

Civil and Environmental Engineering

Washington State University

New Student Checklist

Updated 10-26-16

Before you arrive

1. Accept our offer
 - a. After you are admitted the Graduate School will send you a letter confirming your admission. At this time go into MyWSU and “accept” your admittance offer. Select “Go to my Student Center”. This is where you will see if you have a registration hold, register for classes, and pay your tuition. You won’t be able to register for classes until you accept our offer. The Graduate School will also send you instructions on how to accept our offer.
 - b. If you are offered an assistantship send Dena Spencer-Curtis (denspencer@wsu.edu) an email confirming that you accept the position as soon as you receive the offer letter.
 - c. Email your adviser or Dena Spencer-Curtis (denspencer@wsu.edu) with the date and time you plan to arrive in Pullman. We will coordinate airport pick up if you need it.
2. Network ID and Email
 - a. To obtain a Network ID, visit <https://webutil.wsu.edu/apps/nidgen/> and follow the link to create your Network ID. You will need your WSU ID# for this.
 - b. You need to create a Network ID before you have access to MyWSU which is required to register for classes.
 - c. To create a WSU email account follow the directions in MyWSU. Every WSU employee or student will have an official WSU email address. Students are required to use their WSU email address for school business.
3. Admission, Classes and Registration
 - a. Note: If you are an **international student** watch for an email or letter for important information from International Programs. More information can be found at <http://ip.wsu.edu/>.
 - b. Check MyWSU for your registration date and time.
 - c. Students on an assistantship are required to register for 10 credits fall and spring semesters (only 3 credits summer semesters). Talk with your adviser regarding the classes you need.
 - d. You must register before the first day of classes to avoid a late fee. All changes to your schedule needs to be made before the 10th day of classes.
 - e. For important due dates go to the academic calendar (i.e. tuition). <http://catalog.wsu.edu/General/AcademicCalendar/>

Immunizations

- f. Before you are allowed to register for classes you will need to show proof of your measles immunizations (2 shots are needed; a doctor's note with his/her signature and office information will be proof). Make a copy for your records and then send it to Health & Wellness Services (located in the Washington Building on Stadium Way). You can also find their location here: <http://hws.wsu.edu/>. Call them at 335-3575 if you have questions
 - g. You can find the form to submit your measles immunizations at <http://hws.wsu.edu/medical-clinic/new-students/>.
 - h. Another option is to get a measles shot at Health & Wellness Services after you arrive to WSU.
4. Housing: Contact the people at housing to confirm your residence and read their policies. Make sure they have received your deposit. <http://housing.wsu.edu/>.
 5. Mandatory training
 - a. If you have an assistantship you are required to take an online responsible research conduct training <https://myresearch.wsu.edu/login.aspx?ReturnUrl=%2f>. The Graduate School will not allow you to have funding without this training.
 - b. Students on an assistantship will also be required to take a sexual harassment training: <http://hrs.wsu.edu/dshp>
 - c. Once you have taken these trainings send your proof of training to Dena Spencer-Curtis at dls pencer@wsu.edu).
 6. Students starting fall semester: Graduate School Orientation is required for international students (it is highly recommended for domestic student even if you were an undergraduate student here). There is no cost. To register go here: <https://gradschool.wsu.edu/orientation/>
 7. Money
 - a. Bring extra money with you. If you have an assistantship it will take a few weeks before your first check arrives.
 8. **International Student Arrival**
 - a. The International Programs website <http://ip.wsu.edu/> has helpful information regarding preparations for your arrive to WSU and also offers airport pickup assistance. Be sure to read the important information on their pre-arrival checklist: <http://ip.wsu.edu/global-services/students/incoming/pre-arrival-checklist.html>
 - b. It is very important that international students check with International Programs before they do anything to change their schedule (i.e. drop/add a class, change their major or accept an internship). International Programs will assist you and help ensure you don't lose your visa status.
 - c. Orientation at International Program is required. Bring your passport, your I-20 and all other documents you have related to WSU. For more information and to register go here: <http://ip.wsu.edu/global-services/students/incoming/orientation.html>
 - d. Keep in mind that winter is snowy and cold in Pullman. You will need to bring a warm coat and boots.

