



LPL New Student Information and Checklist

- 1. Immunization.** Meet the University of Arizona's Immunization Requirements before you arrive. You cannot enroll for classes until this requirement is met. For information, visit: <https://www.health.arizona.edu/immunization-requirements>
- 2. Transcripts.** If you have not already done so, please submit an *official* transcript from any previous colleges and universities. Please send all e-transcripts to admissions@lpl.arizona.edu.
- 3. Review the New Student Resource page:** <http://gpsc.arizona.edu/resources-future-students>
- 4. International Students.** Refer to <https://global.arizona.edu/international-students/graduate-students> and review the check-in requirements. Please contact intl-isps@arizona.edu for any questions regarding your I-20 or visa.
- 5. LPL/UA Email.** You have been assigned or will be assigned an official UA email account and will also be assigned an alias LPL email address. Your LPL email is automatically forwarded to your official UA email account and is for LPL branding purposes only.
- 6. Create a NetID to register for classes and orientations.** Have your Student Identification Number (SID) and corresponding Personal Identification Number (PIN) ready and go to the UANetID accounts website (<http://netid.arizona.edu>) to establish a UA NetID.
- 7. Obtain a University of Arizona CatCard.** Information and instructions on how to obtain the CatCard are available here: <https://catcard.arizona.edu/>.
- 8. Attend Graduate Student Orientation.** Registration and dates will be provided this summer. The [Graduate & Professional Student Council Orientation](#) is offered to all incoming University of Arizona grad students. International students have an additional orientation session; more information is available from [International Student Services](#).
- 9. Enroll in Health Insurance.** If necessary, you may enroll in a student health insurance plan. For information on coverage please visit <https://health.arizona.edu/student-health-insurance>. Enrollment is required for on campus international students.
- 9. Keys and Building Access.** Once you have your CatCard, we can assign keys for your office and a PIN to allow for keyless building access. You can expedite this process by completing the in-house new staff form: <https://www.lpl.arizona.edu/business/forms/new-employee>
- 10. Set up Direct Deposit.** If you are receiving salary or wages from the University of Arizona, you can establish Direct Deposit from [UAccess Employee/Manager Self Service](#). Once logged in using your NetID, go to Self Service (under Main Menu), then Payroll and Compensation, then Direct Deposit.

If you are a student who is not receiving salary or wages, you can establish Direct Deposit from your [UAccess Student Center](#) account.

- Once logged in using your NetID:
 - Click on the Account Inquiry link (under the Finances / My Account)
 - Click on the Web Refund Enrollment tab
 - Enter your direct deposit information
 - Click Enroll
11. **Log in to UACCESS Student Center:** <https://www.uaccess.arizona.edu>. It is here you can update your personal information, accept financial aid, and enroll in classes.
 12. **Contact me (apbrenton@arizona.edu or 520-621-6954) to set up an introductory meeting when you arrive at LPL.** I will assist you with a mailbox, an office, etc. We will also go over helpful policies and procedures to get you started.
 13. **GTA Orientation/Training.** If you are assigned a GTA appointment, you are required to attend an LPL GTA training (date TBA) and to complete online/other GTA orientations.
 14. **Register for courses!** If you have questions about enrollment and which courses to take, contact me (apbrenton@arizona.edu, 520-621-6954). I will direct you to a faculty advisor/member of the Graduate Admissions and Advising Committee (GAAC). Students with GTAs or GRAs must enroll for at least 6 units; however, in order to complete the major/minor requirements in advance of the preliminary examinations, students should plan on enrolling for at least nine units (to include at least one minor course). You may also want to register for the field trip course, PTYS 590. Note that enrollment requirements may also depend on the terms of your student visa or funding/fellowship arrangement. Please refer to the LPL website (<http://www.lpl.arizona.edu>) and course listing (<http://www.lpl.arizona.edu/graduate/>) as you consider enrollment.
 15. **Plan to attend an orientation/welcome meeting with the GAAC.** Exact meeting date and time will be forwarded to you when available. This meeting is an opportunity for new students to ask questions and get advising information.

Useful links

- Campus/academic calendars: <http://www.arizona.edu/calendars-events>
 - Campus maps: <http://map.arizona.edu/>
- Graduate and Professional Student Council: <https://gpsc.arizona.edu/>
- Information for GA's, including the GA Manual: <http://grad.arizona.edu/funding/ga>
 - International Student Services: <https://global.arizona.edu/iss>
- Registration dates and deadlines: <https://registrar.arizona.edu/dates-and-deadlines>
 - UArizona Bursar: <https://bursar.arizona.edu/>
 - UA Graduate College: <http://grad.arizona.edu>