

New Student Checklist

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

Your department's graduate academic coordinators are in the Johnson Hall Graduate Center. We are also your interface the WSU Graduate School – please see us first with your questions. Our role is to support you and your department with thoughtful and efficient practices regarding recruitment and admissions, post-admission coordination and support, enrollment and time schedule support, and faculty graduate program support.

Prior to your arrival

Network ID

Your Network ID allows you to login to [myWSU](#), Email and Blackboard Learn as well as other WSU Resources. Applicants are sent an email 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. If you aren't able to locate the email or if you are having difficulties, email gradschool@wsu.edu. Visit <https://login.wsu.edu/login/login.htm?fromURI=%2Fenduser%2Fsettings> to create your Network ID.

Review Your Admission Certificate

Review your Admission Certificate issued by the Graduate School for contingencies, such as transcripts, or degree certificates. A hold will be placed on your record preventing second term enrollment until the contingencies are met. **We recommend you make arrangements prior to your arrival at WSU, to ensure WSU has the required OFFICIAL (direct from registrar) transcripts AND/OR degree certificates.** When sending official transcripts from schools located in non-English-speaking countries, each institution must submit both the English translation plus an original language record. For these documents to be official they need to be in a stamped and sealed envelope.

U.S. University direct from Registrar electronic delivery: Grad.Sch.Transcript@wsu.edu	United States mailing address: Graduate School Admissions PO Box 641030 Washington State University Pullman, WA 99164-1030	FedX, UPS, DHL shipping address: Graduate School Admissions French Administration, Room 324 Washington State University Pullman, WA 99164-1030
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ALSO, pay attention to your residency classification as listed on your Admission Certificate, which directly affects the tuition charges to your WSU account. US citizens and permanent residents who are classified as non-resident 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. F1 and J1 students are not eligible for WA state residency.

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 [myWSU](#) 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 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.

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

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.** Your name will also be added to your department's graduate student list serve upon admission – generally using your WSU email address.

Clear Immunization Hold

All new students entering WSU must present documentation of immunity to measles (rubeola) to Cougar Health Services prior to registration. Please visit <https://cougarhealth.wsu.edu/medical-clinic/downloadable-forms/> to print the form with instructions. **You will not be able to register until the Immunization hold is released.**

Register for Classes at Your Earliest Opportunity

Once you have completed your Network ID and your Immunizations hold has been released, 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](#).

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. In addition, 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 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. Graduate students can freely make adjustments to their schedule through the 5th day of class each term. From then, until the 30th day of class, you just work with an Academic Coordinator to make adjustments to your schedule. Enrollment adjustments after the 30th day of the semester require a graduate petition.

Complete CITI Responsible Conduct of Research/Conflict of Interest 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.

Orientation Sessions

Graduate School Orientation: **All graduate students—regardless of location, both domestic and international, are expected to complete the Graduate School's online graduate student orientation module** at the earliest opportunity; to go <https://learn.wsu.edu> to log into the course which we anticipate to be available 2 months prior to the start of the term. Topics include an introduction to life as a WSU Cougar, tips for new graduate students, health insurance and services, details of assistantships and associated tuition waivers, and fun things to do on the WSU campuses. The course is organized into five modules, and students are expected to complete modules 1-4 before arriving on campus. This orientation material will remain available to you for your first semester at WSU, to refer back to as needed. In addition, the Graduate School has additional welcome to Pullman campus activities, to be announced [here](#).

International Student Orientation: **The WSU International Programs office holds an additional required orientation for international students and students are automatically registered.** All international students will be charged a nonrefundable \$50 international student orientation fee charged to your WSU account which may not be waived. This orientation is scheduled the week before Spring and Fall semester classes. International students who are starting at one of the R&E centers vs Pullman campus may be exempted from this orientation upon contacting the WSU International Programs office. More details can be found [here](#).

Department Orientation: **Department orientations will be announced;** your attendance is required and will be available via videoconference for students located at the Research and Extension 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.

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.

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/>).

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.

Complete Photo-Bio Release Form

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

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

Once you arrive

International Student Check In Upon Arrival

International students will check in their physical presence during the check-in requirement at orientation (referenced earlier). During this session graduate students will be provided instructions to upload their immigration documents to myPassport (<https://mypassport.wsu.edu>) within 7 days of the orientation check-in.

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 the off-campus location. That staff person is responsible to contact WSU International Programs (509-335-4508) to confirm the student’s presence in order to update their SEVIS record.

Complete 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 and notify the Johnson Hall Graduate Center (marshdj@wsu.edu).

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 (https://www.uscis.gov/system/files_force/files/form/i-9.pdf?download=1 pg 4) 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 (<https://payroll.wsu.edu/taxes/completew4/>) (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.

Tuition Waivers and Establishing Residency

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, CMNI*, GUAM, 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)

Payroll Deduction for Graduate Assistants

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).

Complete Discrimination and Sexual Harassment Prevention Training

This mandatory web-based training is required for all Washington State University employees. 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 [WSU Online Training account](#), selecting 'Learning Transcript'.

*Note: Employees will not be able to access the training until after your employment appointment is posted in our system. **Please mark your calendars for Aug 30 (Fall starts) or Jan 30 (Spring starts) to revisit this website and complete required training.***

Building Access and Office Space

Building access, including keys and office space assignments are managed at the Department or R&E business office. Please contact them directly.

Crimson Service Desk (for all your IT questions)

Please contact the Crimson Service Desk with your IT questions:
<https://its.wsu.edu/csd/>

Office 365 Software Subscription

This subscription to software is active as long as you are an Enrolled Student or Active Employee. For Students, the subscription starts the first day of the first semester they are enrolled in class. Actively Enrolled Students and Faculty/Staff can get their Office 365 Software Subscription [here](#).

OneDrive space (1 TB) will be made available to **enrolled** students. You may already have your own personal OneDrive account, but this one is a separate, University-affiliated OneDrive account. **NOTE: If you do not anticipate being continuously enrolled semester to semester (excluding summer), you should avoid the University-affiliated OneDrive to avoid file loss due to non-enrollment.** You will see the drive identified as

Washington State University (email.wsu.edu) to differentiate this from any personal OneDrive accounts that you may already have. OneDrive space will be decommissioned and removed when you leave the University (i.e. graduation or disenrollment). You will need to move your files to another storage system at that time. The OneDrive FAQ is [here](#).

Update your Address in myWSU

Update your local address in [myWSU](#). Lastly, if you move, change phone numbers or e-mail addresses, please make those updates in [myWSU](#).

Navigating your Degree (Forms, Deadlines, 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. Also note that your program's Graduate Student Handbook (see below) may have additional requirements and tighter deadlines. It is imperative that you also pay attention to the Friday Focus newsletter published weekly by the Graduate School, as well as email messages from your Academic Coordinator in the Johnson Hall Graduate Center.

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: <https://horticulture.wsu.edu/graduate/handbook/>
- Plant Pathology: <https://plantpath.wsu.edu/current-students/>

Graduate Student Health Plan Guide and Tips

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.

Additional Web Resources

WSU's Virtual Tour: <http://virtual-tour.wsu.edu/>

WSU Parking: <https://transportation.wsu.edu/>

Pullman Transit: <http://www.pullman-wa.gov/departments/pullman-transit>

Moscow-Pullman Daily News: <https://dnews.com/>

City of Pullman: <http://www.pullman-wa.gov/>

Pullman Chamber of Commerce: <https://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>