Once you arrive

1. Check in upon arrival
 - a. All students check in with Dena Spencer-Curtis (Sloan 108 denspencer@wsu.edu) to get your picture taken and give her your contact information. She will also help you get office keys and a mailbox. Dena regularly sends emails to graduate students regarding deadlines and policies, so please let her know if you are not receiving emails from her. She is also the person to contact if you need help with forms, registration, or other issues.
 - b. You should also update your address, email, and phone number on MyWSU. Be sure to set your WSU email address as the default because faculty will use this email to contact you.
2. Meet with your advisor
 - a. Before you register for classes meet with your adviser. He/she will help you determine which classes you need to take and when.
 - b. If you have an assistantship be sure to talk to your adviser regarding expectations for your job.
3. Paying tuition and fees
 - a. Tuition and fees are due the first day of class. Information on how and where to pay your tuition can be found at <http://studacct.wsu.edu/howtopay.html>.
 - b. The WSU academic calendar lists all the important dates for the semester and when late fees will be charged: <http://catalog.wsu.edu/General/AcademicCalendar/>
 - c. If you are on an assistantship all but about \$1500 of your tuition and fees will be paid for (just an estimation). Refer to your offer letter for more information.
4. WSU ID card
 - a. To get a student ID card to go the CUB (right next to the library). <http://cougarcard.wsu.edu/>
 - b. Carry this card with you to get into events for free and purchase things on campus.
 - c. If you put money on this card and use it on campus you will save each time you use the card.
5. Parking
 - a. If you want a parking permit on campus go to Transportation Services located on the corner of Cougar Way and D Street: <http://transportation.wsu.edu/>.
 - b. All vehicles need a parking permit to avoid fines.
 - c. Here is a map of WSU to help you get around: <http://transportation.wsu.edu/docs/map.pdf>.

6. **International Student** Orientation

- a. There is a mandatory orientation at International Programs. You will need to attend this training before you are allowed to register for classes. Go here to register for the orientation: <https://gradschool.wsu.edu/orientation/>
- b. International students who are TAs also need to take the International Teaching Assistants (ITAs) test. For more information and to register for the test go to their website: <https://ip.wsu.edu/learn-english/teaching-assistant-evaluations/>. You will need to coordinate with your adviser because he/she will need to be present at your test. You will not be able to TA a class without this test.

7. Health Insurance

- a. If you are on an assistantship you will automatically be enrolled for the graduate student health insurance plan. More information can be found at <http://studentinsurance.wsu.edu/>.
- b. All students can purchase health insurance through Health and Wellness Services: <http://hws.wsu.edu/>.
- c. You also have the option of purchasing insurance for your family. New paperwork for this is required for *each semester*.

8. Residency Requirement and Tuition Waiver

- a. If you are on an assistantship you will automatically be charged in-state tuition for the first year ONLY. As soon as you arrive in Pullman you must begin to change your address and establish residency. At the beginning of your second year you apply for residency. It is critical that you follow all the steps to ensure that you don't have out-of-state tuition the second year you are here <http://residency.wsu.edu/residency-requirements/>.
- b. **International students** who are on an assistantship do not need to be concerned with obtaining in-state status. You are exempt from this policy. However, if you do not have an assistantship you will need to pay out-of-state tuition and cannot apply for in-state status.
- c. To get in-state status you are required to live in Washington State (i.e. you can't live in Moscow, ID) and have done all your paper work a year in advance.

9. Deadlines and Timelines

- a. The Graduate School has specific deadlines for when things are due. It is a good idea to add their deadlines to your calendar so you can plan for them. Be aware that all forms require signatures from your committee and the Chair which may take a week to collect.
- b. Here is a link to all the Graduate School forms you will need: <http://gradschool.wsu.edu/facultystaff-resources/18-2/>
- c. Please type all your forms. The Chair will not sign forms that are hand written.

10. CEE Graduate Student Handbook

- a. Be sure to read the Graduate Student Handbook. It has important information regarding your program requirements (i.e. what classes you need to take and what is required to graduate): <http://www.ce.wsu.edu/Grads/ceGradProg.htm>