

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 CAHNRS Graduate Center: Deb Marsh, Lisa Lujan, Jill Staab. We are also your interface the WSU Graduate School – please see us first with your questions. Our role is to support your post-admission coordination and support, enrollment and time schedule support, and faculty graduate program support.

Prior to your arrival

✓ Network ID (and OKTA)

Your Network ID allows you to login to [myWSU \(https://portal.wsu.edu/\)](https://portal.wsu.edu/), your WSU email and other WSU resources such as Canvas and Workday. 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 and OKTA account (multi-factor authentication). 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 later in 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 have been in place for 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. 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 myWSU Student Immunization Holds

Please visit [Vaccine and Exemption Documentation | Cougar Health Services | Washington State University \(wsu.edu\)](#).

Note: Students who will also be employees (such as holding an assistantship) are required to also complete the COVID-19 vaccination employee verification procedure as noted below.

✓ Complete Sexual Misconduct Statement (SMS)

The Graduate School requires that, to comply with state of Washington law (RCW 28B.112), any student desiring to be considered for an assistantship must declare whether the student is the subject of any sustained findings of sexual misconduct in any current or former employment or is currently being investigated for, or have left a position during an investigation into, a violation of any sexual misconduct policy at the applicant's current or past employers. The SMS form will be sent to graduate students after they have accepted an offer of admission.

✓ Register for Classes at Your Earliest Opportunity

Once you have completed your Network ID and your Immunization 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.

Review your graduate student program handbook to for program requirements.

Graduate Student Handbooks: [Crop & Soil Sciences](#), [Horticulture](#), [Plant Pathology](#), [Entomology](#), [Food Science](#)

After reviewing the handbook, please 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.** Students on assistantship must maintain full-time enrollment (10-credit minimum, 10-12 credits is the average enrollment). **Enroll at your earliest opportunity** as some classes fill quickly, and to help administrators know of the enrollment demand to help ensure course(s) are not cancelled due to low enrollment.

TIP: Since graduate assistantships require full-time enrollment for processing the appointment, please enroll in 10 credits of research (700 or 800) and then you can 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.

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 must work with an Academic Coordinator to make adjustments to your schedule. Enrollment adjustments after the 30th day of the semester require a graduate petition.

The Graduate School requires that, to comply with state of Washington law (RCW 28B.112), any student desiring to be considered for an assistantship must declare whether the student is the subject of any sustained findings of sexual misconduct in any current or former employment or is currently being investigated for, or have left a position during an investigation into, a violation of any sexual misconduct policy at the applicant's current or past employers. The SMS form will be sent to graduate students after they have accepted an offer of admission.

✓ Orientation Sessions

- 1) *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; this will be available in [Canvas \(canvas.wsu.edu\)](https://canvas.wsu.edu) approximately 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. This orientation material will remain available to you for your first semester at WSU, to refer back to as needed.
- 2) *International Student Orientation:* **The WSU International Programs office holds an additional required orientation for 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. **Learn more and register** for international student orientation here: <https://ip.wsu.edu/on-campus/new-graduate-students/> Students who are starting their graduate studies away from the Pullman campus such as at a Research and Extension Center, or Tri-Cities campus, must still complete all online orientations, but are **not required to come to Pullman for any in person sessions.** Instead, they must complete the required steps in myPassport and then contact International Student and Scholar Services (<https://ip.wsu.edu/on-campus/contact/>) to complete 'in-person' check in – which may require a WSU faculty or staff member to confirm your physical presence at that location.
- 3) *Department Orientation:* **Department orientations will be announced;** your attendance is required and will be available via videoconference for students located away from Pullman.

✓ 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.

- F1: <https://ip.wsu.edu/on-campus/f-1-students/overview/>
- J1: <https://ip.wsu.edu/on-campus/j-1-students-overview/>

✓ 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.

✓ 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

Learn more about options for traveling to the Pullman (or Tri-Cities) campus (<https://ip.wsu.edu/future-students/travel/>), including limited options for airport pickup.

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

✓ 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/graduate-center/> listed under "New/Current Student Documents". This should be done prior to your arrival.

Once you arrive

✓ Complete International Student Arrival Requirements

Once you arrive on campus, upload your immigration documents to myPassport. You should upload these documents within 7 days of your arrival at WSU (see #2): <https://ip.wsu.edu/on-campus/new-graduate-students/>.

✓ Complete Employment Onboarding Requirements Upon Arrival

Employment onboarding will be done via Workday. **You will not be able to access Workday until your appointment is approved in Workday.** Then, you will receive a task list in your Workday inbox here: <https://wd5.myworkday.com/wsu/d/home.html#path=>

For your preview, the onboarding process is further described here in this Knowledge Base document:

<https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156964422>

Onboarding tasks will populate in your Inbox in batches. When the first batch of tasks have been completed, the second batch will be available. While tasks within each batch can be completed in any order, some tasks are time sensitive and noted as such.

