



# New Student Welcome Packet



NORTHWESTERN  
UNIVERSITY

SCHOOL OF  
CONTINUING  
STUDIES



## School of Continuing Studies

Dear Students:

Welcome to Northwestern University! I am pleased that you have decided to pursue your educational goals here at the School of Continuing Studies.

As a leader in continuing education for more than 75 years, our school broadens skills for a diverse group of adult learners in almost every pursuit: public policy, medical informatics, financial markets, regulatory science, creative writing, pre-medicine, liberal arts and many more.

The achievements of our graduates have made us proud. We look forward to helping you realize your personal and professional goals and becoming a part of our distinguished alumni.

The enclosed information will help you set out on your path to success.

Joel Shapiro, PhD  
Associate Dean of Academics

# Get Started

## Attend an Orientation

### ***On-Campus Students***

Each term Northwestern University's School of Continuing Studies (SCS) hosts an online orientation session for new students. This orientation session allows students to learn more about SCS. We highly suggest that all new students view the orientation as many important topics are covered. You will also have the opportunity to ask questions after the orientation presentation. In order to participate in the orientation, RSVP on the following web page. The RSVP form will be available approximately 3-4 weeks before the term begins. After the orientation session is over, recorded orientation slides will become available on the webpage listed at the bottom of this page.

### ***Online Students***

SCS has two unique orientations created specifically for our distance learning population. The first orientation is a general orientation that is an overview of Northwestern University and the School of Continuing Studies. The second is a technical orientation that covers technical aspects of online learning at the School of Continuing Studies. In order to view these online, asynchronous orientations, please visit the following link and you will find the distance education orientations located at the bottom of the web page:

[scs.northwestern.edu/student/new\\_students](https://scs.northwestern.edu/student/new_students)





## Have a question?

The SCS Student Handbook should be the first place you go to find answers to questions about your graduate studies. The SCS Student Handbook details policies and procedures related to SCS while also serving as a guide to coursework, registration, advising, and much more. On this web page you will also find curriculum requirements for your specific program to help you in planning out your courses to complete degree. Below is a link to the SCS Student Handbook and the SCS Program Curricula:

<http://www.scs.northwestern.edu/program-areas/graduate/student-handbook.php>

## Northwestern University Home Page

The Northwestern home page is also a very useful resource for new students. Along the top of the page, you will find links to your email, to CAESAR, and to Blackboard. Also, below the Northwestern logo, you will find a helpful search box that will allow you to access the student, faculty, and staff directory. Just select “people,” and type in the person’s name. The URL for the home page is:

[northwestern.edu](http://northwestern.edu)



# Get Connected

## Net ID

Your Net ID is your electronic identity here at SCS. In your acceptance packet you will find a document containing information regarding your Net ID. Please follow the instructions on this document to create a password. You will use your Net ID and password to register for classes, log into Blackboard, participate in online components of classes, and access electronic library resources. If you have issues activating your net id and password, please access the SCS help desk at <http://studenthelp.scs.northwestern.edu/> or call 312-503-3333 for assistance.

SCS Help Desk Hours  
Monday through Thursday – 9am-830pm  
Friday – 9am-5pm  
Saturday – 9am-4pm

## CAESAR

CAESAR (the Computer Assisted Electronic Student Access Route) is our online registration system and in this system you will be able to register for courses, pay your tuition, view class lists and schedules, view unofficial transcripts, and much more. Once you have activated your Net ID, you can log into CAESAR to enroll for courses. Below is a link to CAESAR.

[northwestern.edu/caesar/](http://northwestern.edu/caesar/)

Please note that future course schedules may not be available in CAESAR. To assist you in planning your yearly schedule, please follow one of the links provided below, which will allow you to view courses being offered in a specific term, program, and campus.

<http://www.scs.northwestern.edu/program-areas/graduate/index.php>

## Emergency Contact Information

Before registering for courses on CAESAR, you will need to submit an emergency telephone number. If you do not do this, there will be a hold on your account until you provide this number. Below is a web link to instructions on how to include an emergency contact phone number:

[registrar.northwestern.edu/academic\\_records/CAESAR\\_emergency\\_contact\\_tips.html](http://registrar.northwestern.edu/academic_records/CAESAR_emergency_contact_tips.html)

## Blackboard

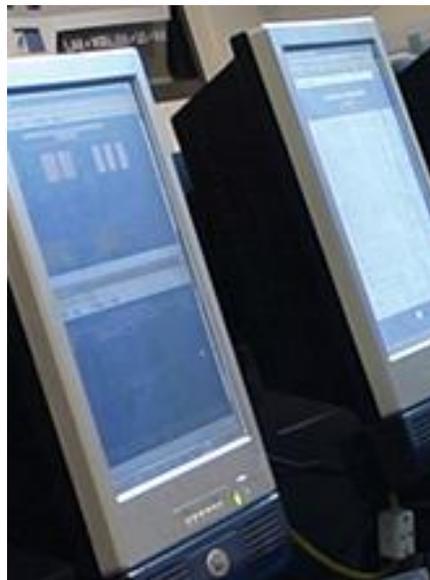
Blackboard is the online course management system used at SCS. All courses, whether on-campus or online, have a dedicated online Blackboard course site. If you are taking an online course, Blackboard will allow you to view course materials, submit assignments and tests, view grades, communicate with your faculty member and fellow students, and much more. Approximately two weeks before the term begins, your instructor will make your Blackboard course site available to you, and a link to your course will appear on your Blackboard home page. Below is a link to Blackboard, which will give you access to your course site:

