



WPI

Fall 2016

GRADUATE STUDIES NEW STUDENT CHECKLIST



Welcome to WPI

Your Graduate Experience Begins Here

Welcome—or welcome back—to WPI! I am delighted that you have accepted WPI's offer of admission.

This short guide contains information on some administrative tasks (registration, housing, etc.) that will prepare you for your graduate studies at WPI. If you have any questions, feel free to contact our staff in the Office of Graduate Admissions at grad@wpi.edu or 508-831-5301. The graduate administrator in your department and the staff in the Office of Graduate Studies are also available to answer your questions.

If you have specific questions about WPI policies and department curricula, you can always find a copy of the graduate catalog online at wpi.edu/+gradcat.

I hope your time as a graduate student at WPI is both challenging and rewarding.

Michael McGrade
Director of Graduate Admissions

BEFORE YOU ARRIVE

Final Transcript

If you did not already have your bachelor's degree when you applied for admission to the graduate program at WPI, you will need to provide a final transcript showing that you received your undergraduate degree. In lieu of an official final transcript, we will accept a notarized photocopy of your diploma. WPI graduates are exempt from this request. Final transcripts are due before classes begin.

Healthcare

All full-time and qualifying part-time students who live in Massachusetts while attending a college or university are required by law to carry appropriate health insurance. WPI offers students a 12-month policy at an annual cost of \$1,104 through UnitedHealthcare. A family policy is also available. Students who are insured by a plan comparable to WPI's (a parent's policy, for example) must provide details of the coverage in order to waive enrollment in the program we offer.

Separately, UnitedHealthcare also offers WPI students a dental insurance policy.

Students may waive or enroll online beginning in late June at **bannerweb.wpi.edu**. WPI's health and dental insurance policies can be found at **wpi.edu/+studenthealth** and searching on "Worcester Polytechnic Institute".

Should you decide to look elsewhere for health insurance, be sure you obtain a policy with comparable coverage. You can find information about the required level of coverage by clicking on "Massachusetts Qualifying Student Health Insurance Program (SHIP)" at **wpi.edu/+bill**. International students are **strongly encouraged** to enroll in the plan offered by WPI.

The full cost of the premium is due in one payment when classes begin. Graduate students who have research assistantships, teaching assistantships, or fellowships may pay for their portion of the annual WPI student health insurance premium over three installments through payroll deductions. Please go to the WPI Bursar's Office (Boynton Hall, second floor), and fill out an authorization for payroll deduction and payment agreement. Bring your copy of the approved "TA/RA & Fellowship Award Form and Authorization."

In addition to purchasing health insurance, graduate students may also make use of WPI's Student Health Center for an additional annual fee of \$360. By choosing this option, you can have a doctor at the Center serve as your primary care physician. You may then use the center by scheduling an appointment during its normal hours (weekdays 9:00am to 5:00pm). If you choose not to pay the Student Health Center fee, you will not be able to use the Center even if you purchase WPI's insurance. Learn more about the Student Health Center at **wpi.edu/+Health**.

You are required to submit two health care forms to the Student Health Center: a Health Examination Report and a Tuberculosis Risk Questionnaire. The forms can be downloaded at **wpi.edu/+healthforms**. They should be returned to the Center as soon as possible.

You must also submit proof that you have been vaccinated against Hepatitis B, Measles/Mumps/Rubella, Tetanus/Diphtheria/Pertussis, and 1 dose of Tdap, Meningitis, and Varicella.

BEFORE YOU ARRIVE

Housing

The Office of Residential Services offers WPI graduate students the opportunity to live in a community of their peers. Graduate Student Housing is composed of graduate student homes and apartments that are conveniently located in the neighborhood surrounding the WPI campus as well as apartments located at the Salisbury Estates complex adjacent to campus. Graduate Student Housing is an ideal place to establish a balance between academic, social and work life—all with the support of the WPI community. With the close proximity to campus and WPI activities, and plenty of social gatherings to enjoy, residents can make the most of their WPI experience. The Graduate Student Housing community is a diverse community of fellow graduate students, faculty, and staff with whom you'll develop meaningful and supportive relationships during your time at WPI. For more information on Graduate Housing, please visit our website at wpi.edu/offices/rso/gradstudent-housing.html. Graduate students seeking housing need to login to housing.wpi.edu on or after June 1st to select housing on our Student Housing Application. Housing is available on a first come first served basis.