The first Onboarding task list is:

- Complete form I-9-----**TIME SENSITIVE**; *Worday access not likely yet available , so do it this way:*
 - **Please make an appointment with your HR Partner to complete this task in person using the paper form ON OR BEFORE YOUR FIRST DATE OF EMPLOYMENT (by Aug 16 for Fall starts, or Jan 3 for Spring starts):**
 - Your department's main office on the Pullman campus
 - Local R&E business office
 - Tri-Cities campus payroll office
 - U.S. Citizenship and Immigration Services (USCIS) requires all new employees, including U.S. citizens, to **complete Section 1 of Form I-9 no later than their first day of employment** and to **present an original document or documents that establish identity and employment authorization (Section 2) within three business days of the hire date**. It is allowable to complete Section 1 or both Section 1 and Section 2 prior to first day of hire. USCIS requires in-person review of original employment eligibility documents. Section 2 requires you to meet with your HR Partner to present your credentials in their original form (no copies) from the list on page of the paper form linked above.
- COVID-19 Vaccination Verification Request
 - COVID-19 vaccination verification: In accordance with Washington law, all WSU employees, including students on an assistantship, must show verification of their vaccination status or successfully apply for an exemption based on medical or religious grounds before beginning their assistantship.
- *HR Partner Tasks for Onboarding*
- *Manager Tasks for Onboarding*

The Second Batch of Onboarding tasks includes:

- Personal Information Change
- **Manage Payment Elections**---includes setting up direct deposit of your payroll (recommended)
- **Complete Federal Withholding Elections**---**VERY IMPORTANT** (thid is is the W4 for tax purposes)
 - **ATTN International Students** – It is important you set your W4 elections correctly. Salaries and wages that you earn as a non-citizen, as well as some scholarships and grants, are considered taxable income. Your immigration status (F-1, J-1, permanent resident, etc.) influences the amount of income tax and Social Security tax you owe. If the proper amount of tax is not withheld from your paychecks, you will eventually be subject to a retroactive bill for back taxes. It could be a sizable amount. Please visit the WSU Payroll webpage <https://payroll.wsu.edu/non-u-s-citizens/> for useful information. Please pay attention to the Tax Determination Questionnaire <https://s3.wp.wsu.edu/uploads/sites/1383/2016/08/TaxDeterminationQuestionnaire.pdf> and reach out to payroll@wsu.edu if you have any questions when filling out your withholding

elections (W4). Staff does not advise on how your withholding elections are filled out, but can direct you to tools that will help.

- Change Benefits Elections
- Review Onboarding Documents
- Prior State Service Employment Questionnaire
- Change Emergency Contacts
- Preferred Name Change
- Change My Photo
- Home Contact Information Change (contingent workers only)

✓ **Social Security Card Application for International Students**

International graduate students who will hold assistantship need to obtain a social security card for employment purposes. Steps are provided below.

1. The Department must prepare a 'job offer letter' and present to the WSU International Programs office to review and receive their official stamp.
2. The student must complete the New Student Check-In at <http://myPassport.wsu.edu> so WSU IP can register their immigration record.
3. **Once the student has satisfied any applicable [CDC guidelines](#), they may call and schedule an appointment with their nearby Social Security administration office.**
4. *For Pullman students:* Contact the Lewiston Social Security administration 1- (877) 405-9796 for an appointment. Please note this office is a 45-60 minute drive from Pullman; **please consult your advisor to arrange someone drive you to this location.** NOTE: You may also contact WSU IP to learn if they have made any special arrangements to apply for SSN-- particularly at start of Fall term (i.e. SSN rep come to Pullman, or group travel to Lewiston).
5. Students need to bring the following (**do not go there unless you have all of these documents, or you will be refused**):
 - a. A valid SEVIS I-20
 - b. A valid passport
 - c. I-94 number (print from this website: <https://i94.cbp.dhs.gov/i94/request.html>)
 - d. F-1 visa stamp (or change of status approval)
 - e. Photocopies of all above immigration documents
 - f. A completed Social Security Card application form: <https://www.ssa.gov/forms/ss-5.pdf>
 - g. A letter issued by student's on-campus employer, signed, and stamped by IP-International Student and Scholar Services.

Once you receive your actual SSN card, you will also need to present that card to WSU Payroll office at Pullman or your local Business/Payroll office so the temporary SSN assigned in Workday can be updated to your official SSN. *Keep these your SSN card and number secure – please do not email them.*

✓ **Tuition Waivers and Establishing Washington State Residency**

For those domestic non-residents 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. **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.**

Self-funded domestic students may also be interested in pursuing residency in order to qualify for in-state tuition.

