New Student Checklist

☐ Complete the Online Orientation Course (made available 6 weeks before open registration for classes)
☐ RSVP to your location’s Welcome Event and add it to your calendar (optional for ThM, DMin, DIS, and EdD students)
   ◦ Global
   ◦ Portland
   ◦ San Jose
   ◦ Sacramento

☐ 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 account”
☐ Complete the Time-Budgeting Tool to assess your desired school and life balance
☐ Complete the Academic Advising Plan questionnaire to prepare for your first advising meeting (not required for MA in counseling and ThM, DMin, DIS, or EdD students)
   ◦ NOTE: Questionnaire is located in your SIS account under: Student Records > Forms and applications > Academic Advising Plan.
☐ 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.
   ◦ NOTE: If you are an international student (or a non-American citizen), please visit the Financial Support webpage with specific information to avoid unnecessary financial aid steps.
☐ Pay tuition and/or set up a payment plan after open registration ends
   ◦ NOTE: Visit the Tuition Deadlines, Payment Methods, and Refund Schedule webpage for more information
☐ Set up your Office 365 account, including your student email
   ◦ NOTE: After you have registered for classes, you will receive an email within 1-2 days notifying you that a Western Seminary email account has been created for you. Follow the steps to complete the set-up.
☐ Submit student forms, as applicable
   ◦ Advanced Standing/Substitutes and/or Transfer Credit
   ◦ Immunization Form (Portland students only)
   ◦ Authorization to Release Information
   ◦ FERPA
- Sign into your Online Learning Center (Only students taking Global courses)
  - NOTE: You will receive access within **one week** of the point at which open registration has closed and your registration has been approved by your advisor. Course materials and videos will be available for Global courses ten days before the beginning of the semester.
- Read the [Student Handbook](#)
- Connect with the ADA Coordinator about [Disability Accommodations](#) (if applicable)
- Familiarize yourself with the [Student Support site](#) and bookmark it
  - NOTE: This site contains video tutorials, frequently asked questions, and new student help as well as a contact page when you are seeking additional assistance
- Complete your ATS Entering Student Questionnaire (link to be emailed to you 2 weeks into the start of your entering term)

**Master of Arts in Counseling students only:**

- Complete your [background check](#)
  - NOTE: This must be completed within your first semester to avoid future registration holds
- Complete your [Readiness Exam](#)
  - NOTE: An email with your username/password and further instructions for accessing the Readiness Exam through the Western Seminary online Moodle classroom will be sent to you within the first week of your acceptance
- [Submit documentation](#) of your MMR, Hep B, Varicella, and Tdap immunization records to the Executive Administrative Assistant for Counseling and Academics (Only Portland counseling students)
  - NOTE: This must be completed within your first semester to avoid future registration holds

**ThM students only:**

- Read and familiarize yourself with the [ThM Program Manual](#)
- Review the [ThM Moodle Site](#)

**DIS & EdD students only:**

- Read the Program Handbook. To receive a link to view the current program handbook, please contact the Associate Director, Karen Hedinger: [khedinger@westernseminary.edu](mailto:khedinger@westernseminary.edu)

**DMin students only:**

- Receive additional DMin program and cohort-specific information from Assistant. Director of the DMin Program, John Kwak, shortly following your admission.

**Questions?**

**Portland & Global students:** Contact Heidi Vanderpan, [hvanderpan@westernseminary.edu](mailto:hvanderpan@westernseminary.edu)

**San Jose students:** Contact [studentservices@westernseminary.edu](mailto:studentservices@westernseminary.edu)

**Sacramento students:** Contact Lindsay McKinnon, [lmckinnon@westernseminary.edu](mailto:lmckinnon@westernseminary.edu)