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, Teaching Assistant and/or Graduate Assistant. [http://www.drexel.edu/hr/jobs/newhire1.html](http://www.drexel.edu/hr/jobs/newhire1.html)

- Pick-up your Drexel E-mail Address: Instructions are provided on the IRT website @ [http://www.drexel.edu/IRT/services/accounts/](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](http://www.drexel.edu/catalog/GRAD/COE/mat-index.htm)

- Review Health Insurance and Immunization Policies:
  a. Found @ [http://www.drexel.edu/studentlife/ch/II_Main.html](http://www.drexel.edu/studentlife/ch/II_Main.html)
  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://www.drexel.edu/isss/](http://www.drexel.edu/isss/)

After Arrival (within the first week):

- ALL Students must visit:
  a. Graduate Admissions Office (located Room 212 of the Main Building) to have your status activated. Note: No longer needed. (9/24/10)
  b. *International Students must report to the International Student & Scholars Services Office as well.
  c. Please stop by the Materials Science Office and introduce yourself to the staff.

- 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** @ 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. Receive information on any 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 **Andrew Marx** at amarx@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 (MS or PhD), research advisor, and your Drexel email ID (i.e. abc123)

*If 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. DrexelOne 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/em/directions/map_uc.html) and in the MSE Office
c. Philadelphia—information can be found online **www.materials.drexel.edu/visit**