

TO DO LIST FOR NEW GRADUATE STUDENTS

1. **NEW GRADUATE STUDENT ORIENTATIONS** to attend:
 - a. OSC Graduate Student Orientations:
 - **Main Campus Students:** Mark your calendars for the **Optical Sciences New Graduate Student Orientation scheduled for August 19th and 20th**. There will be a lot of valuable information at the OSC Orientation, and you will have a chance to meet your fellow classmates!
 - **Online MS/Certificate Students: Distance Learning/Online Grad Student Orientation on Wednesday, August 11th, 2021, 3:00 - 4:30 PM via Zoom.** Join Zoom Meeting at <https://arizona.zoom.us/j/89738761867>, Password: 893759.
 - b. Optional **Graduate & Professional Student Council Orientation (August 18th, 2021)** which is offered to all incoming University of Arizona grad students.
 - c. International students who are admitted to Main Campus programs must complete **check-in with International Student Services** (see <https://global.arizona.edu/international-students/graduate-students>).
2. **SET UP A UA NET ID AND PASSWORD:** You will need the following to set up both your NetID and password at <https://netid.arizona.edu/>:
 - a. **Your PIN Number** (Personal Identification Number, found at bottom of your original Admission Offer letter from the Graduate College);
 - B. **Your SID Number** (Student Identification Number, emailed to you after you accept admission through the online application).
3. **LOG IN TO UACCESS STUDENT CENTER** with your NetID and Password at <https://www.uaccess.arizona.edu>. You can watch [Video 2](#) on our website to learn how to access UAccess Student Center. This portal will be your go-to for all enrollment, financial aid, personal information updates – almost everything you do as a student.
4. **CLEAR ANY HOLDS ON YOUR RECORD.** One of the first items you will notice once you log in to UAccess Student Center are any holds on your record. For first-year students, these holds include the following:
 - a. **Immunization Hold** – An Immunization Hold will prevent Main campus students from enrolling for the first semester. You can clear the immunization hold on your account by uploading your immunization documents at <https://health.arizona.edu/graduate-students>. You can also access this website by choosing the Personal tab in UAccess Student Center, then the Campus Health Info link.
 - b. **Subject-to Hold** – A Subject-to Hold will prevent you from enrolling for your second semester. This is a hold placed by the Graduate College, which can be 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**. You can have your official university

transcripts sent to the UA Graduate College by email at transcripts@grad.arizona.edu, or by mail to:

Primary mailing address:

Graduate College
The University of Arizona
Administration 322
PO Box 210066
Tucson, AZ 85721-0066

Express mail (for FedEx, DHL, etc):

Graduate College
The University of Arizona
1401 E University Blvd, #322
Tucson, AZ 85721

You can also deliver official transcripts/diplomas to the Graduate College when you arrive on campus. Former UA students do not need to submit official UA transcripts.

5. **ENROLL IN STUDENT HEALTH INSURANCE:** If necessary, you may enroll in a student health insurance plan by selecting the Personal tab in UAccess Student Center, then the Campus Health Options tab. For information on coverage please visit <https://health.arizona.edu/student-health-insurance>. Enrollment is required for on campus international students.

6. **ENROLL IN CLASSES:** You may view and enroll in classes by selecting the Enrollment tab in UAccess Student Center, then the Add/Drop/Swap Classes tab. A short-cut to finding all graduate level courses offered is to choose the Class Search option, then enter the following criteria:

Subject = OPTI

Career = Graduate

Please contact the Graduate Advisor if you wish to enroll for either OPTI 599: Independent Study or OPTI 792: Directed Introductory Graduate Research (for first-year PhD students only). Both of these enrollments require Department Consent and submission of a written contract. Registration guidelines are available at <https://registrar.arizona.edu/records-enrollment/enrollment/how-register-classes>.

7. **SETUP OF OSC USER ACCOUNT:** As an Optical Sciences student, you must complete a New User Account Form to set up access to the OSC Network and to access software available to OSC students. Please fill out the online request form at <http://www.optics.arizona.edu/about/staff/departments/technology-management-group/new-user-account-form>. You only need to fill out the parts that pertain to you (e.g. you don't need to put a Room Number, etc.).
8. **OBTAIN A STUDENT ID CARD/CATCARD:** Obtain your CatCard at the Student Union. The CatCard Office located in the basement in room 142. As well as serving as your Student ID card, cash can be

loaded onto your CatCard for use in purchasing meals, copy services, etc. Be sure to take your PIN (on your formal Certificate of Admissions) or student ID number and a photo ID to the CatCard Office with you. Not required for Online students.

9. **MEINEL BUILDING KEYLESS ACCESS:** To obtain keyless entry to Optical Sciences when the building is closed, complete the Graduate Student Keyless Access Form at <http://www.optics.arizona.edu/about/staff/forms>. ** There is also a Student Key Request Form at this website for requesting physical keys to labs (with faculty approval).
10. **LASER, FIRE AND CHEMICAL SAFETY TRAININGS:** Complete the 3 online lab Safety Training courses by selecting EDGE Learning at <https://uaccess.arizona.edu>. **All new students must complete these trainings before being able to take lab courses/work in a lab.** Each course takes between 45-60 minutes to complete.
 - (1) **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 sessions, save your certificate of completion in pdf format.
 - (2) **Upload your certificates** at <http://www.optics.arizona.edu/safetytraining>.
11. **RESIDENCY CLASSIFICATION/FINANCIAL AID REQUIREMENT PROP 300:** All students receiving in-state tuition or financial aid funded by the State of Arizona are required to verify their US Citizenship, permanent residence, or lawful immigration status (see <https://registrar.arizona.edu/support-services/residency-classification-tuition-purposes/residency-procedures>).
 - (1) **Verify lawful presence.** You can verify lawful presence in one 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. If there is a need for you to complete this step, a link will appear, with instructions for uploading the necessary information.
 - (2) **Complete the Statement of Residency Classification (SORC)** at <https://www.registrar.arizona.edu/sorc/student>, indicating whether you are a non-resident or AZ resident.

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.** Students of these states qualify for in-state tuition WRGP in-state discounted tuition rate. However, you can only register as a WRGP state resident in your first semester.