

Student Survival Guide

Computer Use

- When you become a student at Muskingum College you are automatically issued a username and email account. To find out your email address, please call the Computer & Network Services office at 740-826-8050.
- You can access your email account from any internet connection. Go to www.muskingum.edu and click on “Webmail.” Your username will be the type before the “@” symbol in your email address. For example, if your email address is jdooe@muskingum.edu, your username will be “jdooe.” Your password is your Social Security Number (without the dashes). EX: 999999999.
- There are computer labs available on campus for student use. Computer labs are in Boyd Science Center (room 204 and 239); Caldwell Hall (room 360); and Cambridge Hall (room 248). If classes are scheduled in the labs, the labs may be unavailable.
- You are able to print from the computers in the labs if you have put money onto your ID accounts either at the business office or at the library.

Student ID Cards

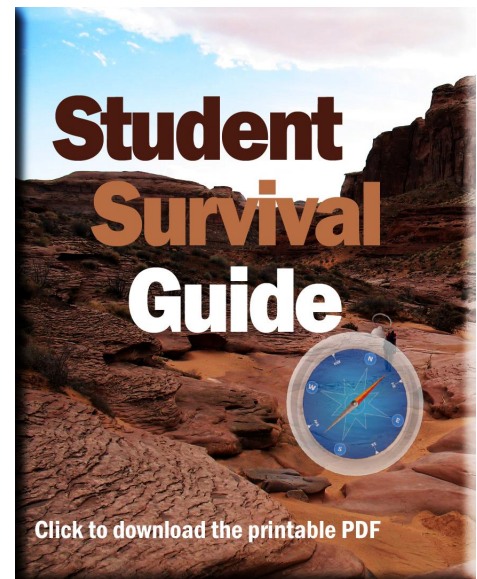
To get your student ID card, stop by Graduate and Continuing Studies and ask for your ID number, and then go to the Student Services building to have your ID card made. It is located on Comin Street across from the football field, and is open Monday-Friday, 9:00 AM-5:00 PM. You will need a student ID card to access the library. ID cards can also be used as debit cards on campus, called Muskie Bucks, to purchase books and for printing at the library and computer labs.

Parking

After 5:00 PM, MAP students can park anywhere in the Cambridge lot (except for handicap and loading spaces); however, you will need to display a parking sticker. To obtain a parking sticker, go to the Campus Police building. It is located in the north end of Cambridge Parking Lot, behind Cambridge Hall. If you arrive on campus before 5:00 PM, you will need to park on the lowest level of the parking lot, closest to the street.

Textbooks

- The campus bookstore is located next to Cambridge Hall. Bookstore hours are Monday through Friday, 8:30 AM–4:30 PM, and Saturdays from noon–3:00 PM.
- You can buy books in-store and online. To purchase books online, go to www.muskingumbookstore.com, and click on “Textbooks.” 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.
- For more information about purchasing books online, go to www.muskingumbookstore.com, or call the Muskingum College Bookstore at 740-826-8170.



Muskie Link

Grades can be accessed through Muskie Link, which is located at the top of the Muskingum College homepage.

Class Locations

Class locations will be posted on each entry door of the classroom buildings beginning the first night of classes.

Snack Machines

Snack and pop machines are located on the bottom floor of Montgomery Hall. Pop machines can also be found in Boyd Science Center.