

# NEW STUDENT REGISTRATION CHECKLIST AND FREQUENTLY ASKED QUESTIONS

## **NEW STUDENT REGISTRATION CHECKLIST**

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

- RSVP online ([northeast.edu/NSR](http://northeast.edu/NSR)) before May 20 to confirm your attendance.
- Claim your My Apps account. See instructions in the Frequently Asked Questions section.
- Complete the My Majors assessment at <https://northeast.edu/support-services/mymajors>.

**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).

## **COVID PRECAUTIONS**

New Student Registration is an in-person event. The safety and comfort of our students, guests, faculty, and staff continues to be a top priority so the following precautions will be observed:

- Northeast is “mask-friendly”. Those who wish to wear a mask are encouraged to do so while attending this event.
- All students and guests are asked to reschedule their attendance if they have tested positive for or are experiencing symptoms (fever, dry cough, or shortness of breath) of COVID-19.
- Students may bring no more than two guests to this event.

Additional events (in person and virtual) are scheduled throughout the summer. To reschedule your attendance to a later or virtual event, contact an Enrollment Specialist.

## **FREQUENTLY ASKED QUESTIONS**

**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 an Enrollment Specialist right away. There are additional 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 an Enrollment Specialist.*

**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 an Enrollment Specialist to make 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 New Student Registration option.

**Are parents required to attend?**

Parents/guardians are welcome, but not required, to attend. Due to space limitations, students may bring no more than two guests with them.

## ***FREQUENTLY ASKED QUESTIONS (CONTINUED)***

### **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 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 if I will be getting any financial aid?**

If you have submitted a FAFSA (Free Application for Federal Student Aid), log into your My Northeast account and review the information under the “Financial Aid” tab. Make sure to explore all links provided, specifically “Eligibility,” to ensure all required documents have been received and satisfied. If you still 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 successfully (“C” grade or better) completed courses through another university or college, contact the institution you previously attended to request that they send an **official transcript** to Northeast. If you have Early College credits at another college or university, your high school counselor cannot request a college transcript on your behalf and your college credit will not be recorded on your high school transcript.

### **How do I claim my My Apps account?**

Follow the step-by-step instructions provided. You will need your collegewide ID (student ID number) to complete the process. Contact the Service Center if you encounter a problem or have questions.

If you have already claimed your MyApps account, remember that your My Apps password must be updated every 90 days. We recommend that you log into My Apps before you arrive at New Student

Registration to verify that your password is current and/or update if needed. Don't forget to bring your new password with you to New Student Registration.

### **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 (collegewide 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.

### **MORE QUESTIONS? PLEASE CONTACT US**

#### **Admissions & Registration Office**

(402) 844-7575

[admreg@northeast.edu](mailto:admreg@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

#### **Residence Life**

(402) 844-7172

[housing@northeast.edu](mailto:housing@northeast.edu)