

New Graduate Student Checklist 2016

Welcome to Rice University! We are pleased to welcome you to graduate school at Rice University and to the Houston community. We hope the information on this checklist will help prepare you for coming academic year and ease your transition into graduate school.

Make sure to bookmark <http://graduate.rice.edu/newstudents/> for the most up to date information.

Before you Arrive		
<input type="checkbox"/>	<p>Activate Your NetID, ESTHER Account, and Rice Email <i>Required</i> As soon as possible</p>	<p>You should receive an email from graduate@rice.edu that contains your ESTHER login and Rice Email information to the email address given on your application.</p> <ul style="list-style-type: none"> ➤ Use your student ID number and the unique link in the email to set up your ESTHER account and NetID. This link may only be used once, so be certain to remember your ESTHER pin after it has been reset. ➤ Visit MyNetID.rice.edu to set your NetID password for email, OWL-Space, and Rice computers. Then, set a different password for your Rice Google Apps like Calendar and Drive. Visit IT DIY for how-to instructions. <p><i>If you have not received information regarding your Esther login by May 31st, please contact your graduate coordinator for assistance.</i></p>
<input type="checkbox"/>	<p>Check your Rice Email <i>Regularly</i></p>	<p>Your Rice Email is your official means of communication with the university. Read all emails from your graduate coordinator and graduate@rice.edu regularly.</p> <ul style="list-style-type: none"> ➤ Access your Rice email online at webmail.rice.edu. ➤ If you prefer another service, set your Rice email to forward to another email address using WebSieve at ricemail.rice.edu.
<input type="checkbox"/>	<p>Complete and Submit Health Data Form <i>Required</i> Due July 1st</p>	<p>All new, FULL TIME graduate students are required to submit a Health Data Form (HDF) to Student Health by July 1st, 2016.</p> <ul style="list-style-type: none"> ➤ Please, have your physician complete and sign the form, and mail it back to Health Services (Rice University Student Health Service, 6100 Main Street, MS-760, Houston, TX 77005, USA). Keep a copy for your records. ➤ <i>If you have not had a physical exam within the last year, a physical will be required to complete the form.</i> ➤ If you are coming as an early matriculate, your HDF must be turned in prior to your arrival. ➤ Instructions and more information can be found at: http://health.rice.edu/Content.aspx?id=106 ➤ Download the Student Health Data Form here. <p>All new graduate students under the age of 22 must show proof of the meningococcal meningitis vaccination.</p> <ul style="list-style-type: none"> ➤ Information regarding meningitis can be found at: http://gpsdocs.rice.edu/orientation/Meningitis_Requirement.pdf

<input type="checkbox"/>	<p>Register For or Waive Student Health Insurance <i>Required</i> Due Date September 2nd</p>	<p>All students are required to have health insurance coverage.</p> <ul style="list-style-type: none"> ➤ Open Enrollment for Rice Student Health Insurance for Fall 2016: July 5th – September 2nd ➤ If you currently have health insurance with another plan, you may waive Rice student insurance by demonstrating comparable insurance coverage. Please, review the waiver requirements. ➤ To register or waive Rice Health Insurance, log on to http://studenthealthinsurance.rice.edu . You will need your Rice student ID number to complete the process.
<input type="checkbox"/>	<p>Complete On-Line Training Requirements <i>Required</i> Due October 1st</p>	<p>Preventing Sexual Harassment Training</p> <ul style="list-style-type: none"> ➤ Print your certificate to a PDF and forward it to your graduate coordinator <p>Responsible Conduct of Research Training</p> <ul style="list-style-type: none"> ➤ A minimum score of 80% is required to pass by Rice’s standards. Please follow the instructions here to register for the training. This online training takes 4-6 hours to complete therefore we highly recommend that you complete the training prior to the start of the semester. <p>For more information go to http://graduate.rice.edu/training/</p> <p><i>A \$75 late training fee will be assessed if training requirements are not met by October 1st. Students will not be able to register for a second semester until these trainings have been completed.</i></p>
<input type="checkbox"/>	<p>Submit your Final Official Transcript <i>Required</i> Due October 1st</p>	<p>After your most recent degree is conferred, request your previous institution to send an official transcript showing degree conferred directly to your department coordinator by October 1st (Fall Matriculates) or February 15th (Spring Matriculates).</p> <p><i>A \$75 late fee will be assessed if your final transcript is not submitted by October 1st. You will not be able to register for a second semester until your previous degree is verified.</i></p>
<input type="checkbox"/>	<p>Make Plans to Attend Orientation <i>Required</i> Wednesday, August 17th</p>	<p>Fall 2016 Graduate Orientation (2016 Schedule will be updated in June) <i>Mandatory</i> Wednesday, August 17, 2016 8:30 am - 7 pm, Alice Pratt Brown and various other locations</p> <p>International Graduate Student Orientation <i>Mandatory for International Students</i> Monday, August 15, 2016 - Tuesday, August 16, 2016</p>
<input type="checkbox"/>	<p>Know your policies <i>Required</i></p>	<p>Familiarize yourself with the following Rice policies:</p> <ul style="list-style-type: none"> ➤ The Graduate Student section of the General Announcements ➤ The Code of Student Conduct ➤ The Honor Code ➤ Your graduate program’s handbook

