NORTHEASTERN SEMINARY
AT ROBERTS WESLEYAN UNIVERSITY

NEW STUDENT HANDBOOK

FORMS & CHECKLISTS

PRINT THIS PAGE FOR YOUR RECORDS

As you work through this guide and the paperwork within, be sure to work through the content and videos in the New Student Orientation webpage. There is important information that you won't want to miss!

I. Set up your password ☐

II. Register for classes ☐

III. Policy & Procedures ☐

IV. Entering Student Questionnaire ☐

V. Financial Aid ☐

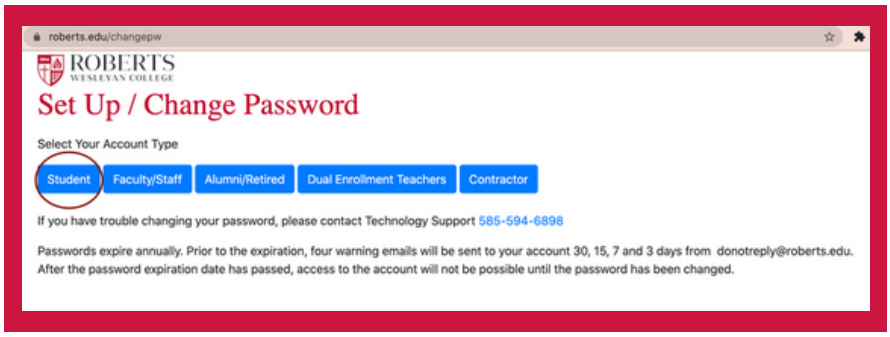
VI. Online/Onsite Students ☐

VII. Student email account ☐

VIII. Online Courses ☐

IX. Library Access ☐

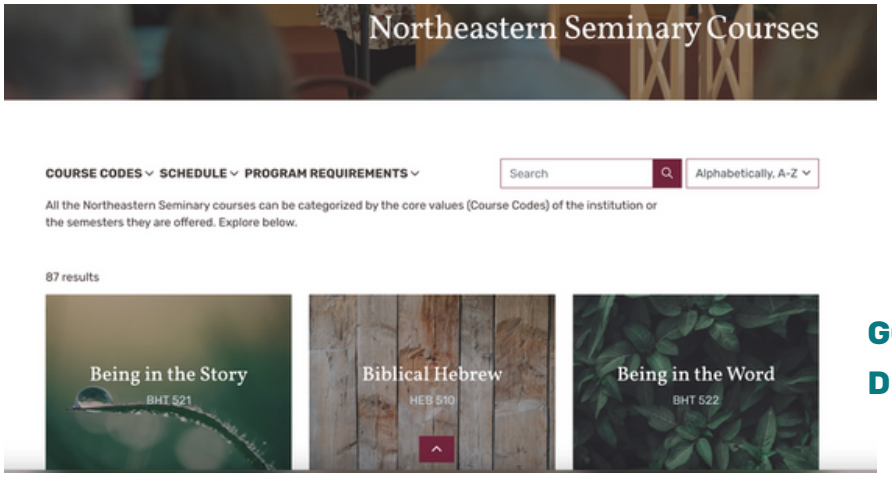
I. SET UP YOUR PASSWORD



1. Open your web browser and type in this web address: nes.edu/account
2. Click on “Student” under the Forgot Password/New Account area
3. Complete the form and hit Next Step to continue
4. Enter your new password paying attention to the rules for creating a strong one

If you ever get locked out of account, you can:
WAIT 30 MINUTES & TRY AGAIN
OR
USE WWW.NES.EDU/ACCOUNT TO RESET IT

