

Trimester Preparation



The start of the trimester is right around the corner. This checklist will help you prepare for the upcoming trimester.

Review Essential Technology Tools

Please be sure to review all essential technology tools. All essential technology tools can be accessed by clicking [here](#) and a pop-up window will appear. Additionally you can review all MUIH learning platforms and resources [here](#).

- I have reviewed the Essential Technology Tools guide.

Log in to Your MUIH Email Account

Accessed through your Office 365 apps by navigating to <http://www.office.com> and entering your username and password. This is the platform to manage your e-mail, calendar, and contacts. **All official MUIH communication will come through your Microsoft Outlook account. Emails will not be sent to personal email accounts.** To easily log in to your email, navigate to <http://www.office.com> and log in with your username and password.

- I logged into my MUIH email account.

Review the Academic Calendar

The academic year consists of three trimesters that begin in August/September (fall trimester) January (spring trimester) and April/May (summer trimester). Each trimester is 14 weeks in length. You can access the academic calendar by clicking [here](#).

- I reviewed the Academic Calendar.

Review the Plan of Study for Your Program

At the time of acceptance to your program, you are provided a plan of study. This plan shows the recommended progression through your program. Please review your plan of study, which you can access on [My MUIH](#). To review the steps to accessing your plan of study, click [here](#) and then select “Access Your Plan of Study.”

Step 4: Understand Your Courses

Each program has its own unique coursework. Take some time to review your plan of study (otherwise known as required courses) to understand what courses you will take and when they should be taken.

As a general rule, students should expect to spend a total of 45 hours of time per credit over the length of the course, regardless of the number of weeks in which the course is scheduled to occur. For example, students should expect to spend approximately 9.5 hours per week for a 3-credit course that runs for 14 weeks, whereas the same course scheduled to run for 7 weeks requires 19 hours per week. Generally speaking, online courses are designed to be approximately 9 hours of work per week.

To determine how much time you will need to plan for each of your courses, use this basic formula: multiply the number of course credits by 45 hours, then divide by the number of weeks the course is scheduled to run. This will tell you how much time you need to set aside per week for each course.

Students who are taking multiple classes are encouraged to consider and plan the time needed for each course, especially when their courses overlap during the trimester. For example, if you take a 3-credit course (14 weeks) and a 1.5-credit course (7 weeks) in a term, you will spend approximately 18 hours per week between participating in your courses, completing assignments, and studying, during the 7 weeks that both courses are running. You will spend approximately 9 hours per week during the 7 weeks that only the 3-credit course is running.

[Access Your Plan of Study Course Schedule](#)

- I reviewed my program's plan of study.

Prepare for Your Tuition and Fees

When registering for your upcoming trimester, it is important to review associated [tuition costs and fees](#). Please review your program's associated [cost of attendance](#) and prepare to pay your bill. You may do this electronically by reviewing the [e-payment page](#) on the University website or contact the [Office of Student Accounts](#) by email for alternative payment. If you are using Financial Aid through MUIH, please review your package via the MUIH Data Portal or contact the [Office of Financial Aid](#). *Note: Your bill will be updated based on enrollment in courses.

- I reviewed my associated tuition costs and fees for the upcoming term.

Register for Courses

Registration occurs at least 60 days prior to first day of the term. Register for your courses as soon as possible to allow for enough time to get ready for your first day of class. You may watch the "How to Register" video by clicking [here](#). Please note that on-campus classes are sections 1-99, hybrid classes are sections 100-199, primarily asynchronous online classes are sections 200-299, and primarily synchronous online classes are sections 300-399.

- I registered for my courses.

*Review Course Schedules Within Your Data Portal**

Please be sure to review your course schedules (on-campus, hybrid, or online) within the Data Portal. You may watch the "My Classroom Schedules" video [here](#). If you are not familiar with

how to access your data portal, you may watch the “Data Portal Overview” video [here](#). Please note that courses will be available in Canvas one week (7 days) prior to their start date. As a general rule, please expect to spend 9 hours or more per week per course that you take in a term regardless of its assigned credits.

I understand my trimester schedule

*Books**

Please be sure to purchase your required books. You may watch the following video to determine your books for the upcoming trimester. For the video instructions on accessing your book and material requirements, click [here](#).

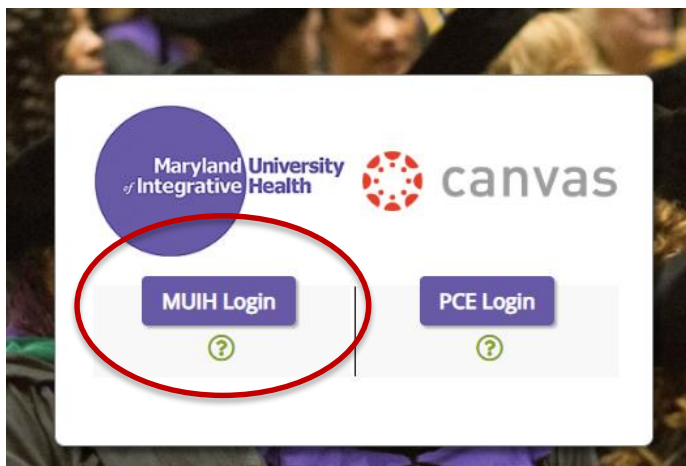
I have purchased my books for the upcoming trimester.