Moving to Houston		
<input type="checkbox"/>	Plan your Arrival	Plan on arriving by August 16th (Domestic Students) or August 14th (International Students)
<input type="checkbox"/>	Explore housing options	<ul style="list-style-type: none"> ➤ Visit graduate.rice.edu/housing. ➤ Check out where graduate students live! ➤ Learn about on-campus Housing for Graduate Students. ➤ Discover off-campus Housing options at http://offcampus.rice.edu/. ➤ Review the GSA's guide on living in Houston for detailed information and advice for living on and off campus, getting around Houston, and getting settled. ➤ Need help furnishing your apartment? Join the Graduate Student Loan Closet.
<input type="checkbox"/>	Apply for Graduate Housing <i>Due May 31st</i>	If you would like to register for the housing lottery for graduate students, please visit the website for the Rice Graduate Apartments . The housing lottery usually occurs at the end of May for the following academic year.
<input type="checkbox"/>	Orient yourself with Rice University	<ul style="list-style-type: none"> ➤ Learn your way around Rice Campus. ➤ Download the Rice iPhone App. ➤ Take a virtual campus tour! ➤ Familiarize yourself with the Rice Shuttle System or track the shuttles live at bus.rice.edu.
<input type="checkbox"/>	Apply for a parking permit If necessary	<p>Visit parking.rice.edu to learn about parking options on campus.</p> <ul style="list-style-type: none"> ➤ To purchase a parking permit, log on to ESTHER. ➤ Permits can be picked up after you arrive from the Parking Office, located in the Central Garage below the Jones School of Management. Hours are 7AM-5PM, Monday-Friday.

After you Arrive		
<input type="checkbox"/>	Check-in with your department	Your graduate coordinator will be able to answer any questions you may have upon arrival. Make sure to... <ul style="list-style-type: none"> ➤ Attend your graduate program’s orientation. ➤ Turn in your I9 form to your graduate coordinator and bring acceptable documents.
<input type="checkbox"/>	Attend Lab Safety Training <i>Required</i> Thursday, August 18 th	Lab Safety Training is required for all new graduate students in the School of Engineering, School of Natural Science (except Mathematics and Statistics), and any student working in a laboratory. <ul style="list-style-type: none"> ➤ Contact your graduate coordinator if you have questions about attending the training. ➤ For more information about Lab Safety, visit http://safety.rice.edu/.
<input type="checkbox"/>	Pick up your Rice ID <i>Required</i>	ID cards are obtained in the lobby of the Rice campus police department. Hours are 7AM-5PM, Monday-Friday. <ul style="list-style-type: none"> ➤ Look for graduate student ID processing hours during Orientation week on the GPS Facebook page.
<input type="checkbox"/>	Complete your ESTHER profile <i>Required</i> As soon as possible	ESTHER is the web application for students, faculty, and staff that allows you to access your academic records, course schedules, register for classes, pay bills, view financial aid, address and contact updates, and other tools. <p style="color: red;"><i>Complete the following as soon as possible in order to receive your paycheck and to be able to register for classes</i></p> <ul style="list-style-type: none"> ➤ W-4 – Enter your W-4 information in ESTHER (or you can submit the paperwork to Payroll upon arrival) ➤ Direct Deposit – enter your direct deposit information in ESTHER (or you can submit the paperwork to Payroll upon arrival) ➤ Update Address and Emergency Contact Information ➤ Affirm the Honor Code For more information about ESTHER, review ESTHER FAQs .
<input type="checkbox"/>	Register for classes on ESTHER <i>Required</i> Beginning August 18 th	Registration for all new graduate students for Fall 2016 will take place on Thursday, August 18, 2016, after you have been advised by your department on your planned course of study. <ul style="list-style-type: none"> ➤ The last day to add classes is September 2, 2016.
<input type="checkbox"/>	Pay your bill via ESTHER <i>Required</i> Due Date TBD	After you register for classes, you may receive an email notice of your new account statement. If you have a balance, make arrangements for payment.