New Graduate Student Orientation:
To Do List
Finding Housing

- Grad student on-campus housing at La Aldea:
  https://housing.arizona.edu/home/graduate-housing

- Grad student housing recommendations page from the Optical Sciences website:
  https://www.optics.arizona.edu/academics/graduate-students/graduate-student-information/housing-recommendations-and-opportunities

- UA Off Campus Housing website (grad and undergrad):
  https://offcampus.arizona.edu/

To Do List for New Graduate Students for Fall 2021

1. NEW GRADUATE STUDENT ORIENTATION: Mark your calendars for the Optical Sciences New Graduate Student Orientation that will take place Thursday,
What is UA NetID?

• Your **personal identifier** for many online services at the University of Arizona, including:
  • **E-mail** and UITS computing accounts (i.e. `abc@email.arizona.edu`)
  • **UAccess Student Center** – for enrollment, tuition/payments, GradPath forms, etc.
  • **D2L** – web-based course management system
  • **University site-licensed software**
  • **OSCR computer labs**
2. Setting up your NetID/Password

• You will need:
  • **Your PIN Number** (Personal Identification Number, found at bottom of your original Admission Offer letter from the Graduate College);
  • **Your SID Number** (Student Identification Number, emailed to you after you accept admission through the online application).

• Go to

  https://netid.arizona.edu/
Creating your NetID

NetID = login ID for UAccess Student Center
       = your UA email address is your NetID@email.arizona.edu
First Year Student Holds

- **Immunization Hold** –
  - will prevent enrollment in first semester.
  - clear by uploading immunization documents at [https://health.arizona.edu/graduate-students](https://health.arizona.edu/graduate-students).

- **Subject-to Hold** –
  - will prevent enrollment in second/future semesters.
  - cleared by submitting any official transcripts/diplomas requested in your original admission offer email to the Graduate College, preferably **within the first 30 days of your first semester**.
  - Submission may be in-person, by email, or by mail.
5. Enrolling for Student Health Insurance

- If necessary, you may enroll in a student health insurance plan. For information on coverage please visit https://health.arizona.edu/student-health-insurance.

*Enrollment is required for on campus international students.*
Short path to OPTI Graduate Courses:
Choose Advanced Filters
- Subject = OPTI
- Career = Graduate
For the most part, you will be able to enroll in classes on your own, EXCEPT

- Courses requiring **DEPARTMENT CONSENT**:  
  - **OPTI 599: Independent Study** – requires an Independent Study Contract filled out by student and faculty supervisor;  
  - **OPTI 792: Directed Introductory Graduate Research** – First year PhDs only; requires an OPTI 792 Registration Form and Grading Form

- **OVERRIDES**, e.g. time conflicts and prerequisites.

  ** Enrollment in non-OPTI courses has to be requested from other departments.

- **Enrolling after the deadline.**
Important Drop/Refund Deadlines

(see [https://registrar.arizona.edu/dates-and-deadlines](https://registrar.arizona.edu/dates-and-deadlines)):

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/23/2021</td>
<td>FIRST DAY OF CLASS</td>
</tr>
<tr>
<td></td>
<td>- UAaccess still available for registration</td>
</tr>
<tr>
<td></td>
<td>- First day to add classes for audit; Instructor signature is required</td>
</tr>
<tr>
<td>8/30/2021</td>
<td>Last day to use UAaccess for adding classes, changing classes, or changing sections</td>
</tr>
<tr>
<td>8/31/2021</td>
<td>Instructor approval required on a Change of Schedule form to ADD or CHANGE classes</td>
</tr>
<tr>
<td>9/5/2021</td>
<td>Last day for a refund</td>
</tr>
<tr>
<td>9/6/2021</td>
<td>Beginning today, students may completely withdraw from all classes in the term</td>
</tr>
<tr>
<td>9/6/2021</td>
<td>Labor Day, no classes</td>
</tr>
<tr>
<td>9/17/2021</td>
<td>Last day to change from pass/fail to regular grading or vice versa with only instructor approval on a Change of Schedule form</td>
</tr>
<tr>
<td>9/18/2021</td>
<td>Instructor’s and dean’s signatures are required on a Change of Schedule form to change from pass/fail to regular grades or vice versa</td>
</tr>
<tr>
<td>9/19/2021</td>
<td>Last day for department staff to add or drop in UAaccess</td>
</tr>
<tr>
<td></td>
<td>- Lost day to drop without a grade of W (withdraw)</td>
</tr>
<tr>
<td></td>
<td>- Classes dropped on or before this date will remain on your UAaccess academic record with a status of dropped, but will not appear on your transcript</td>
</tr>
<tr>
<td></td>
<td>- Last day to change from credit to audit, or vice versa, with only an instructor’s signature</td>
</tr>
<tr>
<td>9/20/2021</td>
<td>W period begins; a penalty grade of W will be awarded for each withdrawal and the class(es) will appear on your transcript</td>
</tr>
<tr>
<td></td>
<td>- Beginning today, a change from credit to audit requires instructor approval on a Change of Schedule form</td>
</tr>
</tbody>
</table>
NO SET CURRICULUM: Choose any OPTI 500-level or above courses.

