

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 then scroll to click on the following option:

▸ Step 3: Get Acquainted with Your MUIH Technology Tools

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. You can also speak with your Academic and Career Advisor about your plan of study.

[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 [Finance department](#) 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 [Financial Aid Office](#). *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, and online classes are sections 200-299.

- 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 prior to their start date.

- 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](#).

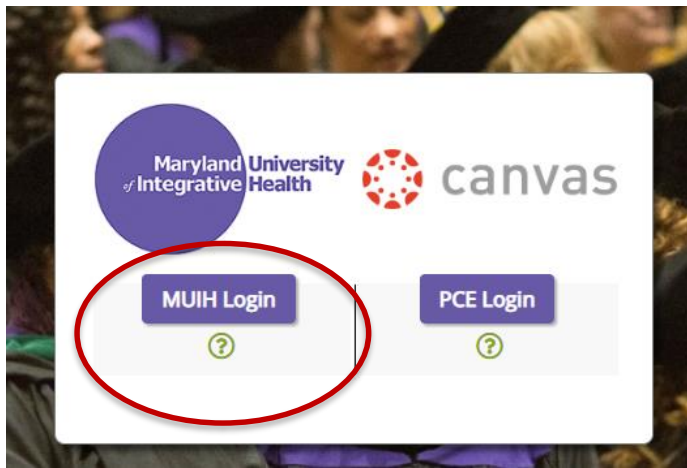
- I have purchased my books for the upcoming trimester.

Log in to Canvas

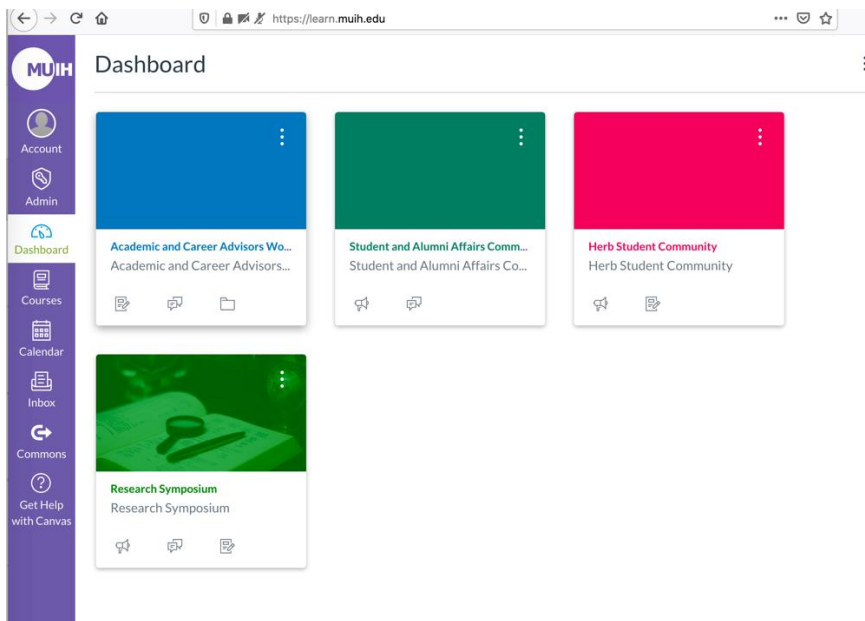
Please be sure to log in to Canvas to review your dashboard and confirm that your classes are accurate. Please note that courses will be available in Canvas one week prior to their start date. For a more comprehensive orientation to Canvas, please follow [this link](#).

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 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

Review the MUIH Student Support Center Canvas Module

Please be sure to review the student support opportunities that are available to you at MUIH. You may view the Student Support Center Canvas module by clicking [here](#). 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 Student Support Center.**

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

Review the Student and Alumni Affairs Canvas Site

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

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

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](#). 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.

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. *Note: Due to COVID-19, the processing of student IDs may be delayed.

- I have submitted a request for my student ID.

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*