First Stop

Now that you’re Accepted:
First Steps for Success

1. Complete Program Enrollment Form

Program Enrollment Form

1. Sign in using the login information emailed to you when you were accepted
2. Enter in your eight digit Student ID# — if it is less than eight numbers, add zero(s) at the beginning to make it eight digits. This number is also found in your login email.
3. Read the form and click “Submit” at the bottom of the page to confirm you understand and agree

Completing this form will allow your Academic Advisor access to create an academic plan for you.

Once this plan is complete, your Advisor will let you know so you can get registered and prepared for your first semester!
2. RSVP to New Student Orientation

You are invited and encouraged to attend New Student Orientation, if you are able:

**When:** Monday, August 19th, 2019 from 5:30 p.m. (doors open at 5:15 p.m.) until 7:15 p.m.

RSVP by emailing gradstudies@unwsp.edu

Refreshments provided.

- Meet your Advisor
- Have your ID picture taken & get your parking pass
- Get an overview of Moodle, student email & Degree Audit
- Connect your devices to UNW wireless network
- Talk with representatives from student resource & support departments
- Meet future classmates
- Your vehicle’s make, model, and license plate number for parking permit
- Laptop, tablet and/or phone for campus wireless network assistance

- ACADEMIC ADVISORS: Meet your Academic Advisor who will guide you through your time at Northwestern.
- ACADEMIC SERVICES & theROCK: Check your course registration and learn how to navigate theROCK, our portal to all of Northwestern’s services and courses.
- ADMISSION COUNSELORS: We’ve enjoyed working with you. Please stop by to receive a gift.
- BERNTSEN LIBRARY: Check out the services available from the reference librarians, hours of service and research tools.
- CAREER DEVELOPMENT: Meet Career Development team members who will introduce you to the services and resources available on campus and online.
- FINANCIAL AID: Meet your Financial Aid representatives and ensure your financial aid packet/award is accurate and understood.
- INFORMATION TECHNOLOGY: Get connected to the campus wireless network.
- MOODLE COACHING: Meet our Instructional Designers and receive training on course sites within Moodle, our online learning management system.
- PUBLIC SAFETY: Get your student ID picture taken, receive your student ID card, and obtain your parking permit.
- STUDENT ACCOUNTS: Ensure all your forms are complete and questions about your bill are answered.
- STUDENT SUPPORT SERVICES: Meet staff in Center of Academic Programs for Support Services (CAPSS) who are available to support you in tutoring, disability services and tools for academic success.

Contact your Admission Counselor.

You will want to be extra careful in comprehending Step 3 below, “Complete Online Student Orientation.” If you have any questions on this information, you will want to contact your Academic Advisor.

3. Complete Online Student Orientation Below

The following orientation information is designed to be a comprehensive list of resources and skill-sets you will need in order to succeed here at UNW. Ideally, you will feel comfortable with the following information prior to New Student Orientation (some of these resources will be covered at the Orientation). If you are a fully online student or are not able to attend the Orientation, you will want to ensure you are comfortable with the following resources prior to the start of your first course.
1. **theROCK** is UNW's student homepage. In the top right of this page you can access things like your student email, Moodle, the Library, etc. The different tabs on this page can help you find what information you are looking for.

![theROCK homepage screenshot](image)

- **Home**: Daily Journal announcements with important info for all UNW community members as well as the Online Directory which allows you to search for staff, faculty, and student contact info.
- **Academics**: Class Cancellations, Academic Calendar, Academic Success resources, Transcript access, Registration Tools, Forms, University Catalogs, Graduation Info, One-Stop-Shop, Course Offerings, and your Degree Audit.
- **Campus Services**: Public Safety, Dining Services, Library, Campus Store/Textbooks, and Military Services.
- **Career Development**: Handshake which is an internship and job board, career coaching appointments, popular resources on resumes, cover letters, LinkedIn, interviewing, etc.
- **Community Life**: Chapel Podcasts, Athletic schedules, Ericksen Center (gym) Hours, and PrayerWorks!
- **Finances**: Where you can "View your account" to pay your bill
- **IT**: Where you can access "Help and Support" for technology how-to's, resources, questions, and concerns.
2. **Moodle** is the learning management system you will use for all of your courses. Under, "My courses" you will see your current course(s) listed with the professor. Courses open 1-2 weeks prior to their individual start date and close at the end of the semester (so if you want to retain your papers you will need to save them to your computer or a personal storage device).