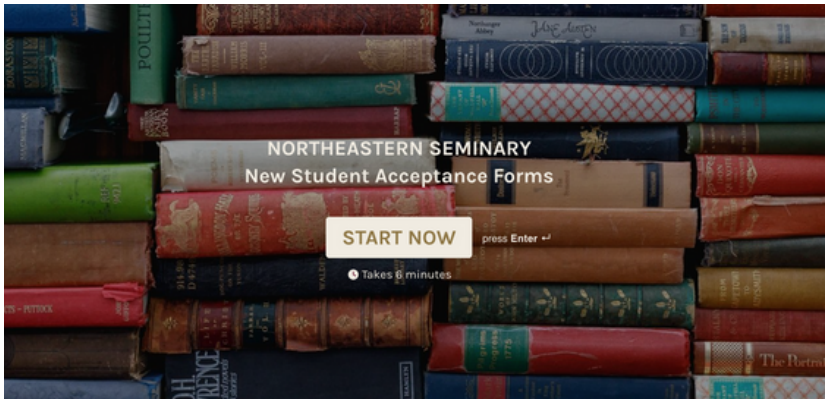
II. REGISTER FOR CLASSES



GO TO NES.EDU/COURSES TO SEE DESCRIPTIONS OF EACH COURSE

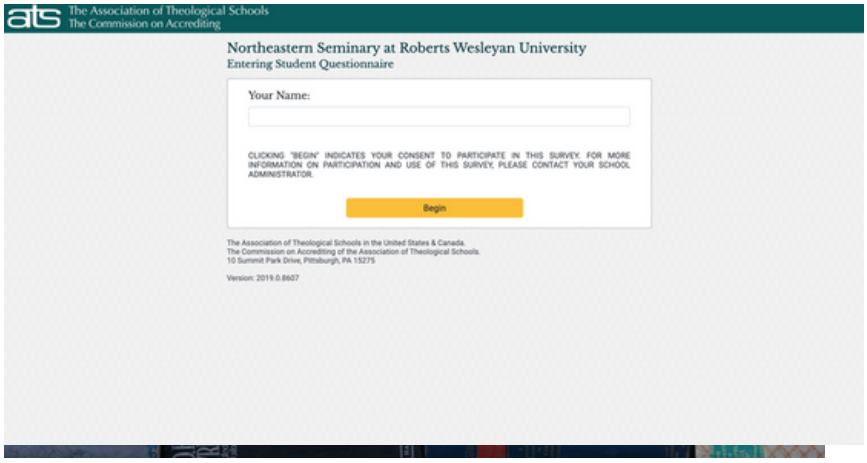
1. You can view course schedules here: COURSE SCHEDULES
2. You will register for classes here: 1ST Semester Registration
3. If you need help figuring out what CLASSES to take set up a meeting with our Assistant Director of Recruitment & Admissions Jess Newcomb
4. You will use Your student ID from your welcome email for this process.

III. POLICY & PROCEDURES



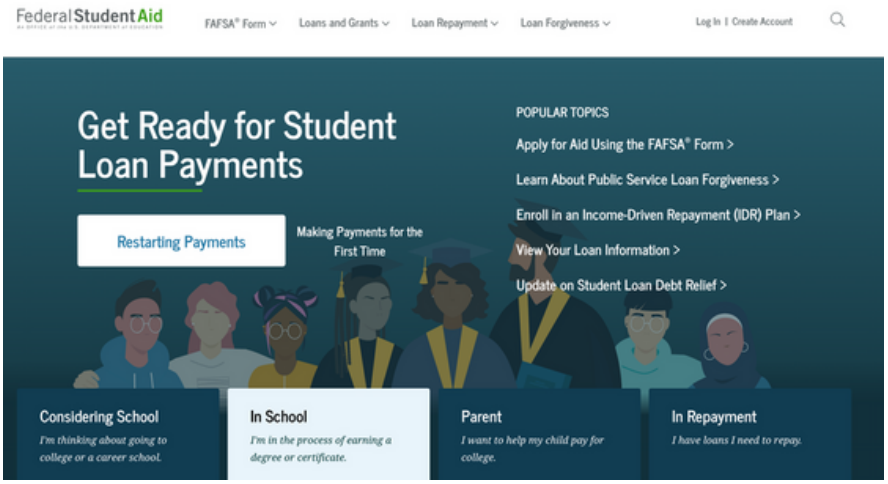
Complete this series of questions affirming that you understand these policies that impact your graduate degree

IV. ENTERING STUDENT QUESTIONNAIRE



Complete this series of questions for our school survey.
It is anonymous and will take approximately 10 minutes to complete. Make sure you set aside enough time to complete it because your progress can not be saved.

