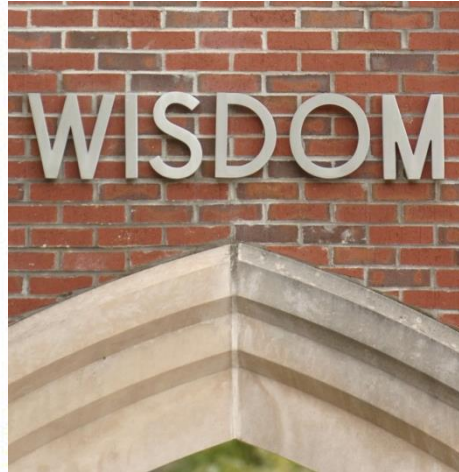


Graduate Online Orientation

Presented by
Morehead State University Graduate School



Welcome to Graduate School

Welcome to **Morehead State University!** We are excited to have you as part of the graduate school community.

We have created this **Online Orientation** specifically so that you will get the most out of your graduate school experience as you navigate your student account and become familiar with academic life at MSU.

You will also be provided with information on university policies and procedures, resources, and support networks that are available to you as you complete your program.



Online Orientation Topics



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Activate Your Student Account

After you submit your application for admission, you will receive an email which contains information on retrieving your student ID# as well as instructions for activating your “mymoreheadstate” student account.

- To retrieve your MSU ID#, please click on secureweb.moreheadstate.edu/eac. Then click on Eagle ID Lookup on the left side of the screen and follow the instructions.
- If this is your first time enrolling in classes at MSU, you will need to initialize your “mymoreheadstate” student account at secureweb.moreheadstate.edu/eac. Follow the instructions for Account Activation.



Activate Your Student Account (cont'd)

- Once you have logged in to your “mymoreheadstate” student account, please take some time to familiarize yourself with the **Self-Service Menu for Students** as it contains most of your academic information.
- Your student account login is your **msuid@moreheadstate.edu (i.e., m1234567@moreheadstate.edu)**
- Once you are officially admitted, you will receive an email from the Graduate School with your letter of admission.



Courses Required For Your Program

The **Program Evaluation** contains your catalog year and the name of your academic advisor and allows you to see the courses and credit hours that you will need in order to complete your program.

- To access your **Program Evaluation**, login to your “[mymoreheadstate](https://mymoreheadstate.com)” student account and select **Self-Service Menu → Students → Academic Profile → Program Evaluation →** then select your active program and click submit.



Courses Required For Your Program

- Your **Program Evaluation** will display all the courses required for your program. If you have completed, transferred or substituted courses, it will show those courses as being completed.
- Not all of the courses listed will be offered in a specific term. You will need to choose from what is available.
- You may contact your academic advisor for specific information on when courses are offered.
- Printing your Program Evaluation is helpful when you enroll in your courses.



Course Registration

To determine what courses to enroll in, you will login to your “mymoreheadstate” student account. If you need additional guidance selecting courses, please contact your academic advisor (contact information is located at the top of your Program Evaluation).

- To plan and register for your courses, please click on the link below for detailed instructions:

<http://www.moreheadstate.edu/getattachment/Administration/Technology/Account-Info/Self-Service/SS-Student-Planning.pdf.aspx?lang=en-US>



Access Your Online Courses

If you have an online course, you will need to login to your **Blackboard** account to familiarize yourself with it.

- Login to your “mymoreheadstate” student account. Under **Campus Applications** scroll down to the bottom and click Blackboard. This will take you to the Blackboard website to access your online courses.
- Each instructor decides when to make courses available to students; however, most courses are available typically two days before the term starts.
- If you do not see your course on the day the term begins, please contact your instructor.

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Financial Responsibility Agreement

Once you enroll in your classes for the semester, you will need to **accept a Financial Responsibility Agreement.**

- Click on the link below for detailed instructions for accepting a Financial Responsibility Agreement:

<http://www.moreheadstate.edu/getattachment/Administration/Technology/Account-Info/Self-Service/StudentFinanceInstructions.pdf.aspx?lang=en-US>

- If you have questions, please contact Accounting and Financial Services at 606.783.2019. If you have questions about your Financial Aid, please contact 606.783.2011.

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Student Advising

Our main goal at the Graduate School is student success. To ensure that students have the appropriate guidance as they progress towards the completion of their programs, student advising is available through an academic advisor assigned upon admission and professional advising through the Graduate School.

- Your academic advisor can be found inside your student account by clicking on Self-Service Menu (WebAdvisor)→Academic Profile→My Profile. There you will find your Academic Advisor name and information.
- Professional advising is offered through the Graduate School. More information can be found [here](#).

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Student Email

MSU provides all students with an **@moreheadstate.edu** email address.

- To access your email, you will login to your “mymoreheadstate” student account.
- On the left side of the screen scroll down until you see **Unread Messages** and click **Office 365**.
- You may be prompted to login again with your student account credentials. Once logged in, your Outlook email should load.



Helpful Information


- The standard full-time graduate course load is nine hours. Part-time is six hours.
- Graduate tuition is a flat rate (regardless of location) of \$579 per credit hour plus a \$10 per credit hour fee for online courses.
- If you have technical issues with your student account, please contact the Technology Service Center at 606.783.HELP (4357) or tsc@moreheadstate.edu. The center is staffed during normal operating hours.
- For important dates regarding registration, withdrawal, and commencement, please review the [academic calendar](#).



Helpful Information

- [Address and Name Changes](#)
- [Changing Programs](#)
- [Financial Aid](#)
- [Graduation Information](#)
- [Graduate Student Forms](#)
- [Library](#)
- [Transcript Request](#)
- [University Bookstore](#)





We hope you found this orientation beneficial. If you have additional questions, please contact the Graduate School at graduate@moreheadstate.edu.

THANK YOU!

