



New Graduate Student Checklist and Guide

Before Arrival (1 month prior):

- Review and Complete **New Student-Employee Packet** found on Drexel's HR website. *This applies to those who will be a Research Fellow, Research Assistant, Teaching Assistant and/or Graduate Assistant.* <http://www.drexel.edu/hr/resources/forms/duforms/>
- Pick-up your Drexel E-mail Address:
Instructions are provided on the IRT website @ <http://www.drexel.edu/IRT/services/accounts/>
- Register for Courses/Research Credits Online:
 - a. Consult with Graduate Advisor and/or Supervising Professor
 - b. Review Course Catalog & Descriptions @ <http://www.drexel.edu/catalog/GRAD/COE/mat-index.htm>
 - c. Contact **Sarit Kunz**, Academic Coordinator at skunz@coe.drexel.edu to:
 - i. Obtain assistance with ADD, DROP or Withdrawals from courses
 - ii. Be added to the graduate email list for MSE updates and information
- Review Health Insurance and Immunization Policies:
 - a. Found @ http://drexel.edu/studentaffairs/support_health_services/health_insurance_immunizations/
 - b. Contact Drexel's Graduate Studies Office for further assistance
- *International Students:
 - a. Go through the **International Student & Scholars Service (ISSS)** website to ensure that you have completed all required forms and steps @ <http://drexel.edu/iss/>

After Arrival (within the first week):

- ALL International Students must visit:**
 - a. **International Students must report to the International Student & Scholars Services Office. Located at 32nd & Chestnut (Creese Student Center, Suite 210)**

- ❑ Visit Drexel's **Human Resources Department**:
 - a. Located at: 3201 Arch Street, Suite 430
 - b. Take All Completed Paperwork (New Hire Packet)
 - c. Two forms of Identification (found in I-9 form in your employee packet)

- ❑ Retrieve a **DragonCard** (Student ID) from the **DragonCard Office** (this cannot be done until you have been activated):
 - a. Located in Creese Student Center (32nd & Chestnut Street)
 - b. Must bring photo identification
 - c. Be prepared to have your photo taken!

- ❑ Contact **Dr. Knight** at knight@coe.drexel.edu to:
 - a. Request card access to labs (remind your Supervising Advisor to send Dr. Knight an email that contains your full name and Student ID# for this access)
 - b. Provide with any additional information on safety trainings/lectures (if available) and the mandatory on-line Safety Training @ www.drexelsafetyandhealth.com
 - c. Retrieve keys, if you will be assigned to a desk within one of the grad offices:
 - i. Cash deposits are required for all keys: \$20 for the first key, \$10 for subsequent and \$5 for each desk key.

- ❑ Contact **COE Tech Support** at helpdesk@coe.drexel.edu to **request an MSE domain account**:
 - a. Domain accounts are necessary for printing and personal file storage
 - b. In your email, include your name, degree working toward, research advisor, and your Drexel email ID (i.e. abc123)

- ❑ *In the case when you arrive at Drexel early and your advisor wants you to begin research:
 - a. Please visit the Materials Main Office for further details and assistance for lab access.

After Arrival (within the first month):

- ❑ Navigate through and review the **Materials Website** @ www.materials.drexel.edu
 - a. Scroll down and Click the Student Resource Tab:
 - i. Graduate FAQ
 - ii. Lab/Safety and Forms
 - iii. Student Handbook
 - iv. Department Calendars
 - v. Drexel One Portal

- ❑ Familiarize yourself with...
 - a. **Drexel's facilities** through tours guided by other Graduate Students (within your group)
 - b. Drexel's campus – there are maps available online (<http://www.drexel.edu/about/directions>) and in the MSE Office