For off campus listings that are not managed through WPI, please visit jumpontocampus.com

Registration

Registration for new graduate students is open. By now you should have received an email containing your WPI PIN and instructions on setting up your computer accounts. Please take care of this requirement at your earliest convenience. You will need to be registered for your classes to get a WPI ID card, and to get paid (if you have a TA or an RA award). If you have not yet received an email with registration instructions from us, please contact the Office of the Registrar at registrar@wpi.edu or 508-831-5211.

You will be asked to provide a cell phone number or other contact information so that we may reach you in the event of a campus emergency.

Transportation

Worcester is easily accessible. You can find detailed travel information at wpi.edu/+directions. For a campus map, visit wpi.edu/+maps.

Useful links

- Office of Graduate Studies: wpi.edu/+gradstudies
- International House: wpi.edu/offices/ih
- WPI Student Counseling Center: wpi.edu/+sdcc
- City of Worcester: worcestermass.org

AFTER YOU ARRIVE

ID Card

All students are required to carry a WPI ID card. ID cards are issued by the Office of Residential Services, just inside the main entrance to East Hall (30 Boynton Street), between 9am and 4pm. You must be registered for classes in order to receive a WPI ID card. There is a \$15 charge. Returning WPI students with current ID cards are not required to replace them. Please bring your WPI ID to new student orientation.

Parking Sticker

Once you have obtained your ID card, you may stop by the Campus Police station, on the lower level of Founders Hall (26 Boynton Street), to register your car and obtain a parking sticker if you plan to bring a car to campus. Due to limited campus parking, you will be approved for a campus parking sticker only if you live beyond a one-mile radius of the campus. Parking is available on a first-come, first-served basis; having a parking sticker does not guarantee you a parking space. Fees for campus parking stickers are \$100/year for the main campus and \$350/year for the East Hall garage, payable by cash or check. You will be guaranteed a spot in the East Hall garage if you purchase a decal for a space in that facility.

The Gateway parking garage is designated parking for those assigned to the Gateway Park facility (faculty, staff, graduate students, and tenants) and on-campus residential students.

English Placement Test

All international students whose native language is not English will undergo a short assessment of their spoken English skills before classes begin. The assessment will determine whether the individual student will enroll in an ESL course during the first semester of study at WPI. The fee for the ESL program is approximately \$650/semester. All non-native English speakers, no matter what their TOEFL or IELTS scores, will take the assessment. You can sign up for your assessment at the International House after you arrive in Worcester. If you have questions contact the International House at ih@wpi.edu.

FINANCES

Paying Your Tuition

Students will receive an electronic bill (eBill) for the balance of your tuition and fees after you have registered. In the event that you register after the initial eBill due date you will be required to pay at the time of registration. You will need a WPI email address (@wpi.edu) to receive this eBill. (A fee is assessed when payments are made electronically with a credit card.) There are several options for paying your tuition: electronically, by check, by wire, or in person by cash. WPI encourages all payments to be made electronically. To assist in making payments easier, WPI partners with Tuition Management Systems, a third-party vendor that handles payment plans. You may enroll for 6 or 12 monthly payments; there is an enrollment fee for this option charged by TMS. You may enroll online at afford.com/wpi, or contact the Bursar's Office at bursar@wpi.edu or 508-831-5203 to learn more about payment options. For additional information regarding billing and deadlines please visit wpi.edu/+bill.

