

New Student Checklist

For all incoming students in Crop & Soil Sciences, Entomology, Food Science, Horticulture, and Plant Pathology

The academic coordinators in the Johnson Hall Graduate Center's (<http://cahnrs.wsu.edu/academics/johnson-hall-graduate-center/>) role is to support these programs with thoughtful and efficient practices regarding recruitment and admissions, post-admission coordination and support, enrollment and time schedule support, and faculty graduate program support. **We are also your interface with the WSU Graduate School – please see us first with your questions.**

Prior to your arrival

Network ID

It is likely that you have already completed this step. If not, visit www.wsu.edu/Nid/nid.html and follow the link to create your Network ID (you will need your WSU ID number for this).

Your Network ID allows you to login to MyWSU (<https://my.wsu.edu/>). Applicants are sent an email from IT which includes an invitation to create a Network ID and includes a temporary access code for setting up your network ID. Typically, this email is sent within a day or two of completing the application. Let us know if you aren't able to locate the email or if you are having difficulties.

Review Your Admission Certificate

Review your Admission Certificate issued by the Graduate School for contingencies, such as transcripts, or degree certificates. **We recommend you make arrangements prior to your arrival at WSU, to ensure WSU has the required OFFICIAL (direct from registrar) transcripts AND degree certificates. Detailed instructions are available here, including mailing addresses: <http://gradschool.wsu.edu/chapter-four-a/> (#5).** A hold will be placed on your record preventing second term enrollment until the contingencies are met.

Also, pay attention to your residency classification as listed on your Admission Certificate. If you are classified as non-resident, you will want to pay close attention into the Residency Application details outlined on pages 5-6 of this checklist. It is imperative that you review the requirements for a residency application now and make sure you take care of these items within the first 30 days of your arrival. Many of the items have to be in place 12 months at the time of application. The non-resident tuition waivers mentioned in assistantship offer letters are only valid for your first two academic semesters only. Self-funded students will also benefit by knowing the requirements for a residency application.

Accept your Admission in MyWSU

Once you have received the admission certificate from the Graduate School, you will be able to accept the Graduate School's admission offer. Please log onto <https://my.wsu.edu/> and navigate to the Student Center. The navigation is Main Menu>Self-Service>Student Center. Simply click next to the green check to accept the offer of admission. If you haven't received an admission certificate yet and you don't see the green check, you may need to give the Graduate School just a little more time to process your admission. After you

Admissions					
Apply for Admission					
▲ Incomplete ✗ Cancelled ● Complete ✔ Admitted 🔒 Confirmed					
My Applications					
Washington State University	Online	Agriculture, M.S.	2015 Sum	✔	Accept or Decline

have accepted the admission in MyWSU, it will take about 24 hours to update at which time a registration appointment time will be reserved for you.

WSU Email Account

Once you have been fully admitted your WSU Email account will be activated. Your WSU Network ID is used to login to MyWSU, Blackboard and your email. WSU policy states a student's WSU email address is the official address for all academic and business-related activities. **Please make sure you are checking daily and responding to emails sent to you at your official WSU email address. Also, please send emails using your WSU email address only.**

Immunizations

All new students entering WSU must present documentation of immunity to measles (rubeola) to WSU Health and Wellness Services **prior to registration**. Please visit <https://hws.wsu.edu/medical-clinic/downloadable-forms/> to print the form with instructions. You have a hold on your account preventing registration, until this is taken care of.

iCoug Tutorial for International Students

All international students are required to complete the iCougSM Tutorial (online pre-arrival information and assessments) prior to arriving in Pullman. The link won't be available to you until after you have created your network ID and may take 24+ hours to appear. Instructions for accessing the tutorial are here: <https://ip.wsu.edu/future-students/documents/2016/05/icoug-tutorial-instructions-2.pdf>. You are encouraged to complete this prior to registering for classes.

Classes and Registration

Once you have completed your Network ID, Immunizations, and iCoug tutorial (international students only), you should be able to register. Registration must be completed using MyWSU.

The Schedule of Classes listed by semester is available both on the web (<http://www.schedules.wsu.edu/>) and also in MyWSU (<https://my.wsu.edu/>).