V. FINANCIAL AID



Do you plan to apply for financial aid? Remember to file the Free Application for Student Aid (FAFSA).
The Northeastern Seminary school code is 002805. U.S. citizens only

VI. ONLINE/ONSITE STUDENTS

ONSITE STUDENTS- Parking
Complete your request for a parking permit you will use your student email and password to log in to do this.

ONSITE STUDENTS- IMMUNIZATIONS
NYS REQUIRES immunizations for all students taking 6 or more credits. Students taking classes exclusive online are excluded from these requirements. Exceptions apply to students born on or before January 1, 1957.

VII. STUDENT EMAIL ACCOUNT

LEARNING TO BECOME PROFICIENT WITH ALL GOOGLE APPLICATIONS WILL AID YOU IN YOUR SEMINARY JOURNEY

GOOGLE CHROME | GMAIL | GOOGLE DRIVE | DOCUMENTS | GOOGLE SHEETS

Set up your profile & STUDENT EMAIL for your student account in Google Tired of signing out to switch between accounts? Add all your accounts on your computer or mobile device and quickly switch between them.

LEARN HOW

Google Drive is an online file storage system. Your NOrtheastern account also has access to unlimited Google Drive space. Click on the link below to learn how to use Google Drive to save and share your documents.

LEARN HOW

Explore all of the Google applications available to you with your Northeastern account including documents, sheets, chat, & Google Meet.