Funding

All graduate students, even those who have received funding, are encouraged to explore external sources of financial support. We particularly encourage students to investigate the NSF Graduate Fellowships. Stipends for these awards are nearly double the current stipend for a WPI TA or RA. If you are new to WPI and you are going to receive a TA or an RA award, you must complete a W-4, M-4, Direct Deposit, and I-9 form. The I-9 must be submitted in person at the Office of Human Resources, (Boynton Hall, 2nd Floor). You will be asked to provide proof of your identity and proof of authorization to work in the United States. The accepted forms of proof can be found on the last page of the I-9 form, uscis.gov/sites/default/files/files/form/i-9.pdf. All other required payroll forms can be found at wpi.edu/+payrollforms. International students must also submit the Foreign National Information Form, found on the WPI link noted above.

WPI TAs and RAs are paid every two weeks. New TAs will be able to fill out payroll forms at the TA training sessions in August. A representative from the Payroll Office will be at the training session to answer questions and collect completed forms. If you are an RA, contact your department administrator for more information.

Bank Account

You may want to set up a local bank account. If you are going to be a TA or an RA, you must arrange to receive all of your payments electronically; you can find the Direct Deposit Authorization Form online at wpi.edu/+payrollforms. Your first payment will be made by check. All subsequent payments are electronically deposited into the account of your choice. There is one ATM (owned by TD Banknorth) on campus, located in the lobby of the Campus Center.

WELCOME TO OUR COMMUNITY

CHECKLIST FOR NEW GRADUATE STUDENTS

- Submit final transcript*
- Set up computer account**
- Register for classes
- Purchase/confirm healthcare plan
- Sign up to use WPI's Student Health Center (optional)
- Submit health examination reports
- Obtain immunizations
- Obtain WPI ID card**
- Register vehicle with campus police
- Sign up for English Placement Test

(required for all new international students whose native language is not English, even students who have received a TOEFL / IELTS waiver)

Save the Date: Graduate Student Orientation will take place on Tuesday, August 23rd in Alden Memorial Hall. Registration begins at 9:00am, and the program will begin at 10am.

*Not required of WPI alumni

**Not required of May 2016 WPI graduates

USEFUL RESOURCES

WPI Bookstore

Most (if not all) of the books you will need for your classes are available at the WPI Barnes & Noble bookstore, located in the Campus Center. You may order your books online at **wpi.bncollege.com** and pick them up in person or have them shipped to you. Shipping is \$6.95 for the first book and \$1.95 for each additional book. The bookstore tries to stock as many used books as possible—these are available for 25% off of the original price. You may also sell back your books at the end of the semester for up to 50% of their value in cash. If you have questions, contact Jennifer Amedy at **jamedy@wpi.edu** or Jacquie Lucey at 508-831-5247.

WPI Library

WPI's Gordon Library provides information resources to support your course work and research. Librarians are available to educate you on research strategies and specialized databases, assist you with literature reviews, and advise you how to best manage citation and research data. New students are encouraged to set up an in-person or a virtual research consultation with a librarian to learn the most important information resources for your field of study. Take advantage of research education workshops in person or online on citation management tools, such as RefWorks or EndNote Web, and other information resources to make your research more effective and efficient.

The library collection includes printed materials and thousands of electronic journals and ebooks that are available anytime, anyplace. Off-campus users may access library resources by entering their WPI username and password. Visit **wpi.edu/+library** to access print and digital collections, resources, and services. You may check out books, DVDs, and other library materials with your WPI ID. Distance learners have full access to library collections and services. See the library website for details.

The library is open seven days a week during the academic year. Check the library website for the most up-to-date hours. A variety of spaces are available in the library: quiet study zones, computer labs, and tech suites (group collaboration spaces). The library café serves hot and cold beverages, soup, sandwiches, and snack items.

For more information about library resources and services, please visit **wpi.edu/+library** or call 508-831-5410.

Worcester Polytechnic Institute

Office of Graduate Admissions • 100 Institute Road • Worcester, MA 01609-2280
508-831-5301 • grad.wpi.edu • grad@wpi.edu