At the top of each Moodle course site, you will see the following icons that contain all of the academic resources you will need to succeed here at UNW:

![Academic Information](image1)
![Student Services](image2)
![Student Orientations](image3)
![Technology Help](image4)

Here is a summary of some of the things each icon contains:

a. **Academic Information:**
   i. **Academic Catalogs:** The "College of Graduate, Online & Adult Learning Catalog" contains all academic requirements, policies, and courses.
   ii. **Citation Resources:** This is your lifeline resource! It contains the rules of academic citation needed to avoid accidental plagiarism in your academic papers and posts. APA is most commonly used across disciplines, but some programs at UNW also use SBL. Be sure to check out the "Web Help" section on this resource as it provides links to online citation managers including a free automatic bibliography and citation maker!
   iii. **Achieving the Best in Your Writing:** You can self-enroll yourself in this resource by clicking "Enroll me" which will give you access to video tutorials on organizing your writing, incorporating sources/citations, and avoiding plagiarism.
   iv. **Library Research Tutorial Videos:** These videos cover topics like an introduction to the library, finding resources, searching databases, evaluating websites, using Ebooks, etc.
   v. **Course Etiquette:** 15 rules for Netiquette (etiquette for the net) for online discussion boards used in nearly all of your courses.

b. **Student Services:**
   i. **ALPHA Center:** Writing tutoring for all students and subject tutoring for undergraduate students
   ii. **Campus Store:** "Shop Online" for course textbooks or UNW apparel
   iii. **DOSS:** ADA and Disability Services
   iv. **PrayerWorks:** a place to submit prayer requests or pray for submitted requests across the UNW community

c. **Student Orientations:** What you are looking at right now!

d. **Technology Help:**
   i. **New Student Technology Guide:** overview of all technology resources in one place
   ii. **Essential Software:** links to download essential software provided for free by UNW including Adobe Flash, Office 365, and Adobe Acrobat Reader
   iii. **Helps for Word, Excel, Powerpoint, Email, etc.**
   iv. **Helps for Turnitin:** a tool used within your Moodle course site to submit papers so they can be automatically checked for plagiarism.
   v. **Helps for Voicethread:** a tool used for some online forums in order to discuss, debate, and disseminate information using your voice, video, graphics, and text.

3. **Degree Audit** is a tool to help you map out and monitor your progress towards degree completion. It houses your Worksheet and Academic Plan.

a. **Worksheet** contains some key information about you including your Student ID, Cumulative GPA, Major, Minor, Anticipated Graduation Term, Registration Hold, as well as progress made towards all degree requirements.

b. **Academic Plan** is the section that contains a plan forward personally created for you by your Academic Advisor. You can access your plan by clicking on the "Plans" tab. If you would like to make changes to your plan, please connect with your Academic Advisor as early as possible to ensure you understand how the changes will impact your anticipated graduation date.

i. When in the Plans tab, you can click on the "Audit" button at the bottom of your plan to double check that your plan is complete. The goal is to have all of your courses show as Complete or In-Progress. If any show as Not Complete, then that course needs to be added to your plan in order to meet graduation requirements.
4. **One-Stop-Shop** is designed to be your go-to as it provides important dates to be aware of, registration steps, as well answers to frequently asked questions. It answers questions like:
   a. What courses should I be taking?
   b. How do I remove my holds?
   c. How do I register?
   d. How do I find my textbooks?
   e. How do I prepare for classes?

   The One-Stop-Shop can be found on theROCK under the Academics tab.

We look forward to seeing you, and we are excited to be a part of your journey!

*Adult & Graduate Studies*

College of Graduate, Online & Adult Learning

P: 651-631-5346 | F: 651-628-3269 | cgoaladmissions@unwsp.edu | www.unwsp.edu