KEAN online

UNDERGRADUATE NEXT STEPS

HELLO,

Here are your next steps! You may have already completed some of these, so please follow each step for a successful semester. These revised steps include logging into your course.

CHECKLIST:

☐ **STEP 1: LOGIN INFORMATION**

The Kean University online portal is **KeanWise**. Your login credentials were included in your acceptance letter. This is where all of your information is stored, including financial aid, deposit information, transcript evaluations, bill pay, books, class registration, and more.

To access KeanWise, please visit **www.kean.edu**, go to "QuickLinks" at the top of the page and select "KeanWise".

You will also need to access your kean.edu email address which can also be found in QuickLinks. It is important to check this email account regularly because the University will use it for all important communications.

If you have any difficulty with logging in, please call the Office of Computer Information Systems (OCIS) at 908-737-6000

☐ **STEP 2: START THE PROCESS**

Freshman Only: You may be required to take the ACCUPLACER Placement Test. If the test is required, you will receive an email asking if your preferred testing location is Union campus, Ocean campus, or Online. If you choose Online, an email from Accuplacer will be sent with instructions. For more information or if you prefer a campus location, please register for test by going to https://www.kean.edu/offices/center-academic-success/placement-testing/accuplacer-test.

Transfer Students (Freshman Students if applicable): Review Your Transfer Evaluation

1. Login to KeanWise
2. Click **STUDENTS** in blue on the right, under Academic Profile:
   a. To see transfer credits, select **TRANSFER EQUIVALENCY**
   b. To view coursework requirements, select **PROGRAM EVALUATION**

☐ **STEP 3: ADVISING**

Please contact your advisor, he/she will go over your transcript evaluation, discuss the classes that you can take in the upcoming semester, and review your degree audit. You can access your evaluation in KeanWise, if you have any questions about the credits that have transferred please contact your advisor.

Accounting Dept	Criminal Justice Dept	Management Dept	Psychology Dept	RN-BSN Dept
(908) 737-3930	(908) 737-0560	(908) 737-4190	(908)737-5870	(908) 737-6210
vyucetep@kean.edu	criminaljustice@kean.edu	mmib@kean.edu	jashanno@kean.edu	nursing@kean.edu

☐ **STEP 4: DEPOSIT**

To secure your place in our classes you will need to pay your tuition deposit. Pay online at **www.kean.edu/deposit** using your User ID and Password which was provided in your acceptance email.

CHECKLIST CONTINUES ON PAGE 2

☐ **STEP 5: FINANCIAL OBLIGATIONS AGREEMENT**

You are required to complete the Financial Obligation Agreement once per semester through your KeanWise account.

1. Login
2. Click **STUDENTS** in blue on the right
3. Click the **REGISTRATION** link
4. Click on **FINANCIAL OBLIGATION AGREEMENT** link and complete

An acknowledgement email will be sent to your Kean.edu email address upon completion.

☐ **STEP 6: IMMUNIZATION RECORDS**

Accounting, Criminal Justice, Management, and Psychology Students:

Students who enrolled in an online program at Kean University have two options to comply with NJ State Immunization Laws.

Option 1: For students who plan to use campus facilities and/or congregate for University sponsored events on or off campus, immunization records are required and must be submitted to the Health Services department. Information provided at https://www.kean.edu/offices/student-health-services/immunizations

Option 2: For those students who choose not to come to campus and/or congregate for University sponsored events, please complete the Immunization exemption. Information provided at https://www.kean.edu/media/immunization-exemptions-rev

Nursing Students:

Nursing students who enrolled in an online program at Kean University are **required** to supply proof of immunization or immunity for Measles, Mumps, and Rubella. Please submit all records to https://www.kean.edu/offices/student-health-services/immunizations

For questions please call the Health Services main number at 908-737-4880.

Please Note 5 business days prior to the start of each semester, the "Kean Online Student Only" classes will open up to on-campus students. To ensure availability, please register as early as possible.

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☐ **STEP 7: REGISTRATION**

Once you have been advised, paid your deposit, and completed your Financial Obligation Agreement, you are ready to register for classes at Kean.

Please see the KeanWise main page for your registration date. Don't forget that each semester (Summer, Fall, Spring) has two-8 weeks sessions (ONF and ONH sections) you must register for both sessions at the same time.

1. Login to KeanWise
2. Click **STUDENTS** in blue on the right
3. Click the **REGISTRATION** link
4. Click **SEARCH/REGISTER FOR SECTIONS**
5. Choose the Term from the drop down box
6. Choose **ONLINE** for the Instructional Methods drop down box
7. Click **SUBMIT**
8. Under Action choose **REGISTER** from the drop down box of the course you want
9. Click **SUBMIT**

Please reach out to keanonline@kean.edu or (908) 737-4275 with any questions or difficulties registering.

☐ **STEP 8: STUDENT ACCOUNTING AND PAYMENT PLANS**

Please see the KeanWise main page for your payment due date and payment options. You can pay your bill and set up a payment plan by logging into your KeanWise account.

If you are waiting on Financial Aid, or if you have questions about the billing process, please reach out to the Student Accounting Department at (908) 737-3240 and/or stuactg@kean.edu

☐ **STEP 9: FINANCIAL AID**

You may be interested in applying for financial aid. Complete your Free Application for Federal Student Aid (FAFSA) by visiting www.fafsa.ed.gov. Please go to the Financial Aid webpage www.kean.edu/offices/financial-aid for more information and details. You can access financial aid information through KeanWise in the Financial Aid section.

If you have any specific questions that cannot be answered through the website or KeanWise, please reach out to the Financial Aid Department at (908) 737-3190 and/or finaid@kean.edu

☐ **STEP 10: BOOKS**

Most online courses will require books. To locate the books you need, please log into KeanWise and at the bottom of the main page click the link under **KEAN UNIVERSITY BOOKSTORE.**

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STEP 11: GO TO CLASS

All Kean Online courses are located on Blackboard. To access Blackboard you can go directly to http://blackboard.kean.edu. **Your username and password for Blackboard is the same as it is for KeanWise and your Kean University email.**

While you can access Blackboard anytime, your courses will be available to you by the first day of the class. It is important that you begin your course on the first day. Before you can access your course content, you will be required to complete an orientation for each online class. This can be completed by clicking on the **GETTING STARTED** link in your Blackboard classroom. It will take you to an orientation which explains how to navigate Blackboard and how to function as an online student.

If you have any difficulty with logging into Blackboard, please call the Office of Computer Information Systems (OCIS) at 908-737-6000.

If you cannot locate your courses once you are in Blackboard after the first day please contact School of Online Learning at col@kean.edu.

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