Next Steps: New Graduate Student Checklist
A Guide to Completing Your Enrollment at Seattle University

Congratulations on your acceptance to Seattle University for graduate study! Following the detailed steps below will help you complete the enrollment process:

**Step 1**

Taking these initial actions below is important to establish your Seattle University student status and privileges.

- **Establish** your Seattle University credentials by following the instructions provided with your admissions email communication. For a password re-set or assistance with your account, contact Seattle University's Help Desk at (206) 296-5571 or helpdesk@seattleu.edu.

- **Respond** to the offer of admission by visiting SU Online. Click Prospective Student and fill out the Graduate Admitted Applicant Confirmation Form.
  - Login using your Seattle University ID and password. Reference instructions for setting up your SU Online account.

- **Familiarize** yourself with your SU Online and MySU accounts.
  - Update your address and phone number.
  - Search for classes…and much more.

- **Activate** your Seattle University student email account and receive important information from the University.
  - The new password you created to get into SUOnline will be the same password to use to access your email.
  - This email is the primary tool used by the University to officially communicate important information such as registration, deadlines, financial aid, new polices, and general announcements. Check your email frequently as you will receive important information and updates.

- **Explore** Redhawk Axis for information about financial aid, student employment and student billing accounts.
All admitted eligible students are encouraged to complete the FAFSA online application and search for external funding.

Submit confirmation deposit to confirm your place in your academic program, if required. The deposit will be applied toward your first quarter tuition costs.

- Check to see if your program requires a deposit. Please check with your department regarding the due date and proper procedure.

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**Step 2**

The advising, orientation and registration processes will vary based on your academic program. New students should complete the following actions prior to registering:

- Contact your department and/or advisor for advising and orientation details. Some programs have a required orientation before you register. [Campus directory](#)

- Register for courses through [SU Online](#) when a registration time is made available.

  - After you confirm your acceptance, look for your registration appointment time on SU Online the following day. If registration for your first quarter has begun, up to two business days may be required for you to receive your registration time.

  - Some circumstances warrant a registration hold. On SU Online, click the “Check Holds” link in the Registration section to see whether you have any restrictions to address first.

- View your bill on SU Online.

  - Invoices become available approximately one week after registration.

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**Step 3**

You are encouraged to learn more about Seattle University and the services available to you:

- Access the online orientation from our online learning management system, Canvas, [Canvas](#).

- [International Students Only:](#)

  - Provide a copy of your admission letter for your visa interview if seeking a student visa.

  - Check-in with International Student Center.

    - Students attending on an F-1 visa must check-in at the International Student Center (ISC) upon arrival. The ISC is located in the James C. Pigott Pavilion for Leadership, PAVL P160.

    - All new international students are required to attend the ISC Welcome Workshop.

- Attend the New Graduate Student Welcome and program orientations. Additional information about these events will be provided directly to you.
Tour our beautiful urban campus, meet other incoming students, obtain your campus card, and address last-minute logistical issues at the Graduate Student Welcome.

- Obtain your Seattle University student Campus Card if you did not attend the Graduate Student Welcome. Read more about Campus Card.

- Sign up for Timely Warning Notification. This is a notification system that allows for mass dissemination of critical information via text and e-mail to all Seattle University students, faculty and staff.

- Learn about academic, student services and technology resources that support your success:
  - Lemieux Library
  - Writing Center
  - Disability Services
  - Career Services
  - Counseling & Psychological Services
  - Graduate Student Council
  - Commuter Student Life
  - Off-Campus Housing Resources
  - University Recreation
  - Student Health Center
  - Redhawk Axis
  - Seattle U Student Email
  - Campus Card
  - SU Online
  - Information Technology Services
  - Technology Help Desk
  - Transportation & Parking Services
  - Public Safety and Night Hawk
  - Veteran Navigator
  - McGoldrick Collegium

Step 4

You are almost done! These final actions will prepare you to successfully begin your first quarter of graduate study at Seattle University:

- Finalize tuition payment arrangements by visiting Redhawk Axis.

- Purchase or rent course materials at Seattle U’s Campus Store: online or at the University Services Building (first floor).

- Reference your admission letter for any provisional documents and arrange to have any them sent to Seattle University Graduate Admissions
  - Registration for future quarters is contingent upon meeting the conditions of your admission.
  - Current Seattle University students should contact Graduate Admissions when final degree posted transcripts are ready.

Congratulations and welcome to Seattle University!