

New Student Checklist

For all incoming students in the School of Economic Sciences

Network ID

It is likely that you have already completed this step. Your Network ID allows you to login to Zzsis. 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.

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).

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 here <http://gradschool.wsu.edu/chapter-four-a/> (#5), including mailing addresses.** 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 page 5 of this checklist. It is imperative that you review the requirements for a residency application now, vs later, as many items have to be in place 12 months at the time of application. The non-resident tuition waivers mentioned in assistantship offer letters is only valid for one year. Self-funded students will also benefit by knowing the requirements for a residency application.

Accept your Admission in ZZUis

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 [ZZUis](#) 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 Zzsis, it will take about 24 hours to update at which time a registration appointment time will be reserved for you.

Activate 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 Zzsis, Blackboard and your email. This account is your official WSU account, so check it regularly as

official WSU email communication from various WSU academic and student support offices and your professors will be sent to this WSU email account.

iCoug Tutorial for International Students

All international students are required to complete the iCougSM Tutorial (online pre-arrival information and assessments) prior to registering. The link won't be available to you until after you have created your network ID and may take 24+ hours to appear. Log onto Blackboard to access the iCougSM Tutorial: <https://learn.wsu.edu>. For more instructions on how to log in and navigate the iCougSM Tutorial: <http://ip.wsu.edu/global-services/files/iCoug.pdf>.

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.

Immunizations

All new students entering WSU must present documentation of immunity to measles (rubeola) to WSU Health and Wellness Services. Please visit their [website](#) to print the form. In the meantime, new students will find a hold on their record, preventing enrollment until this is taken care of.

Classes and Registration

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

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.

Register at your earliest opportunity. 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.

If you are unsure of your enrollment, please enroll for 10 credits of research (700 or 800) in order to meet your graduate appointment requirement (to allow processing of the appointment), and then you can 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.

You must register before the first day of class to avoid a Late Registration fee of \$25.00.

Please also review the university's [Academic Calendar](#) for important dates and deadlines in each semester.

The Schedule of Classes listed by semester is available both on the [web](#) and also in [ZZUsis](#). Registration must be completed using [ZZUsis](#).

Email [Jaimie Dahl](#) with the date and time you plan to arrive in Pullman.

Orientation

The WSU Graduate School hosts an orientation for new graduate students in the Fall only, in the week prior to classes. You are encouraged to attend and register [online](#) (registration available sometime in June). The orientation is not available by videoconference to off-campus students.

The Department will host an orientation in the Fall, generally the week prior to the beginning of classes; watch for announcements. **Attendance is required and will be available via videoconference to R&E centers.**

An additional orientation is required for international students (excepted for international students who are starting at one of the R&E centers vs Pullman campus). This orientation is scheduled the week before Spring and Fall semester classes. Register [online](#).

Housing

When you are admitted, your name is forwarded to [WSU Housing Services](#), 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, use the online [Contact Us](#) or you may call them at (509) 335-4577. Housing arrangements are the responsibility of the student.

Mandatory 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. 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](#). You should take into consideration extra money you might need for rental deposits, purchasing household items, food, etc.

Those on assistantships, please note that 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 OISS for two days prior to the first day of orientation at no charge. Please provide your arrival information by completing the appropriate [request forms](#).

Once you arrive

International Student Check In Upon Arrival

International students are required to check in at [International Programs](#) upon arrival, contact [OISS](#) to arrange an interview time once you are in Pullman. Students beginning Summer Semester, please see [Summer Arrival](#) information. **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 Personnel Specialists at the Food Science Clark Hall Business Center **no later than the 1st working day of your assistantship** (August 16 for Fall term, January 1 for Spring term, May 16 for Summer term). The Food Science Clark Hall Business Center is located in the Food Science Human Nutrition Bldg., room 302F; students beginning their studies at the R&E locations must check in by these deadlines with the Business office staff at that location. New International students need to bring their SSN or a SSN Receipt as the Business Center can't process any paperwork or appointments without them.

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 (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](#) (for employment tax purposes), and enroll in [direct deposit](#) (automatic deposit of your paycheck to your bank account)
3. **We need to discuss/make arrangements for international students to apply for a Social Security Card for employment.** For immigration reasons, a student must check-in with Global Services and present an employment letter provided by their Department and endorsed (stamped) by Global Services staff to be eligible for a Social Security Card. If a student applies for a Social Security Card prior to completing check-in his/her Social Security Card the process will be delayed.

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 documents with them when they go to the Social Security office:

1. Passport
2. Visa
3. Form I-94 (electronic printout)
4. I-20/DS-2019

5. Offer of employment (signed by GS or program sponsor)
Additionally, J-1 students will need permission 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](#).

Update Address

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

Payroll Deduction

[Payroll deduction](#) for tuition and fees is available during the academic year. Your action is required to sign up each semester. Payroll deduction can be set up online via ZZUsis each term no later than the published deadline (by the 10th day of class).

Insurance

Information can be found at [Health and Wellness Services \(HWS\)](#) and the [Graduate Assistant Student Insurance web page](#). For students beginning Summer Semester, Summer Gap Health Insurance is available and requires enrollment. Students on assistantship in the Spring term will be covered the following summer to August 15 (if you have graduated in the Spring term, check with Health and Wellness to determine if you insured in the summer). A health fee is charged to all students who are registered at WSU and enrolled in 7 or more credits. This fee entitles you to obtain services from the WSU's HWS for the entire semester. Many of these services are available to the student at no cost. Balances due after insurance are transferred to your student account. HWS does not provide vision or dental services, but providers in the area are familiar with the plan and its benefits. Health insurance ID cards will be mailed to students at their local mailing address within 4-6 weeks from the start of the term. In the interim students may log on to [AIG](#) to download a card or HWS can provide temporary ID cards to anyone who needs one; call the HWS office at 509.335.3575, option 3. HWS can also confirm enrollment for any provider who needs it – they too can be referred to the HWS office.

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](#)** 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.

Deadlines and Timelines

Please follow the link to the [Graduate's School's Dates and Deadlines](#). This site offers a [Masters Timeline](#) and [PhD Timeline](#) that detail out actions that should be taken semester by semester.

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 the department's website.

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 [Policies and Procedures](#) manual.

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.

Special thanks to [Deb Marsh](#) for her work on the original version of this New Student Checklist.