- Min 1 unit of enrollment required to remain active.
- Prerequisites for other courses that you want to take later.
- Courses in particular areas of Optics.
- 2 labs required for MS (512L, 569L, 586L offered Fall)
- Courses in related disciplines, with preapproval.

### MS Thesis and Report Suggested Coursework

(suggested tracks/emphasis areas; it is not required for MS students to choose a particular emphasis as there is no required MS curriculum)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Optical Engineering</th>
<th>Image Science</th>
<th>Photonics</th>
<th>Optical Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>S02 (3)</td>
<td>S01 (3)</td>
<td>S01 (3)</td>
<td>S01 (3)</td>
</tr>
<tr>
<td></td>
<td>S12 (3)</td>
<td>S02 (3)</td>
<td>S30 (3)</td>
<td>S12 (3)</td>
</tr>
<tr>
<td></td>
<td>S01 (3)</td>
<td>S12R (3) or 604 (3)</td>
<td>S12R (3)</td>
<td>S70 (3)</td>
</tr>
<tr>
<td></td>
<td>S02L (1) or S12L (1)</td>
<td></td>
<td></td>
<td>S12L (1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Optical Engineering</th>
<th>Image Science</th>
<th>Photonics</th>
<th>Optical Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>S03 (3)</td>
<td>S05R (3)</td>
<td>S03A (3)</td>
<td>S05 (3)</td>
</tr>
<tr>
<td></td>
<td>S05 (3)</td>
<td>S08 (3)</td>
<td>S10 (3)</td>
<td>S44 (3)</td>
</tr>
<tr>
<td></td>
<td>S05L (1)</td>
<td>S36 (3)</td>
<td>S1L (3)</td>
<td>600G (1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S05L (1)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Optical Engineering</th>
<th>Image Science</th>
<th>Photonics</th>
<th>Optical Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>S06 (3)</td>
<td>S37 (3)</td>
<td>S07 (3)</td>
<td>S07 (3)</td>
</tr>
<tr>
<td></td>
<td>S17 (4)</td>
<td>S12L (1)</td>
<td>S1L (1)</td>
<td>S11L (1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S71L (1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Optical Engineering</th>
<th>Image Science</th>
<th>Photonics</th>
<th>Optical Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td></td>
<td></td>
<td></td>
<td>S87L (1)</td>
</tr>
</tbody>
</table>
FULL TIME ENROLLMENT REQUIREMENTS FOR MS STUDENTS

• Domestic MS Students:
  • 9 units per semester for Full-time enrollment without Graduate Assistantship (GA).
  • 6 units per semester is Full-time enrollment, with GA. 6 units required for any employment on campus.
  • Must enroll for at least 1 unit to maintain active status.

• International MS Students
  • 9 units of enrollment per semester required to remain in visa compliance, or
  • 6 units of enrollment per semester, with GA.

A list of recommended courses for each area – Optical Engineering, Image Science, Photonics and Optical Physics – can be found at ms-thesis-report-suggested-coursework-07222016.pdf (arizona.edu)
• First-Year PhD students must complete 20 units over first 2 semesters.
  • Preparing for Qualifying Exams:
    • OPTI 501 (3)
    • OPTI 502 (3)
    • OPTI 505R (3)
    • OPTI 511R/OPTI 544+OPTI 570 (3/6)
  • OPTI 792: Directed Graduate Research – up to 6 units

Full-Time Enrollment:
  • Domestic Students:
    • 9 units per semester for Full-time enrollment without Graduate Assistantship (GA).
    • 6 units per semester is Full-time enrollment, with GA. 6 units required for any employment on campus.
    • Must enroll for at least 1 unit to maintain active status.
  • International Students
    • 9 units of enrollment per semester required to remain in visa compliance, or
    • 6 units of enrollment per semester, with GA.
Enrolling in Classes: OPTI 792 (PhD only)

OPTI 792: First-year Ph.D. students only

• Directed Graduate Research: OPTI 792
  • **GOAL: Find a Ph.D. research advisor in year 1**
  • 1-3 units possible in each semester
  • Counts towards 20-credit-hour requirement for first year Ph.D. students
  • The course is graded – based on task list
    • Expected hours per task
    • Target completion date for each task
    • Points possible for each task
  • Sign up with professor(s) of your choice (online form is within the course description)
  • Send completed form to Graduate Advisor, who will enroll you in OPTI 792 units
Complete in second year after Qualifying Exams

Complete by third semester
See current Financial Aid package

Making payments ** pay mandatory fees by 1st day of classes!

Current charges

Can split into 3 installments
7. Setting Up OSC User Account

SETUP OF OSC USER ACCOUNT: Complete New User Account Form to set you up on OSC listserves and set up access to the OSC Network/software at http://www.optics.arizona.edu/about/staff/departments/technology-management-group/new-user-account-form.