Important! Register at your earliest opportunity. New students may begin registering as early as May 1 (Fall Term) or Dec 1 (Spring term). Graduate assistantship appointments, scholarships, and financial aid cannot be fully processed until you are registered for the required number of credits. Registering early also provides the respective departments an early indication of expected enrollment before low-enrollment decisions are made. You must register before the first day of class to avoid a Late Registration fee of \$25.00.

If you are unsure of your what classes you should take, please enroll for 10 credits of research (700 or 800) in order to meet the minimum requirement for full-time enrollment so we may begin the processing of your assistantship appointment. Then, you may edit your enrollment further after discussing with your advisor. All adjustments to your enrollment should be completed as soon as possible to ensure courses are offered, but no later than the 10th day of class.

Students on assistantship must maintain full-time enrollment (10-credit minimum, 10-12 credits is the average enrollment). You will consult with your advisor in determining which courses you should enroll. Graduate students must enroll in at least 1 credit of research (700 or 800) each term in which they are enrolled full-time.

Please also review the university's Academic Calendar (<http://registrar.wsu.edu/academic-calendar/>) for important dates and deadlines in each semester.

 **Email Deb Marsh marshdj@wsu.edu with the date and time you plan to arrive at WSU.**

 **Register for Orientation Sessions**

Graduate School Orientation: The WSU Graduate School hosts an orientation for new graduate students in the Fall only, in the week prior to classes. **All students are encouraged to attend.** Registration (<https://gradschool.wsu.edu/orientation/>) opens as early as March. Learn about Financial aid, Pullman life, ethics, health insurance, assistantships, libraries, residency, research, and transportation. The Graduate School orientation is not available by videoconference to off-campus students. Students unable to attend the orientation, or who arrive in the Spring are highly encouraged to review videos of the orientation segments here: <https://gradschool.wsu.edu/graduate-school-orientation/>.

International Student Orientation: **The WSU International Programs office holds a required orientation international students.** All international students will be charged a nonrefundable \$50 international student orientation fee charged to your WSU account which may not be waived. The fee will be charged to your WSU account. This orientation is scheduled the week before Spring and Fall semester classes. Register online for the orientation (<https://ip.wsu.edu/future-students/graduate-students/>). International students who are starting at one of the R&E centers vs Pullman campus may be excepted from this orientation upon contacting the WSU International Programs office.

Department Orientation: Your Department will host an orientation in the Fall, and will be announced. **Attendance is required and will be available via videoconference to R&E centers.**

 **VISA compliance for International Students**

Be sure to familiarize yourself on how to maintain your [F-1](#) or [J-1](#) status. It is each student's responsibility to be sure they are in compliance with these regulations. If you have questions, you may contact the advisors at the WSU International Programs office

 **Photo-Bio Release Form**

IMPORTANT: Provide your student profile for the department website using the Photo-Bio Release Form (<http://academic.cahnr.wsu.edu/johnson-hall-graduate-center/>), listed under "New/Current Student Documents". This should be done prior to your arrival.

 **Housing**

When you are admitted, your name is forwarded to WSU Housing Services (<http://housing.wsu.edu/>), and you should receive an email directly from Housing. For off-campus housing please see: <http://offcampusliving.wsu.edu/> Note: You must reside in the state of Washington to be eligible for tuition waivers. For questions, contact WSU Housing Services (<http://housing.wsu.edu/contact-us/>). Housing arrangements are the responsibility of the student.

 **Responsible Conduct of Research Training**

The University requires mandatory training on Responsible Conduct of Research for all graduate students. This is a web-based training available at <https://myResearch.wsu.edu>. More information can be found on the Graduate School's Responsible Research web page (<https://gradschool.wsu.edu/responsible-research/>). Please

complete the training module as soon as possible – you can even do this before you arrive. You must sign in with your network ID and password; do not sign in as a guest user.

Money

You should plan to bring enough money with you to cover your initial expenses (<http://finaid.wsu.edu/cost-of-attendance/>). You should take into consideration extra money you might need for rental deposits, purchasing household items, food, etc.

Students on assistantship should note it can take up to 6 weeks to receive your first pay check. You should receive your first check on September 10 for students starting in the Fall term and January 25 for students starting in the Spring term.

International Student Arrival

Ground transportation from the Pullman/Moscow Airport to the WSU campus is offered by WSU International Programs for two days prior to the first day of orientation at no charge. Please provide your arrival information by completing the appropriate request form (<https://ip.wsu.edu/future-students/travel/>).