International students (F1 and J1) are not eligible for Washington State residency and will receive both resident and non-resident tuition waivers while on assistantship if you live in Washington State during your enrollment at WSU.

BEGIN THE RESIDENCY PROCESS NOW: Most of the required documentation will need to be arranged a year in advance of your residency application!

1. **Review the details and process for establishing Washington residency**
here: <https://gradschool.wsu.edu/establishing-residency/>
2. The Graduate School also has a video on the subject: <https://www.youtube.com/watch?v=xgkRuolhd20>
3. **WITHIN THE FIRST 30 DAYS OF ARRIVAL** (this must be done a year in advance of your residency application)
 - a. **Register your vehicle, if you own or use a vehicle in the state of Washington.** The law requires you to register your vehicle within 30 days of moving to Washington. The Pullman Vehicle Vessel Licensing is located at 1195 SE. Bishop Blvd Suite #3 Pullman, WA. (509) 334-3648. Off campus students can do this locally.
 - b. **Get a Washington State Driver's license OR WA State ID card.** The DMV is located at 980 S. Grand Ave Pullman, WA. (509-334-2510). You can register to vote here too. Off campus students can do this locally.
 - c. **If you vote, register to vote in WA state.** <https://www.dol.wa.gov/driverslicense/voter.html>
 - d. Update your bank account and/or other documents to help show you have established a 'home' in WA state.

Also, be certain you are living in the state of Washington. At the time of residency application, **you will be required to provide signed lease/rental agreement, and/or home purchase agreement, for the entire 12 month period preceding your application.**

WICHE Waiver - Food Science 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 (TBD as of May 2021). You must be a domestic 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. An application will be required prior to the 10th day of class. Contact Deb Marsh for details.

✓ **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 **Workday at the start of each term.** A Workday reference guide is available here: <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156964797>

✓ Required Trainings

These trainings must be completed by the end of your first semester of enrollment. You can complete these trainings online before your first semester, once your appointment paperwork has been processed.

- **Responsible Conduct of Research (RCR) Training:** The Graduate School requires all graduate students on an assistantship to complete the web-based Responsible Conduct of Research Training. The current requirement is for the Collaborative Institutional Training Initiative RCR. Contact your graduate coordinator to determine which modules are appropriate for your course of study. When you complete the training, please notify your graduate program coordinator. [Directions for CITI Training](#) **DO NOT SELECT THE RCR MODULE FOR ADMINS**
- **Discrimination, Sexual Harassment, and Sexual Misconduct Prevention (DSHP) training:** This training is mandatory for all WSU employees, including graduate students on assistantship. This training is offered online through the WSU Human Resource Services at (<http://hrs.wsu.edu/dshp>).

✓ Building Access and Office Space

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

✓ Canvas

Canvas will be WSU's sole Learning Management System (LMS) beginning Fall 2021 (replacing Blackboard Learn). The [Canvas Student Guide](#) can be referenced for helpful information on how to navigate within Canvas.

Resources

- Students can access Canvas now via the [Canvas Demo Course](#)
- Instructions for navigating a WSU course space are displayed in the [Navigating Your Course video for students](#)

✓ Crimson Service Desk (for all your IT questions)

Crimson Service Desk is available for assistance [online](#) (recommended). Alternatively, you can reach them at via [email](#), by phone at (509) 335-4357, and can also follow @itswsu on [Twitter](#), [Instagram](#), and [Facebook](#) for timely service updates.

✓ Office 365 and One-Drive

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. Review the Office 365 Self-Help Here: <https://confluence.esg.wsu.edu/display/KB/Self+Help+-+Office365>

One Drive FAQ's: <https://confluence.esg.wsu.edu/display/KB/OneDrive+-+FAQs>

OneDrive space will be decommissioned and removed when you leave the University (i.e. graduation, disenrollment, leaving WSU, retirement). You will need to move your files to another storage system at that time.

✓ Update and Maintain 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](#). Please note that Workday and myWSU do not communicate with each other.

✓ Navigating your Degree (Forms, Deadlines, Timelines, Department Handbook)

An overview of navigating your degree is available here: <https://gradschool.wsu.edu/navigating-your-degree/>. Please pay particular attention to the Deadlines and Procedures documents and semester by semester timelines. Also note that your program's Graduate Student Handbook (linked below) may have additional requirements and tighter deadlines. It is also 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 CAHNRS Graduate Center.

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 <https://cahnrs.wsu.edu/academics/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 Campus Maps: <http://virtual-tour.wsu.edu/>

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

Pullman Transit: https://www.pullman-wa.gov/government/departments/public_works/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: <https://gpsa.wsu.edu/>

Regional Info: <http://www.experiencewa.com/washington-state-regions-cities>