

Steps to Enrollment for Flexible Students

Congratulations on your acceptance to Wheaton College Graduate School! Please keep this form as a checklist and reference. *It is very important to complete each requirement by its deadline.*

Step 1. Submit the Following to the Graduate Admissions Office.

- Online Graduate Enrollment Form and Advance Deposit**
Please submit these by the date indicated in your acceptance letter. The Graduate Enrollment form (<https://admissdep.wheaton.edu/graduate-reply>) will let you confirm, defer, or cancel your admission. If you cannot make a decision by your deadline, contact your graduate admissions counselor. The advance deposit is non-refundable and is applied to your tuition after you enroll. Deposit amounts: M.A. \$100, Psy.D. \$200, and Ph.D. \$500.
- Official Final Transcript showing your graduation date.**
Send a copy that shows your graduate date/degree-conferred date if you have not already sent one. The transcript must come directly to us from your college. E-transcripts are highly preferred. Address them to nancy.crane@wheaton.edu. Address paper transcripts to Graduate Admissions Dept., Attn: Nancy Crane, 501 College Ave., Wheaton, IL 60187. *You will not be able to register until we receive this transcript.*
- Official Final Transcript of Prerequisite Courses, if applicable.**
If you complete any prerequisites *after you are admitted to the Graduate School*, send the e-transcript or paper transcript to Nancy Crane, above. *You will not be able to register until we receive this transcript.*

Step 2. Activate your myWheaton Account and Email Address.

Your “@my.wheaton.edu” email account is your primary account for all communications from Wheaton College or any departmental emails. Students accepted for next year’s fall semester cannot activate their account until after December 16 of this year. The following information does not apply to current Wheaton College employees.

- Activate your account at www.wheaton.edu/newaccounts and get your username and password.**
You will need your Net ID, on your Notification of Acceptance, to activate your myWheaton account.
- Log into the Wheaton Portal, <https://portal.wheaton.edu>, for more information for new students.**
When you select “Quick Links,” you’ll see links to your myWheaton Google Account (<https://mail.my.wheaton.edu>), BannerWeb (<https://bannerweb.wheaton.edu/>), Schoology (<https://lms.wheaton.edu>), and ThunderCloud Storage (<https://wheaton.box.com>).

For help setting up your myWheaton account, contact Academic & Institutional Technology (AIT) at ait.service.desk@wheaton.edu or 630-752-4357. Phone support hours: 8 am-8 pm Mon-Thu, 8 am-5 pm Fri. Walk-in hours: 8 am-5 pm Mon-Fri.

Step 3. Submit the Health Entrance Requirements.

- Review all health entrance requirements and submit required medical forms**
Carefully review all health entrance-requirements at <https://www.wheaton.edu/life-at-wheaton/student-development-offices/student-health/student-health-services/student-medical-requirements/>.
- Students who are U.S. Citizens or Permanent Residents are expected to be fully insured for all potential healthcare needs while studying at any Wheaton campus or program domestically and internationally. For more information, contact Student Health Services at student.health.services@wheaton.edu or 630-752-5072.

Step 4. Resources

- Student Financial Services**
You may be eligible for federal aid if you are enrolled at least half-time (six credit hours) in fall or spring semester. You must complete your FAFSA (<https://fafsa.ed.gov/>) and send it to Wheaton College’s school code, 001781. You

can then monitor the status of your financial aid, view any requirements, respond to your federal-loan offer, and view and pay your bill in the Wheaton Portal (<https://portal.wheaton.edu>). For more information, contact Tristan O'Brien, Student Financial Services Advisor for Graduate Students, at tristan.obrien@wheaton.edu or 630-752-5021. For questions about VA Benefits, contact Diane Krusemark, Registrar, at diane.krusemark@wheaton.edu or 630-752-5056.

Housing Resources

On-Campus Housing information is on <https://www.wheaton.edu/graduate-school/student-life/resource-guide/moving-to-wheaton/>.

Here is the link for details and to sign up for summer housing:

<https://www.wheaton.edu/life-at-wheaton/housing/apply-for-housing/grad-summer-housing-application/>

Wheaton College Graduate Student Life Facebook Group.

The group is an excellent resource for information about housing, jobs, on- and off-campus activities, and social gatherings. You can request to join the group here: <https://www.facebook.com/groups/502630403137629/>.

Your request will be approved after you confirm your enrollment and provide your student ID. Email graduate.student.life@wheaton.edu with questions.

Registration

You must first be enrolled as a student and have a my.wheaton account to register for classes.

Instructions for Using Banner Self-Service to Register for Courses

https://www.wheaton.edu/media/registrar/schedule/Using_Banner_Self_Service.pdf

F-1 Student Visa

If you are an international student, you will need to acquire a student visa to enter and live in the United States during your studies. Once you have completed your Financial Clearance, documentation and instruction will be sent to you from the Graduate Student Life Office for this process, which will include directions on how to pay the \$350 US government SEVIS processing fee.

Note: For students in modular programs, who will travel in and out of the country for intensive classes, please be aware that you will be required to get new documentation and pay the \$350 fee anytime you are out of the United States for **greater than 5 months**.

Please direct any questions about immigration and visas to Mary Yeboah (Mary.Yeboah@wheaton.edu.) For more information on studying in the US as an international student, please go to:

<https://studyinthestates.dhs.gov/guides/studyguidetothestates> and <https://educationusa.state.gov/find-advising-center>

Academic Advising

For advice about which courses to register for, contact the following persons.

1. Doctor of Ministry – heather.matthews@wheaton.edu
2. M.A. Biblical & Theological Studies – marc.cortez@wheaton.edu
3. M.A. Evangelism & Leadership – wendy.larson@wheaton.edu
4. M.A. Global Leadership – wendy.larson@wheaton.edu
5. M.A. Global Leadership: Outdoor Ministry – muhia.karianjahi@wheaton.edu
6. M.A. Higher Education and Student Development – olga.dietlin@wheaton.edu
7. M.A. Humanitarian & Disaster Leadership – joy.m.lee@wheaton.edu
8. M.A. Outdoor Adventure & Leadership – muhia.karianjahi@wheaton.edu
9. M.A. Missional Church Movements – wendy.larson@wheaton.edu
10. M.A. Ministry and Leadership – wendy.larson@wheaton.edu
11. M.A. TESOL & Intercultural Studies – kathryn.bacasmot@wheaton.edu