Once you arrive

International Student Check In Upon Arrival

International students are required to check in with the WSU International Programs office during WSU International Student orientation. (<https://ip.wsu.edu/on-campus/new-graduate-students>). For Fall term arrivals at the Pullman campus, this check-in will be done during the [Graduate School orientation](#). For Spring term arrivals, the student will need to check-in at the WSU International Programs office in Bryan Hall 105.

Students are required, once they arrive in the United States, to scan and upload their immigration documents to the student portal myPassport (<https://mypassport.wsu.edu>) within 7 days after attending the immigration sessions.

Important--Students beginning their studies at the Research & Extension Centers do not need to come to Pullman first; instead, they must check-in (bring credentials) with the business office staff at that location who will verify your arrival and contact the staff at International Programs in Pullman, so your SEVIS record can be updated.

Employment/Assistantship Check In Upon Arrival

New students on assistantships will need to check in with the Johnson Hall Graduate Center **no later than the first working day of your assistantship** (August 16 for Fall term, January 1 for Spring term, May 16 for Summer term). The Johnson Hall Graduate Center (for Crop and Soil Science, Entomology, Food Science, Horticulture, and Plant Pathology) is located in Johnson Hall 131.

Important--Students beginning their studies at the R&E locations must check in by these deadlines with the Business office staff at that location.

There are a number of employment-related documents that need to be completed upon check-in, **and are time-sensitive.**

1. You are required to **complete the I-9 Employment Eligibility from on or before your first day of employment (per Federal law).** This is an online form that has to be done while you are present with the required documentation. When the I-9 is not done in a timely manner, we have no choice but to delay your appointment start date (resulting in a loss of pay). **So, please be sure you have the required ORIGINAL documentation (<http://www.uscis.gov/files/form/i-9.pdf>, pg 9) to complete the I-9 form with you upon arrival. Note—you can choose one item from List A. If you don't have that, you will need to present two items—one from List B and another from List C.** Again – this has to be ORIGINAL documentation. Copies are not acceptable.
2. Also, while at the Business Center or R&E Business Office, be sure to complete your W-4 (<http://payroll.wsu.edu/video/howtoW4.htm>) (for employment tax purposes), and enroll in direct deposit (<http://payroll.wsu.edu/fspay/directdep/directdep.htm>) (automatic deposit of your paycheck to your bank account)
3. **International students who will hold an assistantship or hourly employment will need to apply for a Social Security Card for employment.** First, the international student must have checked in with WSU International Programs office and have had their SEVIS record updated. Students will need an employment letter provided by their Department and endorsed (stamped) by Global Services staff to be eligible for a Social Security Card. This letter is arranged by Deb Marsh in the Johnson Hall Graduate Center.

Pullman students will need to travel to Lewiston (45 minutes away) to apply for the card, while off-campus students will need to seek the nearest Social Security office.

Students must be certain to have the following original documents with them when they go to the Social Security office:

1. Passport
2. Visa
3. Form I-94 (electronic printout)
4. I-20 (F-1) or DS-2019 (J-1)
5. Employment letter with Global Service stamp

Note: J-1 students will need letter authorizing employment from their J program sponsor (institution or entity that issued the DS-2019) to apply for the SSN.

Wireless Set-up

Follow the link for instructions on how to set your wireless connection:
(<https://cougtech.wsu.edu/Internet/Internet.aspx>)

Update Address

Update your local address in MyWSU (<https://my.wsu.edu/>). Lastly, if you move, change phone numbers or e-mail addresses, please make those updates in MyWSU.

Payroll Deduction

Payroll deduction (<http://payroll.wsu.edu/stntpay/gradpayded.htm>) for residual tuition and mandatory fees is available in the Fall and Spring terms. Your action is required to sign up each semester. Payroll deduction can be set up online via MyWSU each term no later than the published deadline (by the 10th day of class).

