

# NEW STUDENT REGISTRATION CHECKLIST & FREQUENTLY ASKED QUESTIONS

## NEW STUDENT REGISTRATION CHECKLIST

To make the process go as smoothly as possible, please complete the following items:

- RSVP online (northeast.edu/NSR) before May 21 to confirm your attendance.
- Claim your My Apps account. See instructions in the FAQ section.

Submit, if not already submitted:

- ACT, MAP, or Accuplacer scores, taken within the past three years,
- High school transcripts, and
- Official transcripts from prior college (including Early College classes).

### *Campus will be OPEN this fall*

Northeast will be returning to normal operations in August. Classes will be in person, residence halls will be open to full capacity, and athletic events will be open to the public.

### *COVID Precautions*

We are excited to be holding an in-person event, but the safety of our students, staff, and faculty continues to be our top concern. The following precautions will be observed:

- All attendees and guests will be required to wear a mask.
- Students may bring no more than two guests to this event so that safe social distancing guidelines can be followed.
- Not everyone is comfortable or able to attend face-to-face events, so virtual New Student Registration (NSR) options will be available. Contact Admissions & Registration to arrange to attend a virtual NSR event.
- Before coming to campus, attendees must complete the Pre-Arrival Self-Screening process below.

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### *Pre-Arrival Self-Screening – Ask Yourself*

**In the last 14 days, have you:**

- Traveled outside of the country for any purpose other than your normal routine?
- Been in contact with anyone who has tested positive for COVID-19 or exhibited symptoms of COVID 19 including fever, dry cough, or shortness of breath?

**In the last 72 hours, have you:**

- Experienced a fever greater than 100.4 degrees?
- Experienced a dry cough?
- Experienced shortness of breath?

**IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, DO NOT ENTER THE BUILDING.  
SEEK ADVICE FROM A HEALTHCARE PROFESSIONAL IMMEDIATELY.**

## FREQUENTLY ASKED QUESTIONS

### How long does New Student Registration last?

Plan to be on campus for approximately 3 hours for this event. The agenda is as follows:

#### Early Morning Session

- 8:00 Doors Open
- 8:15 Check-In
- 8:30 Welcome & Information Session
- 9:00 Students: Advisement/Registration
- 9:00 Parents/Guests: Family Session

#### Mid-Morning Session (when offered)

- 10:45 Doors Open
- 11:00 Check-In
- 11:15 Welcome & Information Session
- 11:45 Students: Advisement/Registration
- 11:45 Parents/Guests: Family Session

#### Afternoon Session

- 1:30 Doors Open
- 1:45 Check-In
- 2:00 Welcome & Information Session
- 2:30 Students: Advisement/Registration
- 2:30 Parents/Guests: Family Session

**What if I can't attend to New Student Registration on the date or at the time listed in my letter?** If you cannot attend as scheduled, contact Admissions and Registration right away. There are other events (in person and virtual) scheduled for later in the summer and we will be happy to get you signed up for one of those. *For students enrolling in limited enrollment programs, remember that you will forfeit your place in the program if prior arrangements are not made with Admissions and Registration.*

**I plan to attend classes at one of the extended campuses (South Sioux City, West Point, or O'Neill) or completely online. What do I do?** Contact Admissions and Registration and we will assist you in making alternate New Student Registration arrangements at one of the extended campus locations. If you intend to take all your classes online, inquire about our virtual NSR options.

**Are parents required to attend?** Parents are welcome to attend, but attendance is not required. Due to COVID considerations, students may bring no more than two guests with them.

**What if my Accuplacer, MAP, or ACT scores have not been submitted?** A current placement assessment must be on file prior to registration. Northeast will accept Accuplacer, ACT, or MAP scores, provided they are current within three years. To schedule a placement assessment (MAP), contact the Testing Center to discuss your testing options.

**How do I know where I stand in the financial aid process?** Log in to your My Northeast account and review the information under the "Financial Aid" tab. Make sure to click into all the links provided, specifically "Eligibility," to ensure all required documents have been received and satisfied. If you need to apply for financial aid, you can access the electronic process at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you have questions or need assistance, contact Financial Aid.

**What if I've taken courses at another college?** If you have completed courses through another university or college and passed with a "C" or better, contact the institution you attended. Request that they send an **official transcript** to Northeast. Your high school counselor cannot request a college transcript on your behalf.

**How do I claim my My Apps account?** Follow the step-by-step instructions below. You will need your College-Wide ID (Student ID number) to complete the process. Contact the Service Center if you encounter a problem or have questions.

### *Claim Your My Apps Account*

1. Visit <https://northeast.edu/My-Account/> and click the "Claim Your Account Now" link under "New Students Start Here."
2. Enter your full First Name, Last Name, Student ID (College-Wide ID), and birthdate, then complete the Captcha (pictures, text, or checkbox).
3. Read the Acceptable Use Procedures and click ACCEPT.
4. If you click DECLINE, you will not be able to continue with claiming your account and logging in to the application.
5. Note the User ID in the User Details form. This is your User ID to log in to your My Apps account.
6. Enter answers to the secret questions. You can change the questions by clicking on the pencil icon under them. These can be used to reset your password in the future, if necessary. Once your secret questions are complete, click SUBMIT.
7. Enter your personal cell phone number and email address. This information is necessary to reset your password yourself if you forget it.
8. Set your password. *Note the requirements in the box to the right of the form.* Click RESET PASSWORD when complete.
9. If the password is accepted and meets the criteria, you will momentarily see a box that says the password was confirmed and you are being redirected to the login screen.
10. Log in to the application using the User ID (or your College-Wide ID number) you were given in the claim process, and the new password you just created.

Admissions & Registration Office  
(402) 844-7575  
[admissionsandregistration@northeast.edu](mailto:admissionsandregistration@northeast.edu)

Service Center  
(402) 844-4357  
[help@northeast.edu](mailto:help@northeast.edu)

Enrollment Specialists  
(402) 844-7575  
[enroll@northeast.edu](mailto:enroll@northeast.edu)

Financial Aid  
(402) 844-7285  
[finaid@northeast.edu](mailto:finaid@northeast.edu)

South Sioux City Extended Campus  
(402) 241-6400

Student Accounts and Cashier  
(402) 844-7001  
[ars@northeast.edu](mailto:ars@northeast.edu)

West Point Extended Campus  
(402) 372-2269

Testing Center  
(402) 844-7281  
[testingcenter@northeast.edu](mailto:testingcenter@northeast.edu)

O'Neill Extended Campus  
(402) 336-3590