

GRADUATE STUDENT ENTRY CHECKLIST

Dept. of Electrical and Computer Engineering

Submit the completed form to the ECE Graduate Studies Office (room ECE 242) during the first two weeks of the first semester.

Name:		
Student ID:	Home Phone:	Office Phone:
Current Address & Zip Code:		
ECE E-Mail Account:	@ece.arizona.edu	
Expected Graduation Date:		
Initial Faculty Advisor:		

- Provide proof of immunization to Campus Health Services (1541 E. University Blvd., tel. 621-6490). Proof of immunization is required prior to registration. Also, purchase health insurance, which is mandatory for international students.
- Meet with the ECE Graduate Academic Advisor (room ECE 242).
- Register and pay for classes using RSVP. You must pay before the established deadline in order to avoid late fees.
- Apply for an ECE e-mail account (required). The application form is included in the Graduate Handbook. Notice: All official ECE announcements and correspondence will be sent to your ECE e-mail address. However, you may arrange to forward your e-mail to another address if desired.
- All new TAs and RAs must contact their Faculty Advisor or faculty supervisor to discuss the TA or RA duties and to request any required room keys. Ask the faculty member to send e-mail for key authorization to Curt Booth (office@ece) **and** to you. After receiving the e-mail authorization message, meet with Curt Booth (room ECE 230) for instructions about how to obtain the keys.
- International students must attend orientation at the Office of International Student Programs & Services (915 N. Tyndall Ave., tel. 621-4627). Contact the ECE Graduate Academic Advisor for the orientation schedule. The orientation program will help the student obtain a Social Security number.
- Students who have been awarded a teaching assistantship (TA) or research assistantship (RA) must meet with Gina Nussman (room ECE 236) to complete the hiring paperwork. International students must first obtain a Social Security number.
- All new TAs and students seeking a TA must attend the Graduate Assistant Teaching Orientation (GATO). Absence from this orientation may result in the loss of your TA position. International TAs must also attend and pass the Test of Spoken English (TSE/Speak). Contact the ECE Graduate Academic Advisor for the schedule of these events.
- Purchase a student ID card in the Memorial Student Union. International students will be given an ID card during international student orientation.
- All students must attend the ECE Graduate Student Orientation. Contact the Graduate Academic Advisor for the schedule.
- Purchase textbooks at the UA Bookstore (1209 E. University Blvd., tel. 621-2811) or through other vendors.
- Purchase a parking permit, if desired, from Parking & Transportation Services (University Services Bldg., 888 N. Euclid Ave., tel. 621-3137).
- There is also a graduate orientation program sponsored by the Graduate and Professional Student Council (1230 N. Park Ave. #112, tel. 626-7526). Contact the ECE Graduate Academic Advisor for the schedule.
- If your admission was "subject to" the receipt of final transcripts or degree certificates, then submit these documents to the Graduate College (Administration Bldg. room 322, tel. 621-3132) within 30 days of enrollment.
- Meet with an Initial Faculty Advisor to discuss areas of study, initial course selection, research, etc. If you need access to the ECE graduate computer lab, then ask your Faculty Advisor to send e-mail for authorization to Curt Booth (office@ece) **and** to you. After receiving the e-mail authorization message, meet with Curt Booth (room ECE 230) to obtain a combination to the computer lab.