

Name _____ Emmanuel ID Number _____

IMPORTANT DATES TO REMEMBER

January 19	(Wed)	First day of classes, Spring 2022	(Please note this may be different than your home institution.)
January 27	(Thurs)	Last day to add a course	
February 3	(Thurs)	Last day to drop without a "W" grade	
February 21	(Mon)	Presidents' Day, classes cancelled	
March 15	(Fri)	Mid-semester Grades due by 11:59 p.m.	
April 7	(Thurs)	P/F, audit declaration deadline	
April 7	(Thurs)	Last day to withdraw from a course, with a "W"	
April 14	(Thurs)	Holy Thursday, classes after 4:15 cancelled	(Make up class required for courses scheduled Thursday 6-9 PM on 4/8/22 3:30 -6:30 PM)
April 15	(Fri)	Good Friday, classes cancelled	(Make up class required for courses scheduled Thursday 12-3 PM on 4/22/22 3:30 -6:30 PM)
April 18	(Mon)	Easter Monday and Patriots Day, classes cancelled	
May 3	(Tue)	Last day of classes*	
May 5, 6,7,9	(TH-M)	Final Exams, <i>No exams on Sunday, May 8th</i>	(View the Final Exam Schedule)
May 11	(Wed)	Final grades due at 10 AM***	

*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. Policies: Students cross-registered at Emmanuel will follow all Emmanuel College policies, including deadlines. Please note that these policies and deadlines may not match your home institution. [Emmanuel College Policies](#)

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 MAY**, 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

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 email to regmail@emmanuel.edu and copy their home institution's registrar office. The process is not complete until both institutions have been notified.

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:

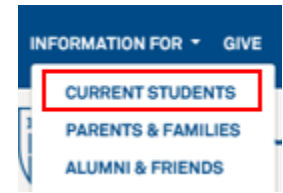
Access to the following electronic resources will not be available to COF students **until the week prior to the start of each semester**. If you attempt to log in prior to the week before classes start, you will not be granted access. Please do not contact the IT Help Desk unless you are experiencing difficulty within the week prior to the start of your class.

Library Access

COF students are not required to obtain an Emmanuel College Student ID in order to take a class at Emmanuel. However, students who wish to use the Emmanuel Library, will need to obtain an Emmanuel ID from Emmanuel College Campus Safety in the ground level of the Eisner Administration Building.

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, 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 above.

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

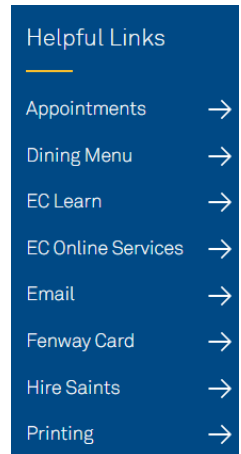
ECLearn is Emmanuel's learning management platform. You can access EC Learn via the Current Student Page clicking on the direct link to EC Learn. You can also access it by going to eclearn.emmanuel.edu. Log in using your Emmanuel username and password.

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).

Emmanuel College Forms:

Links to forms will be accessible online once you set up your Emmanuel College account. You'll need to enter your Emmanuel credentials to access the forms. Forms available here: <https://www.emmanuel.edu/academics/office-of-the-registrar/resources/registrar-office-forms.html>



I have received a copy of Emmanuel College's Spring 2022 COF Success Memo

Student Signature: _____ **Date:** _____