NEW USER ACCOUNT FORM

Please provide your contact information:

SID Number: *
First Name: *
Last Name: *
Phone:
Room Number:

Please select your OSC affiliation: *
Select -

Group with which you are working:

Account(s) Requested: *
- Add to osc directory
- OSC Network Log-on

Email address to which your OSC information will be forwarded: *

If you are a visiting scholar, please provide the name of the osc professor with whom you are working:

Additional Information:
OBTAIN A STUDENT ID CARD/CATCARD: As well as serving as your Student ID card, cash can be loaded onto your CatCard for use in purchasing meals, copy services, etc. CatCard Office: Bottom floor of the Student Union Memorial Center in room 142, next to USPS.

- [https://catcard.arizona.edu/](https://catcard.arizona.edu/)
- Take your PIN (on your formal Certificate of Admissions) or student ID number and a photo ID to the CatCard Office with you.
- $25 fee.
**MEINEL BUILDING KEYLESS ACCESS** for entry to building after hours/when the building is closed. Complete the Graduate Student Keyless Access Form (Adobe Sign form) at http://www.optics.arizona.edu/about/staff/forms.

**Student Key Request Form at above website for requesting physical keys to labs (with faculty approval.)**
Laser, Fire and Chemical Safety Trainings

(1) Complete 3 online lab Safety Training at UAccess EDGE Learning (https://uaccess.arizona.edu.)

- Login to UAccess Edge Learning with your UA email, NetID and Password.
- Using the search bar, search for each training; register for and complete:
  - Fire Safety Awareness** must be completed before Chemical Safety Training.
  - General Laboratory Chemical Safety Training
  - Laser Radiation Protection Course
- After completing each training session, save your certificate of completion in pdf format.

(2) Upload your certificates at http://www.optics.arizona.edu/safetytraining.
RESIDENCY CLASSIFICATION/FINANCIAL AID REQUIREMENT PROP 300: Required for all students receiving in-state tuition or financial aid funded by the State of Arizona.

(1) **Verify lawful presence** - 1 of 2 ways:
   (a) complete a **FAFSA** (Free Application for Federal Student Aid), OR
   (b) complete the **Verify Lawful Presence forms (VLP) in UAccess Student Center**:
      - Log into UAccess Student Center.
      - Choose the Demographic Data link under Personal Information.
      - Choose the Lawful Presence tab and complete fields.

(2) Complete **Statement of Residency Classification (SORC)** at [https://www.registrar.arizona.edu/sorc/student](https://www.registrar.arizona.edu/sorc/student).

Verifying lawful presence in the first semester is especially critical for Main Campus students who are residents of Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming and the Federal States of Micronesia to qualify for in-state tuition **WRGP in-state discounted tuition rate**. WRGP state registration must be completed in first semester.
OSC Graduate Programs Page

- [http://www.optics.arizona.edu/academics/graduate-students/graduate-programs](http://www.optics.arizona.edu/academics/graduate-students/graduate-programs)

**GRADUATE PROGRAMS**

As the largest optical sciences program in the United States, we educate more students in optical sciences than any other institution. Our graduates become professors, scientists, engineers, and entrepreneurs. They work in academia, in government, in industry, and in defense at both national and international levels. Most of our programs are available on-campus or online to best fit the needs of our students. Prospective and current graduate students can find more about admission details and program requirements below.

**PROGRAM REQUIREMENTS & HOW TO APPLY**

**PH.D. IN OPTICAL SCIENCES**

Requires 45 to 54 units of coursework and 18 units of dissertation to complete the degree.

- Fall 2022 Ph.D. Deadline (On-Campus)
  - Domestic Students: January 15, 2022
  - International Students: January 15, 2022

*No spring admission offered.

**M.S. IN OPTICAL SCIENCES**

Requires 32 to 35 units of coursework to complete the degree.

- Spring 2021 M.S. Deadline
  - Domestic Students: December 10, 2020 (On-Campus & Online)
  - International: September 1, 2020 (On-Campus) / December 10, 2020 (Online)

**SUPPORT THE COLLEGE**

Support current and future generations of optical scientists and engineers.

[Make a gift ▶](#)
Graduate Student Informational Videos

- Introduction to OpSci website & Reference Manuals
- Graduate Student Funding
- Overview of UAccess Student Center
- Introduction to GradPath

http://www.optics.arizona.edu/academics/graduate-students

VIDEO RESOURCES

The Academic Programs office has provided a series of informational videos geared to help answer OSC graduate students’ questions. Topics include staff introductions, funding options, UAccess Student Center, GradPath and many more.

The videos are available on the College of Optical Sciences’ YouTube Channel, and PDF files of each presentation are available below.

VIDEO 1: WELCOME AND OVERVIEW

Speakers: Associate Dean for Academic Programs John Koshel and Senior Academic Advisor Mark Rodriguez.

- Download Welcome and Overview PDF

Click to View/Hide Video
Jini Kandyil

Senior Academic Advisor

James C. Wyant College of Optical Sciences

Meinel 403B

jini@optics.arizona.edu

520-621-8418