

Office of the Registrar



Greetings from the Office of the Registrar!

If you are a new student, welcome to Emmanuel College! If you are a returning student, welcome back! This letter contains important information regarding the Fall 2021 semester. Please take a moment to review this important material.

FALL 2021 COURSE SCHEDULE and ACADEMIC SUPPORT SERVICES

Your Fall 2021 course schedule is viewable on [Student Planning](#) under the “Plan and Schedule” tab. You may find your course modules on [EClearn](#). Attached please find a map of the campus buildings.

BUILDING CODES

| | |
|---------------------------------------|--|
| Eisner Administration Building | EAB |
| Library | LIB <i>Courses in the Library Lecture Hall (first right immediately upon entry to Library) denoted with room code LLH</i> |
| Marion Hall | MAR |
| St. Joseph Hall | JOE |
| Wilkens Science Center | WSC |

The Information Technology Help Desk will continue to be available to students needing assistance with hardware or software problems, and appointments can be made via MS Teams or Zoom with Help Desk staff. Any student experiencing problems with home internet or computer is encouraged to contact the Help Desk at helpdesk@emmanuel.edu in advance of classes beginning.

Resources through the Library Learning Commons are accessible 24/7 through the [Learning Commons Toolbox](#) and an [EClearn Orientation for Students](#). These resources and activities are focused on academic strategies, time management, technology skills, and best practices to meet the expectations of college-level work. Live sessions and access to the library team will be available throughout the semester.

ADD/DROP

Please note students may add courses to their Fall 2021 schedule through Thursday, September 16th. The last day to drop a course for the Fall 2021 semester is Thursday, September 23rd. Please ensure that you discuss your registration plans with your advisor and how any changes may impact your requirements for graduation. Online Add/Drop for students with faculty advisors (except new nursing students) will be able to make schedule changes on Student Planning until 6 p.m. on Thursday, September 16th. Drops after September 16th may be made via email to regmail@emmanuel.edu.

New students and those students who have not officially moved into the department with a faculty advisor, must receive the written approval from their advisor to make schedule changes, submitted to the Office of the Registrar to regmail@emmanuel.edu from Emmanuel College email addresses. The Office of Academic Advising may make schedule adjustments for their assigned advisees so long as the student provides written consent, such as an email request, to their advisor.

WITHDRAWAL/ LEAVE OF ABSENCE POLICY

After the start of classes; tuition is refunded based on the College's policy below. To officially withdraw or take a leave of absence from the College, students must complete a [Withdrawal Form](#). **Non-attendance does not constitute an official withdrawal or leave of absence.** For more information on the withdrawal policy, including the impact of withdrawing on financial aid, please view [withdrawals and refunds](#). If you are considering purchasing tuition insurance, the deadline is September 8th.

| Withdrawal Date During Semester | % Refundable Tuition |
|--|-----------------------------|
| Prior to start of classes | 100% |
| Week 1 | 75% |
| Week 2 | 50% |
| Week 3 | 25% |
| After third week | No refund |

EMERGENCY CONTACT INFORMATION AND ANNUAL ADDRESS CONFIRMATION/UPDATE

It is important for you to designate a contact person the College may notify in the event that you are in an emergency situation. For similar reasons, students must provide the College with a local address. This information must be provided to the College each year. You will see these notifications on your EClearn Dashboard. If you have updated your information, thank you. If you have just recently updated, the notification will take 2-3 days to be removed from your EClearn Dashboard.

Students will have until September 17th to confirm/update their emergency contact and local address. Students who do not provide this information by this date will have their access to ECLearn removed until this information is submitted.

Please confirm your emergency contact information and if you have recently changed your address please also provide your new or local address using the instructions below:

- Log into [EC Online Services](#)
- Click User Profile (under name on the upper right drop-down menu)

Emergency Contact*—Click the add or update your emergency contact, click the “Add New Contact” button and then select the “Confirm” button once the information is confirmed or updated.

***New students may have provided this information at Orientation**

Address Update---Please note, regardless of your local or permanent address, the College needs to have a non-Emmanuel permanent home address on file.

If you live at home: Please review and confirm or update your permanent home address.

If you living at a local address that is not your permanent home address: Please review and confirm or update your LOCAL address.

