

Welcome New Graduate Students to Earth and Space Sciences!

Department Contacts & Information

Nichole Fernkes or Charlie Wagner, Student Services advising@ess.washington.edu

Ed Waddington, Graduate Program Adviser edw@ess.washington.edu.

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 Student 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. If you will require access to Johnson Hall in the evenings or on weekends, ask your research adviser to email David at frontdsk@ess.washington.edu to request after-hours access to the building. For after-hours access, your Husky Card (student ID card) will be programmed 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 \$44.00 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** by SEPT 13 and/or the **Mt. St. Helens trip** by SEPT 19 with Charlie Wagner in JHN 065. Fill out required forms and pay fees.
- Bring us a **photo** (head shot, no dark glasses) or plan to have your picture taken by Charlie Wagner. Photos will be placed in the composite outside the ESS Main Office (JHN 070).

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. Register online for the other three classes for Tuesday, September 25th 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/2007/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, 2007. See the GAIP memo in your orientation folder.

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 research adviser and Ed Waddington, Graduate Program Adviser to discuss your course plan. See **Advising Appointment Times** in your orientation folder.
- Register for at least one class in MyUW no later than midnight Tuesday September 25th 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 International Students must check in with the International Services Office (ISO) in 453 Schmitz Hall. ISO hours are 10 a.m. to 4 p.m., Monday through Friday. An ISO adviser will copy your documents and give you a brief orientation. Please remember to ask the ISO adviser for instructions on how to apply for a Social Security Number (SSN). The ISO will give you a letter to submit with your SSN application only after you are registered for at least 10 credits for Autumn Quarter 2007. When you receive your SSN, you need to give it to Kathy Gabriel in JHN 070 for payroll purposes.