

NEW STUDENTS...

What you need to know before you start class

Welcome and thank you for enrolling at Muskingum University. We are excited that you have chosen to continue your education at Muskingum and want you to know that our staff and faculty will support you every step of the way!

As you prepare for your classes, here is some information you may find helpful.

STUDENT IDENTIFICATION NUMBER

As a new student at Muskingum, you will be assigned a permanent student ID number. CALL 740-826-8038 or EMAIL gcs@muskingum.edu to request your ID number.

Student ID card – provides access to the library and serves as a debit card (when loaded at the Business Office or Library) for purchasing books at the University Bookstore and printing at the library and computer labs

- To get your student ID card you will need your student ID number (call 740-826-8038, email gcs@muskingum.edu or stop by the Graduate and Continuing Studies office in Montgomery Hall, Room 117), then go to the Campus Services located at the north end of Comin Street (740-826-8147) which is open Monday through Friday 9:00AM – 5:00PM.

PARKING ON CAMPUS

If you are driving to campus for class you will need a parking tag. Parking is available in the Cambridge parking lot located off of Comin Street. Hang your parking tag from your rearview mirror. **Prior to 5:00PM** you must park in the lowest level of the Cambridge lot. After 5:00PM you can park anywhere in the Cambridge lot. Remember: Tickets will be issued if parked illegally (Handicap, loading spaces and upper levels in Cambridge lot prior to 5:00PM).

- To get your parking tag, go to Campus Police located at the north end of Cambridge parking lot (740-826-8155).

LOCATING YOUR CLASSROOM

Class locations will be posted on each entry door of the main buildings (Montgomery Hall, Caldwell Hall, Cambridge Hall, Boyd Science Center) beginning the first night of class. A complete list of classes with meeting locations will be posted on the outside door of Montgomery Hall, Room 117. Classroom locations can also be found using Muskie Link.

PURCHASING TEXTBOOKS

You can purchase books either in-store or online at www.muskingum.bncollege.com. You can reserve a copy of a book to be picked up in the bookstore, or you can purchase a book online and have it mailed to your home.

The campus bookstore is located next to Cambridge Hall. For more information such as bookstore hours go to www.muskingum.bncollege.com or call 740-826-8170.

USING TECHNOLOGY

IMPORTANT: You will have only ONE username and password giving you access to email, Muskie Link and Blackboard™. Your username will be the first part of your Muskingum email. **DO NOT** type “@muskingum.edu” as part of your username. You can **ONLY** change your password in your email account. When you change your password in your email account it will automatically change for Muskie Link and Blackboard™.

As a student you will automatically be issued a user name and password, providing you access to email, Muskie Link and Blackboard™. CALL 740-826-8038 or EMAIL gcs@muskingum.edu to receive your user name which will be the first part of your Muskingum email. **DO NOT** type “@muskingum.edu” as part of your user name. Your initial password will be the first 4 letters of your last name (all lower case), followed by the last 4 digits of your SSN. Once you get in, it will tell you your password is no longer valid and you will need to create a new one. The new password will need to have one capital letter and one number in it. When you change your password it will automatically change for email, Muskie Link and Blackboard™.

Muskingum Email

Your email address is your username followed by “@muskingum.edu”. You can access your email account from any internet connection. Go to www.muskingum.edu and click on Webmail (top right-hand corner). Enter your username and password. **It is very important to check your email frequently, especially with online courses, as instructor, advisor and staff use Muskingum email to communicate with students.**

Muskie Link

You can access Muskie Link from the University’s homepage (top right-hand corner). When you click on the link, a META prompt will appear, click on “I understand...” then click on “log-in”. Enter your username and password. Muskie Link will provide access to your grades, a copy of your transcript and allow you to register for future courses.

Blackboard

You can access Blackboard™ from the University's homepage (top right-hand corner). Click on "Campus Resources" then scroll down and click on "Blackboard". Enter your username and password. Blackboard™ is your virtual electronic classroom for all online and blended-learning courses at Muskingum. You can access your course syllabus and assignments, view and listen to lectures, submit assignments and papers, take quizzes and tests, access your grades and open library readings and other resources.

FOOD

Snack and pop machines are located on the bottom floor of Montgomery Hall. Pop machines can also be found in Boyd Science Center. Please feel free to bring your own food and beverage.