ANNUAL CONFIDENTIALITY NOTIFICATION 2021-2022

Emmanuel College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) in protecting the privacy rights of our students and in maintaining confidentiality in student records. The [Annual Confidentiality Notice 2021](#) informs students of their rights under FERPA and provides an explanation of when student information is released, including Directory Information. Students who wish to prevent disclosure of directory information should contact the Office of the Registrar to complete a Nondisclosure of Directory Information Form no later than Thursday, September 23, 2021.

GRANTING GRADE ACCESS ON EC ONLINE SERVICES

“Grade Proxy” is an authorization which will allow students to give another person (a “designated user”) the ability to view your grades on the “Grades” feature on EC Online Services. This authorization allows the designated user the ability to view your mid-semester (if applicable) and final transcribed grades. For more information on how to grant grade access and what this authorization does and does not cover, please view the following resource document: [Granting “Grade” Access on EC Online Services](#). Please note that granting grade access is not considered a FERPA waiver. For more information on FERPA (a federal law that protects your right to privacy over your academic record), please view our [Privacy](#) page and review the Annual Confidentiality Notification, linked above.

REGISTRAR’S OFFICE APPOINTMENTS, INCLUDING VIA ZOOM

While we need to maintain safety protocols, we know students will want to have meetings with our team. Students may make appointments with members of the Registrar team via the Welcome Center: [Book an appointment with the Registrar’s Office](#) .

MOBILE APP-EC ONLINE SERVICES

Emmanuel College’s mobile app provides you with the most up-to-date information and resources, including easy access to EC Online Services. This app will allow you to access your course schedule, progress, grades, update your local address and emergency contact information and even register for the upcoming semester’s courses! You may download the app by searching “Emmanuel College Student App” in the App Store on your smart phone.

VOTER REGISTRATION

Students may make an online request to receive a Massachusetts or a [Federal voter registration form](#) from the Elections Division of the Secretary of the Commonwealth. A voter registration form will then be mailed to you. Registration form requests may also be made by calling **617-727-2828 or 1-800-462-VOTE**. For more information on voter registration, requesting an absentee ballot and more, please visit the [Election Division's website](#). Emmanuel has additional voter registration resources available to you here: https://learningcommons.emmanuel.edu/guide_voting.

Please note: You will not be registered to vote until you have returned the completed voter registration form to your city/town hall, either via mail or in person.

IMPORTANT ACADEMIC LINKS:

Below please find some helpful academic resources.

| Resource | Link | Additional Information if Applicable |
|----------------------------------|---|--|
| Office of the Registrar Webpages | Registrar Web Pages | Resource for: <ul style="list-style-type: none"> • Registrar Office Forms • Links to Academic Calendar and Academic Catalog • Information on Registration, Academic Policies, Student Planning |
| 2021-2022 Academic Calendar | 2021-2022 Academic Calendar | Important Dates for the 2021-2022 Academic Year |
| Fall 2021 Final Exam Schedule | Fall 2021 Final Exam Schedule | Final exams will be held at the day/time published. Students who have three exams scheduled on the same day, may work independently with the faculty member of the <i>middle</i> exam to reschedule the exam. There is not a form to arrange this; however, the rescheduled exam |

| | | |
|-------------------------|--|---|
| | | must be held within the final exam period and a date determined by November 18 th (the last day to withdraw). |
| ECLearn | https://eclearn.emmanuel.edu | Emmanuel’s e-learning platform for online learning activities and course content. Your instructors will at minimum have a syllabus for your course(s) posted on ECLearn. You may also have readings, discussions, quizzes or post assignments via ECLearn. Login using your Emmanuel College credentials. |
| Student Planning | https://ecss.emmanuel.edu/student Helpful videos for Student Planning: www.emmanuel.edu/studentplanningguide | <p>Student Planning, the academic component of self-service at Emmanuel, will be your platform for registration and degree planning!</p> <p>The Office of the Registrar will send you instructions and links to videos in preparation for spring course registration in March. To access Student Planning:</p> <ul style="list-style-type: none"> • Click “EC Online Services” • Click “Student Records + Registration” • Click Student Planning. You may need to enter your Emmanuel College credentials again. |

As always, if you have any questions about this information, please contact us by emailing regmail@emmanuel.edu or by calling (617) 735-9960. We are available for appointments via the Welcome Center. Please click [here](#) to schedule an appointment.

Our office hours are Monday-Friday 8:30 a.m.- 4:30 p.m.

Best wishes for a productive and enjoyable fall semester!

Sincerely,

The Office of the Registrar
617-735-9960
regmail@emmanuel.edu