

Welcome HOME!



UNIVERSITY OF
NORTHWESTERN
ST. PAUL

NEW STUDENT CHECKLIST

First Things First

1. Finish Pre-Registration Forms:

- Academic Support Policy Form** – This form acknowledges that it is your responsibility to contact the appropriate department(s) for academic support services if you need it.
- Health History Form** – Every new student is required to submit this information to aid in providing health care services while you are a student.
- Immunization Record Form** – All students must provide current immunization information as required by Minnesota state law and UNW policy.
- Student Account Payment Options & Agreement Form** – This form acknowledges that you are responsible for payment of what gets charged to your student account.
- Willful Participation Form** – This form states you are aware of the risks or hazards associated with voluntarily participating in any UNW-sponsored activity.

2. Submit your Advising Appointment Request – Once your request has been processed (beginning mid-May), you will receive a confirmation email to your student email. From there, your advisor will coordinate a time to meet via Zoom or phone to register for your first-semester courses at UNW!*

3. Submit your Housing or Commuter Application – You must submit an application whether you are planning to live on or off-campus.*

4. Sign up for a New Student Day – This is your opportunity to come to campus and get all your questions answered about life at Northwestern. Get your student ID, connect with UNW service areas, meet other incoming students, and more! We can't wait to see you.

**Traditional freshmen and transfer students only. On-Campus Dual Enrollment students should follow instructions in their Admitted Student Portal for these steps as they differ slightly.*

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Before You Arrive

1. Log in and explore our student portal, theROCK:

- Start checking your student email frequently (set it up on your phone, too!)
- Learn how to access Moodle for class content
- Access your personal information dashboard – Click your name in top right, then My Account.

2. Update/Add Your Information (Found in My Account from above):

- Add Eagle Alert phone number – this number is used to push out any all-campus emergency communication.
- Add Emergency Contact information – this is who we could contact in the case of an emergency involving you as a student.
- Add Parent/Guardian phone number and/or email address – this is how we collect contact information for relaying parent-specific information during your time as a student.
- Update Address – for those of you living off-campus, make sure the address stored here reflect where you plan to be living this semester.

3. Submit Missing Person Form – This is different from emergency contact information and gets submitted to our Public Safety office.

4. Add Student Account Authorized User(s) – You must add authorized user(s) for anyone else to be able to access your student account information and billing.

5. Upload Photo for Student ID – Watch your student email for a message from University of Northwestern Public Safety with the subject “Action Required: Student ID Photo”. Follow instructions.

6. Apply for Parking Permit – There are parking permit options for both residential and commuter students. Note: some restrictions apply. If qualified, application opens in July.

7. Get your Textbooks – Visit www.campusstore.unwsp.edu for details and instructions.

8. Review and Connect with New Student Information & Services – Familiarize yourself with all services and support UNW has to offer, as well as ways to get involved and connected.