*If you are planning to graduate from your home institution in DECEMBER**, please note the due date of Emmanuel's final grades. If your home institution has a different due date for final grades, please speak with your Emmanuel instructor as soon as classes start to ask if they will be able to submit your final grade by that date. This is imperative, as it could interfere with your degree completion if this is not clarified ahead of time with your Emmanuel instructor.

**Add/Drop Period**

**Before attempting to add into a class, please call the Registrar's Office at 617-735-9960 to see if there is space available.** COF students wishing to add or drop a course must adhere to Emmanuel's deadlines. The add-drop process for a cross-registered course involves both the host and home institution. The student must complete an add-drop form from Emmanuel's Registrar's Office, and then bring a copy to their home institution's registrar office. The process is not complete until both steps are taken.

**Access to these electronic resources will not be available to COF students  
until the week prior to the start of each semester.**

**If you attempt to log in prior to the week before classes start,  
you will not be granted access.**

**Please do not contact the IT Help Desk unless you are experiencing difficulty within the  
week prior to the start of your class, thank you.**

**How to Access the Emmanuel College Portal - "My Saints"**

Go to: <http://portal.emmanuel.edu/>

### **For First Time Users**

If you do not know your user name, you can look it up using the “Find My Username” link located underneath the login boxes. For your password, please click “Forgot my Password.” You will need to enter your student identification number (located on the front of this form), your date of birth, the last four digits of your social security number and your user name. The system will prompt you to create a new password.

### **EC Learn**

You can access EC Learn within the MySaints portal by going to academics and clicking on the direct link to EC Learn. You can also access it by going to [eclearn.emmanuel.edu](http://eclearn.emmanuel.edu). Log in using your MySaints portal username and password.

The first time you log in to EC Learn you will be prompted to set up your Notification preferences. By default, notifications will be sent to your Emmanuel College email account. You can add other ways to receive notifications under Settings. You can also change your Notification preferences later on through Settings.

Please note that not all faculty utilize EC Learn. If your class is listed, but you do not have access, ask the professor if they plan to use EC Learn. If you continue to have problems, please contact the Emmanuel College IT Helpdesk ([helpdesk@emmanuel.edu](mailto:helpdesk@emmanuel.edu)).

### **Emmanuel College Portal - Online Academic Resources**

In Online Academic Resources, the Academics tab allows you to view your final grades, unofficial transcripts, and class schedule when you click Academic Profile.

### **Emmanuel College Email**

You can access your Emmanuel College email account via the Portal. Check your email often since email is the primary mode of communication for all students, staff, and faculty at Emmanuel College. For guides on using different features of your Emmanuel email account, go to the IT Helpdesk site under “Campus Resources,” or send an email to [helpdesk@emmanuel.edu](mailto:helpdesk@emmanuel.edu).

#### **Emmanuel College Office of the Registrar**

400 The Fenway, Boston, MA 02115

Administration Building, Room 340

Telephone: 617-735-9960

[Regmail@emmanuel.edu](mailto:Regmail@emmanuel.edu)

[www.emmanuel.edu](http://www.emmanuel.edu)

#### **[COF Frequently Asked Questions](http://www.colleges-fenway.org/cross-registration/cross-registration-faqs/)**

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I have received a copy of Emmanuel College’s Fall 2017 COF Success Memo

Student Signature: \_\_\_\_\_