Residency Requirement and Tuition Waiver

For those admitted as non-residents and on assistantship, your assistantship appointment will exempt you from paying in-state tuition **if you live in Washington State** during your enrollment at WSU. You will be provided an out-of-state tuition waiver during your first year of studies if you are not a resident of Washington State; however, the out-of-state tuition waiver cannot be guaranteed beyond one year. If you are not a resident of Washington State, **you must begin the process immediately upon arrival** to establish state residency (<https://gradschool.wsu.edu/establishing-residency/>) as documentation must in place for one year. **Students who have not established Washington State residency by the one-year limit will be required to pay out-of-state tuition, even if they have an assistantship.** International students are not eligible to become residents. For international students, the assistantship appointment will exempt you from paying the out-of-state and in-state tuition if you live in Washington State during your enrollment at WSU.

Food Science students only: The Western Interstate Commission for Higher Education (**WICHE**) promotes the sharing of higher education resources among the western states (<http://wrgp.wiche.edu/>). One of the WICHE programs established for this purpose is the Western Regional Graduate Program (WRGP). Reduced costs to many graduate programs are available to students through WRGP. In most cases, WRGP students pay tuition at resident student rates. **If you are a resident of any of the following states and you are applying for a MS or PhD in Food Science, then you are eligible for a reduced rate of tuition.** You must be a resident of one of the following states: AK, AZ, CA, CO, CNMI*, HI, ID, MT, NV, NM, ND, OR, SD, UT, WA, and WY. There is no application for this program; you only have to be a resident of one of the states above, and notify the Johnson Hall Graduate Center Coordinator of your residency. Once you accept our offer, notification will be made to the Graduate School that you are part of the WICHE program. (*Commonwealth of the Northern Mariana Islands)

Deadlines and Timelines

An overview of navigating your degree is available here: <https://gradschool.wsu.edu/students/> Please pay particular attention to the Deadlines and Procedures documents and semester by semester timelines. You will also receive a monthly email message from the Johnson Hall Graduate Center, "JHGC Notes." It is imperative you read this email message each month, from the department perspective.

Graduate Handbook

You are responsible for knowing the information in the handbook. Please bookmark and use it often to answer questions you may have. The department handbook is available on each department's website.

- Crop and Soil Science: <http://css.wsu.edu/graduate-studies/handbook/>
- Entomology: <http://entomology.wsu.edu/prospective-students/graduate-program/>
- Food Science: <http://sfs.wsu.edu/graduate-program/>
- Horticulture: <http://horticulture.wsu.edu/horticulture-graduate-handbook/>
- Plant Pathology: <http://plantpath.wsu.edu/students/department-student-handbook/>

Graduate Student Health Insurance

See the guide posted here <http://cahnrs.wsu.edu/academics/johnson-hall-graduate-center/> to find answers to your question regarding the WSU Graduate Student Health Insurance plan.

Leave and Vacations

During the term of graduate assistantship appointments, all graduate student service appointees are expected to be at work each normal workday, including periods when the University is not in session with the exception of the legal holidays designated by the Board of Regents.








All University holidays are designated by the Board of Regents and are published in the WSU Policies and Procedures manual (http://public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.76_WSU_Holidays.htm).

Graduate students on appointment do not earn annual leave or sick leave. You must notify your advisor if you are unable to be at school.

Discrimination and Sexual Harassment Prevention Training

Mandatory employee training on Discrimination and Sexual Harassment Prevention is required for all Washington State University employees. This is a Web based training located at Human Resource Services (<http://hrs.wsu.edu/dshp/>). Students are required to complete the Discrimination and Sexual Harassment Prevention training within 30 days of their appointment start date. Failure to fully complete this training may result in future ineligibility of any financial support or benefit of your appointment. Students may review their completion of training by logging into Skillsoft (<http://hrs.wsu.edu/skillsoft>), select the "My Progress" button from the left side menu, then select the "Completed" tab for a list of your training history (please note the date range criteria above the "Completed" tab). Click on the red ribbon icon if you would like to print a Certificate of Completion.

Additional Web Resources

-  **WSU's Virtual Tour:** <http://virtual-tour.wsu.edu/>
-  **Moscow-Pullman Daily News:** <http://www.dnews.com/>
-  **City of Pullman:** <http://www.pullman-wa.gov/>
-  **Pullman Chamber of Commerce:** <http://www.pullmanchamber.com/>
-  **The Daily Evergreen:** <http://www.dailyevergreen.com/>
-  **WSU Graduate & Professional Student Association:** <http://studentinvolvement.orgsync.com/org/gpsa>
-  **Regional Info:** <http://www.experiencewa.com/washington-state-regions-cities>