

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 account”
- Watch the Student Orientation Videos found in S.I.S under “Student Orientation”
- RSVP to your location’s Welcome Event and add it to your calendar (optional for ThM, DMin, DIS, and EdD students)
 - [Global](#)
 - [Portland](#)
 - [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.
 - **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 in to the Digital Learning Center (DLC)

- 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 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
- [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 the ThM handbook. You will receive a copy upon acceptance; please contact Tracy Tabel, ThM Program Assistant, with questions: tfabel@westernseminary.edu.

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

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 Emily Howden, ehowden@westernseminary.edu

San Jose students: Contact Andy Peloquin, apeloquin@westernseminary.edu