



## First-Year Grad Student Check-off List

- Accept your acceptance to USU.** You will receive an email from the graduate school directing you to enter the application portal. Click on decision history and select the “accept” option from there. GPC (Janet) will check to see if this is done and notify faculty if their accepted students still need to do this.
- USU Account and email.** Set up your USU account with a strong password. All university/college/department communication comes via your USU email account. Check it often!
- Funding and insurance.** If you are receiving funding, **sign your graduate funding letter.** You should have received this letter via AdobeSign. Please **sign your Insurance Agreement.** You must do this whether you intend to waive or accept this offer. Either accept or decline.
- Grad School Orientation** is offered either in person or on-line. You can find out dates and register here: <https://gradschool.usu.edu/orientation>
- Register for USU 7920** USU 7920 is required for all graduate students who have been awarded or are pursuing a teaching assistantship. It must be completed before the student’s EPAF is approved. The course is a 0-credit online class that is graded pass/fail. No incompletes are allowed for this course. Registration for USU 7920 is done through Banner, like traditional courses. Here is the link to Banner to sign-in and register: <https://ss.banner.usu.edu/StudentRegistrationSsb/ssb/registration>
- Parking pass.** You will need to register for classes before you are able to obtain a parking pass. You can register for the pass online. Here is the link with more info: <https://www.usu.edu/parking/students/#permits>
- Keys.** Check with your faculty advisor about your **studio/workspace.** Your faculty advisor will work with Ashley in the front office to order any keys that you will need. Once your keys are ready you will collect them at the Key Office in the Physical Plant building.
- Mailbox.** You have a mailbox assigned to you in the Art + Design copy room. Your faculty advisor, Janet, or Ashley can show you the location. Don’t forget to check it regularly.
- Mailing address.** Once you arrive at USU, **update your local mailing address** in Banner. Meet with your faculty advisor or committee chair to discuss which classes to **register for your first semester.**
- Supervisory committee.** During your first semester, meet with potential supervisory committee members. Before the completion of your second semester, form your thesis supervisory committee and complete your Supervisory Committee Approval Form: [https://usu.service-now.com/aggies?id=sc\\_cat\\_item&sys\\_id=8a0a759b4fe96b80c8ce85c98310c75e](https://usu.service-now.com/aggies?id=sc_cat_item&sys_id=8a0a759b4fe96b80c8ce85c98310c75e)
- 1<sup>st</sup> Year MFA Candidacy Review.** Meet with your supervisory committee towards the end of the spring semester and have them complete the MFA Candidacy Review Form and submit it to GPC. <https://cca.usu.edu/art/students/apply#graduate>, then scroll down to Graduate Student Forms
- Program of Study.** Start working on your Program of Study Planner with your thesis supervisory committee. <https://cca.usu.edu/art/students/apply#graduate>, then scroll down to Graduate Student Forms
- Utah residency.** Don’t forget that if you are not already a Utah resident, you will need to apply for Utah residency the summer before your second year. <https://www.usu.edu/admissions/residency/>

For additional info, please refer to the department graduate handbook.  
[https://cca.usu.edu/art/files/pdf/GradHandbook\\_202223.pdf](https://cca.usu.edu/art/files/pdf/GradHandbook_202223.pdf)