

# The Graduate Students' Administrative Task-list

## Once a Semester

- Consult your Five-year Plan with your advisor to identify classes for next semester.
- Inquire with Zenaída about removing any holds associated with your desired classes.
- Register for classes. (Beware that some classes are offered only every two to three years!)
- Submit AI/TA application form to The Graduate Program Director.
- (*international students*) Submit forms I-20 & I-9 to OIP for Employment / Travel signature
- (*international students*) Collect forms I-20 & I-9 from OIP.
- Collect Out of State Tuition Waiver form from Psychology Department office or online from the graduate school website.
- Complete and submit Out of State Tuition Waiver form and collect the Dean's signature (Liberal Arts building).
- Collect Out of State Tuition Waiver form from the Dean's Office and submit it at the Graduate School (Academic Services).
- Collect the Criminal History Background Check form from the Psychology Department.
- Complete the Criminal History Background Check form and submit it to HR (Administration building).
- Pick up Insurance forms from HR.
- Complete Insurance forms and submit to HR.

## Once a Year

- Complete Compliance training (Fall Semester).
- (*International students*) Update GLACIER.
- (*International students*) Attend Tax workshop conducted by OIP (approx. end of February)
- (*international students*) Complete Tax forms and mail them to Tax Department.
- Complete and submit Annual Activities Report to The Graduate Program Director. (Spring Semester).

## Incoming / 1st year students

- (*International students*) Attend OIP Orientation
- (*International students*) Get Social Security Number, contact OIP for details.
- Attend Psychology Department Orientation.
- Attend Graduate School (general) Orientation.
- Check and remove remaining registration holds.
- (*international students*) Enroll in GLACIER system with HR.
- Get your Student ID.
- Collect and complete all HR forms, submit them to Penny ASAP!
- Submit a key request form(s) for all areas to which you will require access (building, office, lab &c.)
- Set up direct deposit with HR.

## Monthly

- Complete Time Sheet.

## Every 3 years

- IRB Ethics Certificate renewal online through [www.citiprogram.org](http://www.citiprogram.org)

## Optional / PRN

- Purchase parking pass, and locate assigned parking lot.
- Submit travel requests to Penny with plenty of time before you travel!