Log in to Canvas

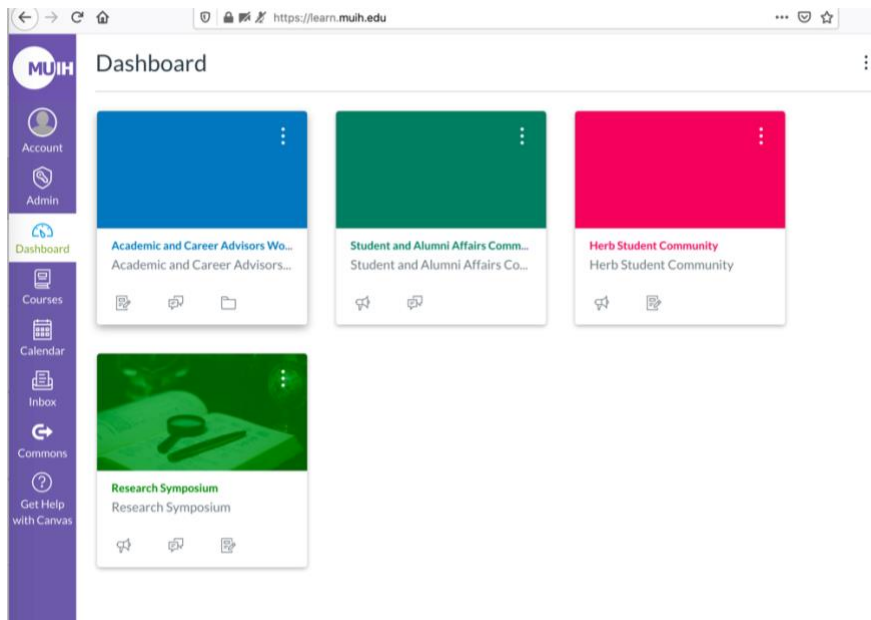
Please be sure to log in to Canvas to review your dashboard and confirm that your classes are accurate. Please note that courses will be available in Canvas one week prior to their start date. For a more comprehensive orientation to Canvas, please follow [this link](#).

Step 1: Navigate to <https://learn.muih.edu/>

Step 2: Enter username and password



Step 3: Explore and familiarize yourself with the platform.



- I have logged into Canvas.

Review Syllabi/Determine Your Style for Tracking Assignments and Due Dates

All course information, including assignments, due dates, and instructor policies are represented in the syllabus. Syllabi for your courses will be available one week (7 days) prior to your course start date in Canvas. Please be sure to log in to Canvas and review all syllabi and determine the way you would like to track assignments and due dates. Please note the calendar feature in Canvas.

- I have reviewed my syllabi and I am clear on my assignments and due dates

Familiarize Yourself with the Academic Grading Policy

Grading in academic courses at MUIH are on the Pass (P) / Fail (F) system. The grade of Pass (P) denotes satisfactory work or better. Generally, the cumulative work for the course must be assessed at a minimum of 80% of the maximum possible score to be deemed satisfactory and receive a P grade for the course. To learn more about the Grading in Academic Courses policy (6035) at MUIH, please click [here](#).

- I have reviewed the Grading in Academic Courses policy

Review all Student Handbooks/MUIH Policies

Please be sure to review all student handbooks that apply to you. All student handbooks can be accessed by clicking [here](#) and scrolling to the bottom of the page. You may find MUIH policies [here](#). Take a moment to familiarize yourself with these policies.

- I have reviewed all student handbooks that apply to me.

Review the MUIH Student Support Services Canvas Module

Please be sure to review the student support opportunities that are available to you at MUIH. You may view the Student Support Services Canvas module by clicking [here](#) and locating Module 5. The resources provided on the site can assist you in learning strategies and were built with the intent that not all students learn the same way. **The site serves as a method of supplementary support and resources and does not take away the need for individual student assistance from the Office of Academic Success.**

- I have reviewed the MUIH Student Support Services Canvas Module.

Review the Student Affairs Canvas Site

This site includes information on the Student Affairs department including Academic Advising, Career Services, Academic Success Services, Student Support Services, and more. You may view the Student Affairs site by clicking [here](#).

- I have reviewed the MUIH Student and Alumni Affairs Canvas Site

Request a Student ID

Students who need an ID should send a completed [ID Request form](#) and direct questions to IDrequest@muih.edu. Please allow time for the request to be processed.

- I have submitted a request for my student ID.

Sign Up for MUIH Alerts

MUIH community members with valid MUIH email accounts will automatically receive emergency updates via their MUIH emails. If you would like to add an additional email address or mobile phone number, you may access the step-by-step guide [here](#). For frequently asked questions about MUIH Alerts, please review more information [here](#).

- I am aware of MUIH Alerts and how to sign up for this service

Questions? Please contact Academic Advising

The academic advising team can be reached by emailing advising@muih.edu

**Denotes step cannot be completed until registration has occurred*