

To: Transfer/Re-entry Students

Welcome to NSU! Below is a checklist of some things you should do as an incoming student and some general information about the services Northern State University offers to students on campus.

Some of the things that you need to do, if you haven't already, would be:

- If born after 1956, have proof of two measles, mumps, and rubella immunizations turned in to NSU's Health Services Office. If you have questions, call the Health Office at 626-7694.
 - You have several options of how to provide the appropriate documentation.
 - You can choose to obtain rubella, rubeola, and mumps titers.
 - You can choose to receive 2 vaccinations of MMR, which can be obtained from your physician or clinic. Student Health can also administer immunizations, but do not file insurance.
 - You can choose to provide medical documentation of the mumps, rubeola, and rubella diseases.
 - You can supply immunization records that show you received all the required immunizations.
 - Since mumps immunization was not previously a requirement, it is possible that complete documentation is still needed. Therefore, we are encouraging students to take a second look at their immunization information. If you do not have access to your records but would like to search for them, resources include your high school, previous college records, state department of health, or your physician. If you attended K12 in South Dakota, you may contact the SD Department of Education at 800-592-1861 to find your records.
 - Special note to students born before 1978** – The mumps vaccine was not routinely included with the rubella and rubeola vaccine. Please contact the Student Health office (626-7694) for your specific circumstances. You may need to obtain documentation of two doses of mumps to be in compliance.
 - Compliance is required to remain registered.
- Buy books at the Wolf Shoppe. You should take your class schedule with you when buying your books on campus, or you may go to NSU's website and order your books online. Check quick link on WebAdvisor.
- If you live in a residence hall, a mailbox will be assigned to you at the NSU Post Office. Please stop there to pick up your mailbox combination after you have moved in.
- Get a parking permit for your car. If you will be parking a car in any of the campus parking lots, a parking permit must be displayed in your car. You do not need to have a parking permit during the summer semester. Contact the Physical Plant for more information (605-626-2560).

- Get a picture taken for an ID card. You may do this in the Finance Office in the Administration Building, room 202, at any time.
- Ensure your financial aid is in place by contacting the Financial Aid Office at 1-800-678-5330 or 605-626-2640.
- Fill out a student consent to release form if you would like anyone else, including your parents or spouse, to be able to access your educational or financial files. You can pick up a form in the Registrar's Office or access one on the myNSU portal.
- Get an NSU e-mail address. This will be provided to you at registration. You can also find it online by visiting IT Support on NSU's homepage. If you don't know your student ID, you may pick up account information from Technology Center Room 005 (lower level).
- NSU requires all full-time students to bring a mobile computing device to campus. Wireless is available across campus and in all residence halls. For information on hardware and software recommendations, visit IT Support under Academic Resources.
- Learn how to use WebAdvisor. You will receive login information at the time of registration. You can use WebAdvisor to add/drop classes, view your class schedule, view program requirements and view other academic information.
- You will be able to view the current course catalog on NSU's website. This will be the catalog that you follow as long as you stay enrolled at Northern.
- If you need any pre-general education courses, you should register for these first. Check with the Registrar's Office in Dacotah Hall 103 if you are not sure.
- If placement tests are needed, these should be taken prior to registration. Please make arrangements with Admissions to take these.

If you have earned more than 24 credits and have chosen a major, admissions will make an appointment with an advisor in that department. If you are undecided or have less than the required 24 credits, admissions will make an appointment for you in the University College.

Check your NSU e-mail frequently for important information, including your e-bill notification, which tells you when the billing statement is posted. You will not receive a paper bill.

You can access your billing statement online through WebAdvisor and SDePay/View Account. Payment is due the day after Census Date each semester. (Census date can be found in the Important Dates section of the class schedule or on the calendar in the myNSU portal).

Payment Options are:

- Online through SDePay with E-Check or credit card. (A 2.75% service fee will be charged on all credit card payments.)
- Mail your payment to NSU Finance Office, 1200 South Jay Street, Aberdeen, SD 57401
- In Person at the NSU Finance Office in the Krikac Administration Building

All students are also required to complete “**Attendance Confirmation**” each semester. This must be done by day after Census Date. It is located on the first page when you log into WebAdvisor.

If you have questions, please feel free to contact any of the offices below:

Admissions: 605-626-2544

Registrar: 605-626-2012

Financial Aid: 605-626-2640

Finance Office: 605-626-2566

Toll-free: 1-800-678-5330

Go Wolves!