[courses.northwestern.edu](http://courses.northwestern.edu)

## Email

Email is the University's mechanism for official communication with students. Once you activate your email account, you may choose to forward your Northwestern email to your primary email account. However, you will still need to use the Northwestern account for correspondence with many offices and must maintain your account by periodically updating your password. For more information on Northwestern email, go to the following website:

[it.northwestern.edu/accounts/index.html](http://it.northwestern.edu/accounts/index.html)



# Prepare for Classes

## Academic Calendar

The academic calendar will allow you to view important academic dates, such as start dates, add and drop deadlines, holidays, etc. As you plan your schedule, the academic calendar will be an integral resource for you to better prepare your academic future. Below is a link to the academic calendar:

[scs.northwestern.edu/grad/calendar](http://scs.northwestern.edu/grad/calendar)

## Bookstore

Before the beginning of each term, you can view textbook information and order books for your course by utilizing one of the university bookstore websites. Courses that meet in Evanston use the Norris Bookstore, all other classes, including online classes, use the Abbott Hall Bookstore. Most instructors will communicate textbook information with the bookstore before the term begins, and in most cases textbook information will be listed on the website before your Blackboard course site becomes available (approximately 2 weeks before the term begins). Below are links to the university bookstores. Please click on the “textbook link and use the drop-down menus to choose the appropriate term, department, course, and section.

- Courses in Chicago or DL courses visit: [abbotthall.bncollege.com](http://abbotthall.bncollege.com)
- Courses in Evanston, visit: [northwestern.bncollege.com](http://northwestern.bncollege.com)

If you do not see a textbook listed on the bookstore website, this may mean that your course does not require a textbook and may rely on electronic materials available in Blackboard or that your instructor has not communicated textbook information to the bookstore.



# Stay on Track

## Cite your Sources

In today's environment of tagging, linking, and recycling content online, it is easy to forget that in an academic context, you must properly quote and cite any words and ideas that are not your own. SCS uses plagiarism detection software that flags any sources that are not cited properly, and many graduate students have been sanctioned for not correctly citing their sources.

Sanctions can be very severe and can result in expulsion from the university. To make sure you understand Northwestern citation rules, you must complete our plagiarism tutorial by following these steps:

1. Log into Blackboard with your NetID: [courses.northwestern.edu](https://courses.northwestern.edu)
2. Click on the link for your program site (this will appear as the name of your program).
3. Click on the "Plagiarism Info" link on the left side of the page.
4. Complete the self-guided tutorial, which should take about 15 minutes.
5. While you are in your program Blackboard site, take a look at the other resources available to you, including information about your program's capstone requirements and about research tools available to you.



## Seek out Help

### ***Help with Writing***

The Writing Place is a free tutorial service provided to any graduate student who feels that he or she needs extra help with writing assignments. Many students are at the earliest stages of researching a paper and seek help focusing a topic or developing a thesis. Others come in with a final draft and wish to have a perfectly clean paper. No matter the class or stage of the writing process, the Writing Place offers one-on-one advice and assistance from an experienced writer who can analyze the student's text and suggest improvements. In order to find out more about the Writing Place, click on the link below:

[library.northwestern.edu/libraries-collections/chicago-campus/schaffner-library/writing-place](http://library.northwestern.edu/libraries-collections/chicago-campus/schaffner-library/writing-place)

### ***Help with Math or Statistics***

The Math Place is a free tutorial service provided to all students. Students of all levels can benefit from the individual tutoring provided from this service, including assistance for those needing extra help with courses such as precalculus, algebra, calculus, and statistics. For more information about the Math Place, please click on the link below:

[library.northwestern.edu/libraries-collections/chicago-campus/schaffner-library/math-place](http://library.northwestern.edu/libraries-collections/chicago-campus/schaffner-library/math-place)

### ***Academic Advising***

Your academic coordinator is available to assist you throughout your academic career at SCS. We encourage you to take full advantage of our help in:

- selecting your courses
- identifying NU resources that can augment your studies
- planning for your capstone project
- considering an internship opportunity (where available)

[scs.northwestern.edu/student/grad\\_advising.cfm](http://scs.northwestern.edu/student/grad_advising.cfm)

### ***Student Services***

SCS offers career advising, workshops and other special events. Please click on the following website in order to find out more information about Student Services:

[scs.northwestern.edu/student](http://scs.northwestern.edu/student)



