



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. From there you will need to click on decision history and select the “accept” option. GPC (Janet) will check to see if this is done and notify faculty if their accepted students still need to do this.
- Set up your USU account** with strong password.
- If you are receiving funding, **sign your graduate funding letter.**
- Make sure to **sign your Insurance Agreement.** You need to do this whether you intend to waive or accept this offer.
- Register for USU 7920** USU 7920 is required for all graduate students who have been awarded or are pursuing a teaching assistantship. 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 through Banner, like traditional courses.
- Check with your faculty advisor about your **studio/workspace.**
- Ask Ashley to **order any keys** you will need.
- 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.** Recommended: 9 credits of area of study graduate studio.
- During your first semester, **meet with potential supervisory committee members.**
- Prior to the completion of your second semester **form your thesis supervisory committee** and complete your Supervisory Committee Approval Form: <https://usu.service-now.com/aggies> or give your list to Janet and she will do it for you
- Meet with your thesis committee** towards the end of spring semester and have them complete the MFA Candidacy Review Form and submit it to GPC artsci.usu.edu>Students & Alumni>Graduate Information>Graduate Student Forms>MFA Candidacy Review Form
- Start working on your Program of Study Planner** with your thesis supervisory committee. artsci.usu.edu>Students & Alumni>Graduate Information>Graduate Student Forms>Program of Study Planner this is due the end of your second semester