Checklist for Newly Admitted Students

As soon as you are admitted:

Even before officially deciding whether to attend Northwestern or not, we recommend that you:

☐ SET UP YOUR NETID: Go to http://www.northwestern.edu/login and use your NetID and activation code to create a password. The activation code is only good for a few days; if your activation code expires, please reach out to us at msedapply@northwestern.edu and we will generate a new one for you.

☐ SET UP A NORTHWESTERN EMAIL ACCOUNT: Go to http://umail.northwestern.edu/activate to create an @u.northwestern.edu email account. The email account will use the same password as your NetID. If you already have a Northwestern email account, you do not need to create a new one. All email notifications from central University systems will be sent to your @u.northwestern.edu email account.

☐ MEET WITH YOUR ACADEMIC ADVISOR: Set up a time to discuss the program and any questions you might have. You will have the opportunity to discuss what you would like to accomplish during and after the MSED program. Your advisor will support you in working out a potential course plan. Speaking to an advisor and mapping out a course plan does not commit you to attending – it is a way for you to get the information you need to help you decide whether or not to attend, and for your advisor to get the information they need to best support you while you are here.

☐ EXPLORE THE PROGRAM AND NORTHWESTERN: Familiarize yourself with the student resources wiki site maintained by the MSEd program. This page contains a great deal of useful information -- campus maps, MSEd and University student handbooks, policies and procedures, petition forms, registration instructions, and links to several important campus websites (including Graduate Housing and Off-Campus Life, which could be useful if you are relocating to Chicago and need to find housing either on- or off-campus). These resources will be useful to you during your entire tenure in the MSEd Program, so we recommend that you bookmark it. You can access the wiki at http://msedstudentresources.pbworks.com/.

Once you decide whether or not to attend:

☐ CONFIRM YOUR ATTENDANCE: If you decide to attend the MSEd Program, please return the Confirmation of Intention to Register Form and non-refundable $200 Tuition Deposit. These may either be returned in hard copy using the business reply envelope in your acceptance packet, or electronically (all of the forms are available in the “Newly Accepted Students: Onboarding” section of the student resources wiki site).

☐ IF NOT ATTENDING, LET US KNOW AND SEND US YOUR FEEDBACK: Please reach out to us at msedapply@northwestern.edu, and we will close your record. There is no obligation to do so, but if you would not mind sharing your reason (attending a different school, professional opportunities, etc.), we would appreciate the information.

Before registering for the first time:

☐ RE-CONNECT WITH YOUR ADVISOR: If significant time has passed since your initial meeting with your advisor, please be sure to reach out to them again to see if anything has changed about your situation or plans since the last time you spoke.

☐ SET UP YOUR COURSE PLAN: Set up a course plan in our online advising system, Plantastic http://plan.northwestern.edu/msed/

☐ CONFIRM EMERGENCY CONTACT INFORMATION: Go to CAESAR at http://www.northwestern.edu/caesar to input emergency contact information and select and emergency notification phone number in your student account.
FULFILL YOUR ENTRANCE HEALTH REQUIREMENTS: For more information, visit the Health Services website at http://www.northwestern.edu/healthservice-evanston/new-incoming-students/entrance-health-requirements/index.html.

CONFIRM OR WAIVE NU HEALTH INSURANCE: Either confirm enrollment in NU-SHIP (the Northwestern health insurance plan), or waive enrollment by providing proof of adequate coverage from another provider. NU-SHIP enrollment is confirmed or waived via CAESAR. More information about health insurance policies and procedures can be found at http://www.northwestern.edu/student-insurance/. Please note that you will need to confirm or waive coverage every year that you are enrolled at Northwestern.

REVIEW THE STUDENT HANDBOOK: Download the MSEd Student Handbook from the student resources wiki site and review it – in particular, the sections pertaining to your concentration area and registration.

When you arrive on campus:

RETURN THE STUDENT HANDBOOK ACKNOWLEDGEMENT AND RELEASE FORM: A fillable pdf version of the form is available on the student resources wiki site. If you prefer to fill out a hard copy, we can make one available at the MSEd office.

GET YOUR STUDENT WILDCARD: This is your student identification card, which can also be used as a debit card. You will need a WildCARD to enter the sports and recreation facilities (some fees may apply), use Health Services, and take advantage of graduate student discounts to museums or professional association gatherings. There is a WildCARD office located in Evanston in the basement of the Norris University Center and one in Chicago in Abbott Hall. For exact location and hours of operation, please call 847.467-6843 or visit http://www.univsvcs.northwestern.edu/WildCard/index.html.

OBTAIN A PARKING PERMIT (Optional): If you need to park on campus during the day (before 4 p.m.), you will need to obtain a parking permit from the Parking Office, located at 1841 Sheridan Road (attached to the south parking garage). Parking maps can be found in the Parking Office or on their website at http://www.northwestern.edu/up/parking/.