



Name _____

Emmanuel ID Number _____

Emmanuel College Summer 2020 Cross Registration Success Memo

Important Dates to Remember for Summer 1 & Summer 2 2020

All Emmanuel Online Courses	Session 1	Session 2	Refund	Grade
Last Day to Add*	5/18/20	7/13/20	N/A	N/A
Last Day to Drop & Receive Refund*	5/26/20	7/20/20	100%	Not Transcribed
Last Day to Withdraw*	6/8/20	8/3/20	0%	"W"
Withdrawal Not Permitted After 6 p.m. EST on	6/8/20	8/3/20	0%	"F" or Grade Earned
Pass/Fail or Audit Declaration Due Date	6/1/20	7/27/20	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.**

Grades

The deadlines for posting grades at Emmanuel may be different from those at your home institution. Final grades are due five days after the last day of the semester.

Add/Drop Period

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. If a student wishes to drop or withdraw from a course, the student must email both the home and host institutions registrar’s office prior to the deadline. The process is not complete until both steps are taken.

SETTING UP YOUR EMMANUEL COLLEGE ACCOUNTS

Obtaining a Username and Password:

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.

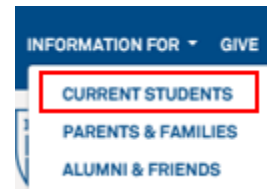
Please Note:

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.

Current Students Page

The Emmanuel College “Current Students” page on the Emmanuel College website is your one-stop shop for accessing all of your electronic resources while at Emmanuel. Here, you will find links to updating your user profile with emergency contact information, signing up for the RAVE Emergency Notification system, access your Emmanuel email account, EC Learn-where you will access your course module on ECLearn and EC Online Services to access Student Planning where you can view your final grade.

To access the Current Students page, log onto www.emmanuel.edu. Click on the “Information For” tab on the upper left corner of the screen and then click “Current Students.” See screen shot to the right.



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. Please note that during an alert, all individuals on Emmanuel's campus must adhere to the directions as indicated in the Emmanuel RAVE alert and not outside media. To edit any phone or email information, log onto the Current Student page and scroll to the bottom. Under the "Accounts" section, click "RAVE Emergency System." **Note:** this action will only update your RAVE alert contact information, not your official contact information with Emmanuel College, which may be updated via the "Contact Info" tab.

Accounts

Contact Info	→	RAVE Emergency System
Email	→	Atomic Learning

HELPFUL LINKS

On the Current Student Page, you will find a Helpful Links Menu. Here you will find shortcuts to EC Online Services, your Emmanuel Email account and ECLearn. See screen shot to the right.

Emmanuel Email

You can access your Emmanuel College email account the Current Students page. 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 contact the IT Helpdesk at helpdesk@emmanuel.edu.

EC Online Services

In EC Online Services, click "Student Records + Registration", then "Student Planning" to view your final grades, unofficial transcripts, and class schedule when you click Academic Profile. You may also view your final grades quickly by clicking the "Grades" tab under "Student Records + Registration."

EC Learn

ECLearn is Emmanuel's learning management platform. You can access EC Learn via the Current Student Page clicking on the direct link to EC Learn. You can also access it by going to eclearn.emmanuel.edu. Log in using your Emmanuel 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).

Helpful Links

Appointments	→
Dining Menu	→
EC Learn	→
EC Online Services	→
Email	→
Fenway Card	→
Hire Saints	→
Printing	→

I have received a copy of Emmanuel College's Summer 2020 COF Success Memo

Student Signature: _____ **Date:** _____

400 The Fenway, Boston, MA 02115 | Administration Building Rm 340 | 617-735-9960 | regmail@emmanuel.edu

COF Frequently Asked Questions

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