Entering Student Checklist 2021

☐ International Students: Visit http://oiss.wustl.edu/students/ for new international student information as soon as possible.

☐ Submit your Final Transcript(s) by July 1st: Arrange for your final transcript with proof of degree to be sent to Patrice Foy in the Division of Biology & Biomedical Sciences.

☐ Set-Up WUSTL Key & Email account: You will receive an email from the Graduate School with this information. Email your DBBS Program Coordinator with your WUSTL email address.

☐ Student Health/Immunizations: Visit http://wusmhealth.wustl.edu/students/new-students/ for instructions. Using your WUSTL Key, you will be able to upload your health records, the deadline to complete on-line is July 15th for Fall matriculation and 1 month prior to starting for Summer matriculation. Failure to comply will result in a $95.00 late fee.

☐ Contact your Program Coordinator: Check-in and obtain authorization for an ID Badge by August 13th. We will use the photo you submitted with your application, unless you send another immediately. All Washington University students should carry their WU Student ID Card whenever they are on campus. The ID gives you access to buildings on the Medical Campus and select Danforth campus buildings, or using the campus shuttle.

☐ Stipend: To ensure that you receive your first stipend paycheck, make certain to submit your start date, email address and frontload form to the DBBS Finance email at DBBS-StudentFinance@email.wustl.edu. Information must be submitted no later than the following dates: July 13, August 10 or September 14.

☐ Local Address and Emergency Contact: Please enter local address and emergency contact information in the Student Hub. Access will be provided after you've been assigned an Employee ID (EMPLID) when DBBS Finance has added you to Human Resources (HRMS).

☐ Rotation: Indicate your permission to allow potential rotation mentors to review your application by checking the appropriate box in the Student Hub. Set up your 1st rotation no later than September 13th, then complete the Research Rotation Form and submit to your program coordinator.

☐ Student Code of Conduct: DBBS requires that incoming students read the Code of Conduct prior to registration. Please indicate your completion of the requirement in the Student Hub.
Student Registration in Webstac: Visit https://acadinfo.wustl.edu/ to register. First day of classes is August 30th. Your DBBS Program Coordinator will send you an email with instructions.

Complete U-Pass Registration: Visit https://parking.wustl.edu/items/metro-transit/ for the U-Pass a day or two after you have registered for the Fall Semester. To ride the MetroLink you must have your WU Student ID and Metro U-Pass.

Compliancy Training: Online HIPAA, Lab Safety, and Percss (Program for Ethical Conduct of Science & Scholarship). You will receive an e-mail from DBBS-Student Finance containing instructions on how to complete these mandatory compliancy modules.

Orientation: Monday, August 16th. Immediately following Orientation, a 3-week voluntary Immersion Experience begins and the mandatory Graduate Research Fundamentals (GRF) course. More information coming later in the week.