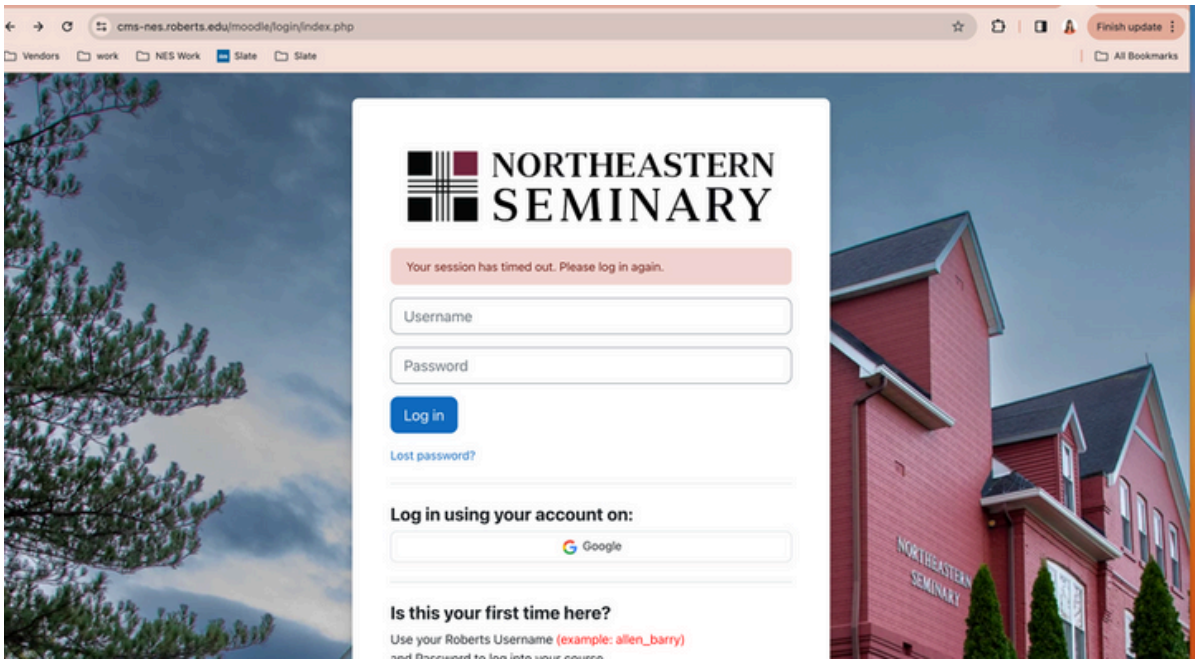
LEARN HOW

Use Google Meet for connecting with your classmates and instructors either one-on-one or in groups using both chat and video. You can also share your computer screen during sessions.

VIII. ONLINE COURSES

MEET YOUR ONLINE CLASSROOM

1. Go to NES.EDU/ONLINE
2. Enter your NES user name & password (Remember we always use lastname_firstname@Roberts.edu)
3. Click the Menu button in the top left corner
4. Find your courses under the "my Courses" tab sorted by semester

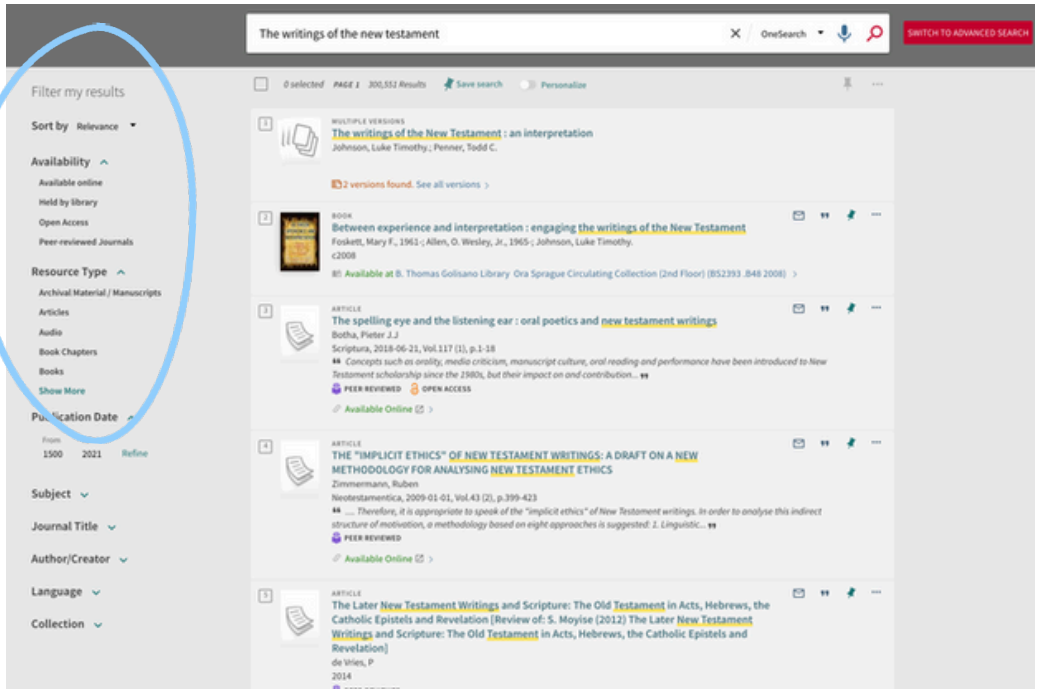


VIII. ACCESSING LIBRARY RESOURCES

NES.EDU/LIBRARY

ONLINE STUDENT? NO PROBLEM!

1. Go to NES.EDU/LIBRARY
2. Enter your NES user name & password (Remember we always use lastname_firstname@roberts.edu)
3. Type in the title of the resource you are looking for
4. Use the filters on the left side to search for “online resources”



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YOU DID IT!!!

Congratulations on completing this guide!
If you have any additional questions email
nesadmissions@roberts.edu