



Emmanuel College Summer 2017 Cross Registration Success Memo

Important Dates to Remember for Summer 1 & Summer 2 2017

Face-to Face & Hybrid Courses	Session 1	Session 2	Refund	Grade
Last Day to Add*	Prior to first class	Prior to first class	N/A	N/A
Last Day to Drop*	Prior to first class	Prior to first class	100%	Not Transcribed
Last Day to Receive a Refund*	5/22/17	7/17/17	75%	"W"
Last Day to Withdraw*	6/5/17	7/31/17	0%	"W"
Withdrawal Not Permitted After 6 p.m. EST on	6/5/17	7/31/17	0%	"F" or Grade Earned
Pass/Fail or Audit Declaration Due Date	5/29/17	7/24/17	N/A	P, F, or AU
Online Courses	Session 1	Session 2	Refund	Grade
Last Day to Add*	5/15/17	7/10/17	N/A	N/A
Last Day to Drop & Receive Refund*	5/22/17	7/17/17	100%	Not Transcribed
Last Day to Withdraw*	6/5/17	7/31/17	0%	"W"
Withdrawal Not Permitted After 6 p.m. EST on	6/5/17	7/31/17	0%	"F" or Grade Earned
Pass/Fail or Audit Declaration Due Date	5/29/17	7/24/17	N/A	P, F, or AU

*Students must contact the Office of the Registrar to make the registration change (add/drop/withdrawal) prior to 6 p.m. EST of the date listed in order to receive the respective refund, if applicable, and/or grade.

**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

Grades for summer courses are due (5) calendar days after the course ends. 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 during the summer**, 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.

Obtaining a Username and Password:

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Your username will become available 2 business days after you register for a course at Emmanuel College. If you attempt to retrieve your username prior to this time you will not be granted access.

If you are a first time user or you have forgotten your username from a previous term, please visit the 'Find My Username' page at: <https://ecforms.emmanuel.edu/acm/account/findmyusername>. You will enter your Emmanuel Student ID and the e-mail address you provided to the Office of the Registrar at the time of your registration. After entering your information you will receive an email with a secure link to access your username.

Your password can be created at: <https://ecforms.emmanuel.edu/acm/account/resetpassword>. You will be asked to provide your Emmanuel student ID and the email address on record. Just like with your username you will receive an email message with a secure link to change your password. If you forget your password you will be able to reset it through this link.

Access to the following 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.

How to Access the Emmanuel College Portal – “My Saints”

Go to: <http://portal.emmanuel.edu/>. To log in please use the username and password you created in the above process.

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. 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).

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.

RAVE Alerts

The RAVE Alert is the official emergency notification system for Emmanuel College. The RAVE Alert will contact you about emergency events on campus, including class cancellations for inclement weather. The alert will send a text and call you at the number that is registered and send an email to the email(s) that are registered with Emmanuel College.

How to Edit Your RAVE Alert Information

- Log onto the MySaints Portal <http://portal.emmanuel.edu>
- On the left hand side of the screen, click “My Accounts” tab
- Click “My Accounts”
- Click “Emergency Notification System”
- Enter Emmanuel username and password
- Edit any phone or email information necessary. **Note:** this action will only update your RAVE alert contact information, not your official contact information with Emmanuel College.

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

Student Signature: _____ Date: _____

COF Frequently Asked Questions

<http://www.colleges-fenway.org/cross-registration/cross-registration-faqs/>

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