

New Graduate Student Checklist 2017

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> <i>As soon as possible</i></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. <p>ESTHER</p> <ul style="list-style-type: none"> ➤ 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. For more information about how to use ESTHER, review ESTHER FAQs. ➤ Log into ESTHER to Update your Address and Emergency Contact Information and Affirm the Honor Code. <p>NetID</p> <ul style="list-style-type: none"> ➤ Activate your NetID at MyNetID.rice.edu. Your NetID is your unique login credential for email, OWL-Space, and Rice computers. ➤ Set up Rice Google Apps for Calendar and Drive. Email for graduate students is managed through Rice webmail. ➤ Visit IT Orientation Tools 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>Plan to Attend Orientation <i>Required</i> <i>The week of August 14th</i></p>	<p>Fall 2017 Graduate Orientation (2017 schedule will be updated in June) <i>Mandatory</i> Wednesday, August 16, 2017 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 14, 2017 - Tuesday, August 15, 2017</p>

<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, 2017.</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 here. 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 September 1st</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 2017: July 10th – September 1st ➤ 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"> ➤ The Office of EEO/AA will directly email a link to the training to your Rice email address. If you do not receive an email or have questions, please contact Carmen Irvin, cirvin@rice.edu. <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"/>	Submit your Final Official Transcript <i>Required</i> Due October 1 st	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 1 st (February 15 th for Spring Matriculates). <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>
<input type="checkbox"/>	Know your policies <i>Required</i>	Familiarize yourself with the following Rice policies: <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 15th (Domestic Students) or August 13th (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 Due April 30 th	<p>Rice University offers housing to full-time, currently registered Rice University graduate students and graduate students who have been accepted and will begin their enrollment in fall 2017.</p> <ul style="list-style-type: none"> ➤ Rice Graduate Housing has two apartment complexes located near campus. Furnished apartments are available in a variety of floor plans with internet and cable included. Each location also offers shuttle service to campus and local shopping. ➤ The Graduate Housing application is available online. Incoming first-year graduate students (including international students) are given the highest priority. ➤ For more information, please visit the Rice Graduate Housing website. ➤ The deadline to apply for Graduate Housing is April 30, 2017.
<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 and select "Rice Parking Registration" on the main menu. ➤ 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 attend your graduate program's orientation.
<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.
<input type="checkbox"/>	Attend Lab Safety Training <i>Required</i> Thursday, August 17 th	<p>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. For more information about Lab Safety, visit http://safety.rice.edu/.</p> <ul style="list-style-type: none"> ➤ Contact your graduate coordinator if you have questions about attending the training.
<input type="checkbox"/>	File your payroll information <i>Required</i> As soon as possible	<p><i>Complete the following as soon as possible in order to receive your stipend.</i></p> <p>Submit your I-9 Form</p> <ul style="list-style-type: none"> ➤ Students must complete the Employee Eligibility Verification Form (or Form I-9) <i>in person</i> with the Rice Payroll Office prior to receiving their first stipend. Refer here to the list of acceptable documents for completing your I-9. ➤ The Payroll Office is located in the Memorial Hermann Plaza (6400 Fannin St.), Suite 2650 (26th floor). Hours are 10am – 4pm, Monday – Friday. <p>Submit your W-4 Form</p> <ul style="list-style-type: none"> ➤ Students have the option to complete Form W-4 and submit to the Payroll Office. If you do not submit a W-4 form to Payroll, you will be taxed at the highest rate – single status with zero withholding allowances. ➤ Download a W-4 form here. <p>Set up Direct Deposit in ESTHER</p> <ul style="list-style-type: none"> ➤ To enter your direct deposit information in ESTHER, navigate to “Employee” > “Pay Information” > “Direct Deposit Allocation”. ➤ If you do not set up direct deposit, you will be issued a pay card with USA Bank. We no longer process paper checks.
<input type="checkbox"/>	Register for classes in ESTHER <i>Required</i> Beginning August 17 th	<p>Registration for all new graduate students for Fall 2017 will start on Thursday, August 17, 2017. Please, consult with your department on your planned course of study prior to registration.</p> <ul style="list-style-type: none"> ➤ To register for classes, log into ESTHER and go to “Student Services and Account Information” > “Registration”. ➤ The last day to add classes is September 1, 2017.

<input type="checkbox"/>	<p>Pay your bill via ESTHER <i>Required</i> <i>Due September 11th</i></p>	<p>After you register for classes, you may receive an email notice of your new account statement. To pay any outstanding balances or enroll in a payment plan, visit the Bill Payment Suite in ESTHER.</p> <p>Bill Payment Suite</p> <ul style="list-style-type: none"> ➤ View your account balance and payment history, enroll in a payment plan, set up e-Refunds, and set up authorized users. ➤ To access the Bill Payment Suite, log into ESTHER and go to “Student Services and Account Information” > “Account Summary - Pay My Bill - Bill Payment Suite”. ➤ Follow the Bill Payment Suite Step by Step Instructions here. ➤ Tuition and required fees for Fall 2017 are due Monday, September 11, 2017*. <p><i>*This deadline only applies to new students that register after August 1, 2017. For continuing students or those that register prior to August 1, the deadline to pay outstanding balances or enroll in a payment plan is August 10, 2017.</i></p>
<input type="checkbox"/>	<p>Check your degree progress* <i>Regularly</i> <i>*Master’s students only</i></p>	<p>Master’s students may monitor their degree progress using Degree Works in ESTHER. Degree Works enables students to evaluate academic progress towards graduation and allows them to quickly and easily identify which requirements have been satisfied, and which requirements are outstanding.</p> <ul style="list-style-type: none"> ➤ To access Degree Works, log into ESTHER and go to “Student Services and Account Information” > “Degree Works”. ➤ For more information about Degree Works and step-by-step instructions, visit https://registrar.rice.edu/students/degreeworks.