

Welcome New Graduate Students to Earth and Space Sciences!

Department Contacts & Information

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The ESS Department's website www.ess.washington.edu

What do you need to do before classes begin?

Quick Start

- **Get your UW NetID** and Password. See <https://uwnetid.washington.edu/newid/>
- Get your **UW Husky Card** (student ID card) at the ID Center located on the ground floor of the Odegaard Undergraduate Library next to the By George Cafe. You will need a photo ID and your UW student number.
- Get your office key. See David Rupp in the ESS Main Office (JHN 070) and he will issue you a key. There is a \$10 deposit for each key and you must pay with a check. You will use your UW Husky Card (student ID card) for after-hours access to Johnson Hall. David Rupp will program your Husky Card for the card readers located by exterior doors and located in the stairwells and elevators for access to floors two and above. When you see David for your office key, please also ask him to make a mailbox for you in JHN 062, if he has not already made one for you.
- Get your **U-PASS** (transportation) sticker. This sticker will be mailed to you each quarter, together with your class schedule and confirmation. So, you must first register for classes before you will receive a U-PASS sticker. You should place the sticker on the back of your Husky Card (student ID card). You will automatically receive a U-PASS sticker each quarter and be charged \$99.00 for it on your tuition bill. If you don't want the U-PASS, you must return the sticker to Student Fiscal Services, 129 Schmitz Hall by the quarterly tuition due date to have the fee dropped.

Orientation

- Review the **Orientation Schedule** and mark your calendar!
- **Sign up** for the **Whidbey trip** and/or the **Mt. St. Helens trip** by SEPT 10th by emailing advising@ess.washington.edu. Fill out required forms.
- **Send a photo** (prefer head shot, no dark glasses) to advising@ess.washington.edu. Photos will be placed in the composite outside the ESS Main Office (JHN 070) and posted in the online directory at <http://earthweb.ess.washington.edu/dwp/people/grads.php>

Training Requirements

- All Research Assistants (RAs) and Teaching Assistants (TAs) who will work with students in the field are required to participate in the **First Aid/CPR Training**, **Laboratory Safety Practices**, **Fire Extinguisher Training**, and **Field Research Health Hazards** classes. All new students have been registered for the First Aid/CPR Training. If you have a valid First Aid/CPR Certification, you can bring it to JHN 065 and opt out of the First Aid/CPR Training. **Register online** for the other three classes for Tuesday, September 28th at <http://www.ehs.washington.edu/psotrain/index.shtm>.
- All TAs are expected to participate in the **TA Conference on Teaching and Learning**. **Register online** at <http://depts.washington.edu/cidrweb/TAConference/2010/index.html>

Contact Information

- **Email & Address:** Official university notices are sent to your UW email account, so read your UW email regularly or forward your UW email to the account that you read regularly. You should always keep current your local and permanent addresses and phone numbers as well as your emergency contact information. You can make updates at any time in MyUW.
- **Campus postal mail:** If you wish to have mail sent to you at the UW, use the following address: Earth and Space Sciences, University of Washington, Johnson Hall 070, Box 351310, Seattle, WA 98195-1310. If an express mail service requires you to provide a street address and phone number, use 4000 15th Avenue NE and 206-543-1190 (ESS Main Office). ESS mailboxes are located in JHN 062.

Payroll & Graduate Appointee Health Insurance Program (GAIP)

- **Payroll:** Fill out the **Payroll Forms** in your orientation folder. Take these forms and your Form I-9: Employment Eligibility Verification documents (for example, driver's license and social security card or passport) to Kathy Gabriel in JHN 070. Do not delay in submitting payroll paperwork!
- **Paychecks:** are distributed twice a month, on the 10th and on the 25th. You get paid on the 10th for hours worked on the 16th through the last day of the month. You get paid on the 25th for hours worked on the 1st through the 15th. Your first paycheck will be October 10th (for the period 9/16 to 9/30). Quarterly payroll periods are as follows.
 - Autumn: 16 September – 15 December
 - Winter: 16 December – 15 March
 - Spring: 16 March – 15 June
 - Summer: 16 June – 15 September
- **GAIP:** You must **register** yourself (and any dependents) online for GAIP coverage **before October 31, 2010**. Please read carefully through the GAIP – Enrollment, Deadlines & Coverage at <http://www.washington.edu/admin/hr/benefits/insure/gaip/deadlines.html>. Please also read the GAIP memo in your orientation folder, which you can also find online at <http://www.washington.edu/admin/hr/benefits/forms/ben-summaries/gaip.pdf>

Registration

- Review the **Advising Appointment Checklist** and **Two-Year Course Plan** in your orientation folder for required courses and quarterly credit requirement (total of 15-18 credits).
- Meet jointly with your faculty adviser and Ken Creager, Graduate Program Coordinator to discuss your course plan. See **Advising Appointments for New Graduate Students** in your orientation folder.
- Register for at least one class in MyUW no later than midnight Tuesday September 28th to avoid late fees. Be ready to update your address and insurance information when you register. During the first week of school (Wednesday – Tuesday), classes can be added and dropped without any fees.
- If there is a medical hold on your registration, go to Hall Health and get a measles shot and the paperwork done. Then you will be able to register for classes.

International Students

- All new international students must complete the New Student Online Check-in at <http://iss.washington.edu/stu/ns.html> before registering for classes. New international students with questions about this procedure should contact International Student Services (ISS) located in 459 Schmitz Hall. ISO hours are 10 a.m. to 4 p.m., Monday through Friday. International students should also work with their ISS adviser to get a Social Security Number (SSN). For instructions on how to apply for an SSN, please read the information at <http://iss.washington.edu/stu/obtSSN.html>. When you receive your SSN, you should give it to Kathy Gabriel in JHN 070 for payroll purposes.