NEW GRADUATE STUDENT CHECKLIST

Priorities

Accept
☐ View your acceptance letter and submit your intent to enroll at the online Self Service Center

Prepare
☐ Look for a message from SPS Admissions with your code to activate your NetID
☐ Using your NetID, set up your Northwestern University email account
☐ Read the Strong Start email messages from Student Services and the academic advisers, sent to your Northwestern email address
☐ View the SPS Online Orientation to and review the Student Handbook to learn university and school expectations for students and tips to help you be successful
☐ If pursuing tuition assistance, complete the required forms to apply for Financial Aid in CAESAR

Enroll
☐ Review the suggested courses and course plans for your program on the SPS Course Planning page. If you have any questions, contact an academic adviser for assistance
☐ Register for Courses using CAESAR
☐ Log in and familiarize yourself with Canvas, the learning management system where you will find your courses
☐ View the Canvas academic program page created by your academic adviser to stay up to date on program information and receive reminders of upcoming important dates

Further Details

Financial To-Do’s for New Students
If you have questions about billing and payment:
☐ Visit the Student Financial Services Help page, view the Frequently Asked Questions, or contact the Office of Student Accounts at 312-503-8503 / studentaccounts-chicago@northwestern.edu

If you plan to apply for loans:
☐ Submit the required forms in order to apply for Financial Aid
  ☐ The Free Application for Federal Student Aid (FAFSA)
  ☐ The University Aid Application (available in CAESAR) View your Financial Aid checklist in CAESAR to be sure no further information is required and that all documents have been received
  ☐ Please allow 4 to 6 weeks for the Office of Financial aid to work with the government to process and award your loan. The sooner you submit the required forms, the sooner a loan award can be posted to your account.
☐ If you have any questions about the Financial Aid process, visit the Northwestern Chicago Office of Financial Aid site and follow their guide to getting started or view their Frequently Asked Questions or contact the staff directly at 312-503-8722 / financial-aid-chicago@northwestern.edu

If your employer offers tuition reimbursement:
☐ In order to apply for the Employer Reimbursement Plan, the student and his or her employer must submit the two-part Employer Reimbursement Plan Application
☐ If you have any questions, contact Office of Student Accounts at 312-503-8503 / studentaccounts-chicago@northwestern.edu
Getting Ready for Classes

Preparing to Register

☐ View the SPS Graduate Academic Calendar to see when registration opens and other important dates in the academic year, like the start and end dates of the academic quarters, the deadlines to drop courses, student breaks, holidays, etc.

☐ Login to CAESAR and add or update your emergency contact information (listing at least one emergency contact is required to be able to register). A detailed guide on how to add this information is available on the CAESAR Help page

Students in on-campus programs:

☐ Submit immunization materials to Northwestern University Health Services in order to register for courses (requirement does not apply to online students)

☐ Obtain a WildCARD (Northwestern student ID card) by visiting a Northwestern WildCARD office (students in online programs do not need a WildCARD)

☐ View campus maps and parking information for on-campus classes

Once Registration Opens

☐ Visit the Course Planning page to review the curriculum of your program, suggested courses and course plans, view the course schedule for the year

  o If you have any questions, contact an academic adviser for assistance

☐ Register for courses using CAESAR

  o If you have difficulty using CAESAR, visit the CAESAR Help page or email the SPS Office of the Registrar

☐ View the list of textbooks and other materials required for your classes textbooks online using the Find Course Materials page of the Northwestern Bookstore or order your course materials

Starting Classes

☐ Log in to Canvas, to review your course syllabus and other information

  o Some instructors publish the course page 1-2 weeks prior to class, other publish the course page on the first day of classes

  o If you have course-related questions that cannot wait, contact the instructor using the Northwestern People Directory

☐ View and pay your tuition bill online following the quarterly billing schedule

☐ Start taking advantage of SPS Career Services resources, talk with your academic adviser and Northwestern Career Advancement about the next steps in your career

Welcome again to Northwestern University School of Professional Studies. We wish you the best of luck as you prepare for your first courses. If you have any additional questions or concerns, set up an appointment with your academic adviser.