

## **New Student Checklist**

- Login to S.I.S (Student Information System) using the same credentials as for your online application. If unsure, select •I don•t have an accountŽ
- Watch the Student Orientation Videos found in S.I.S under •Student OrientationŽ
- RSVP to your location•s Welcome Event and add it to your calendar (optional for ThM, DMin, DIS, and EdD students)
  - o Global
  - o Portland
  - o NorCal
- Email a headshot or high-quality photo of yourself to be included in our information system, Wise. This photo will be attached to your student record, which is viewed by staff and faculty; please email it to studentservices@westernseminary.edu
- Complete the Time-Budgeting Tool to assess your desired school and life balance
- Schedule a meeting with your advisor (your advisor•s name and contact information is listed on the home page of your SIS account)
- After having met with your advisor, review the Class Schedule and Register for classes
- Order your textbooks (more info is listed within your syllabi)
- Add key Financial Aid and Academic dates to your calendar
- Submit your FAFSA, review available scholarships and grants, and apply for Financial Aid and/or VA benefits (if applicable) within S.I.S.



- o <u>NOTE</u>: You will receive access within **one week** of the point at which open registration has closed and your registrati on has been approved by your advisor. Course materials and videos will be available ten days before the beginning of the semester.
- x Read the <u>Student Handbook</u>
- x Connect with the ADA Coordinator about <u>Disability Accommodations</u> (if applicable)
- x Familiarize yourself with the Student Support site and bookmark it
  - o <u>NOTE</u>: This site contains video tutorial s, frequently a sked questions, and new student help as well as a contact page when you are seeking additional assistance
- x Complete your ATS Entering Student Questi onnaire (link to be emailed to you 2 weeks into the start of your ent ering te rm)

### Master of Arts in Counseling students only:

- x Complete your background check
  - o <u>NOTE</u>: This must be completed within your first semester to av oid future registration holds
- x <u>Submit documentation</u> of your MMR, Hep B, Vari cella, and Tdap immunization records to the Executive Ad ministrative Assistant for Counseling and Academic s (Only Portland counseling students)
  - o <u>NOTE</u>: This must be completed within your first semester to av oid future registration holds

## ThM students only:

x Read the ThM handbook. You will receive a copy upon acceptance; please contact Tracy Tabel, ThM Program Assistant, with questions: <a href="mailto:tfabel@westernseminary.edu">tfabel@westernseminary.edu</a>.

#### DIS & EdD students only:

x Read the Program Handbook. To receive a link to view the current progra m handbook, please contact the Assoc iate Directo r, Karen Hedinger:

# <u>khedinger @westernseminary.edu</u> DMin students only:

x Receive additional DMin program and coho rt-specific information from Assi stant. Director of the DMin Program, John Kwak, shortly following your admission.

#### Questions?

<u>Portland & Global students</u>: Contact Emily Howden, <u>ehowden@westernseminary.edu</u> <u>San Jose students</u>: Contact Andy Peloquin, <u>apeloquin@westernseminary.edu</u>