

REGISTRATION GUIDE FOR NEW GRADUATE STUDENTS



Welcome to the University of Washington!

On behalf of the University of Washington community, I want to welcome you and thank you for your decision to accept our offer of admission. I trust that you will find your stay here to be successful and fulfilling.

This guide is intended to provide you with the information necessary to proceed with your admission and enrollment as well as services provided on campus. Please read the entire guide carefully.

I wish you the best in your future educational endeavors.

David L. Eaton
Dean and Vice Provost of the Graduate School

OFFICIAL DEGREE TRANSCRIPTS

Completion of a baccalaureate degree from a regionally accredited college or university in the U.S. or its equivalent from a foreign institution is a requirement of admission. If you have not already done so, you must request the institution from which you received your degree to mail an official final degree transcript (with degree posted) directly to the Graduate School. Log in to your online application (<https://apps.grad.uw.edu/applForAdmiss/login.aspx>) and review your Graduate Application Status Page for a list of all transcripts required by the Graduate School and for the Graduate School's mailing address. This requirement is separate from any graduate program requirement to send unofficial and/or official transcripts to your department.

REVIEW CLASS, DEPARTMENT & RESIDENCY

On your Graduate Application Status Page (log in to your online application at <https://apps.grad.uw.edu/applForAdmiss/login.aspx>), please note the class and department to which you are admitted. If either is incorrect, you should contact Graduate Enrollment Management Services at uwgrad@uw.edu. If you have been classified "non-resident" and believe that you qualify for "resident" status:

UW Seattle: Please contact the Residency Office at (206) 543-5932 or resquest@uw.edu.

UW Bothell: Please see <https://www.uwb.edu/registration/policies/residency>.

ACCESSING UNIVERSITY RESOURCES ONLINE

Students attending the University of Washington for the first time need a UW NetID to access computing resources at the

University. These resources include a UW supported e-mail account and access to your personal records. If you have not already created your UW NetID, you may do so at <https://itconnect.uw.edu/security/uw-netids/about-uw-netids/>. Once you have created your UW NetID, you can check your schedule and change your address through the MyUW website at <https://myuw.washington.edu/>, which is your access point for this information. MyUW allows you to do all this and more at any time without standing in line.

Your UW NetID is also your UW e-mail address and will be used by University offices to contact you with important information. Be sure to check your e-mail periodically so that you have the most current information available about registration.

Students returning to the University after an absence may use their former UW NetID to access these services. If you did not have a UW NetID or have forgotten your password, go to <http://itconnect.uw.edu/security/uw-netids/about-uw-netids/> and follow the instructions.

REGISTRATION

UW Professional and Continuing Education provides registration services for you, including adding or dropping courses, making other schedule changes, and processing refunds. Every quarter, your program will provide you with detailed information about available courses and registration procedures. Please follow it carefully. The above services are not available through MyUW.

Once enrolled, if you do not maintain continuous enrollment by either being registered or on official leave status for each quarter (except summer), you will lose graduate student status and will need to request reinstatement to the Graduate School and pay the \$250 reinstatement fee.

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If you register for courses and find that you are unable to attend the University, it is your responsibility to withdraw completely. To avoid additional fees, you must do so in person, by mail, e-mail, or by fax no later than the seventh day of the quarter. In-person: Visit 4311 11th Ave NE in the University District of Seattle, Monday through Thursday 8:00 a.m. to 5:00 p.m. and Friday 9:00 a.m. to 5:00 p.m. Or mail withdrawal requests to: Registration Services, University of Washington Professional and Continuing Education, PO Box 45010, Seattle, WA 98145-0010; or e-mail to c2reg@uw.edu; or fax to 206-685-9359. Postmarks and send dates are observed.

TUITION AND FEES

Current tuition and fee information will be provided by your program. These amounts are subject to change without notice. At the time of registration, UW Professional and Continuing Education will collect tuition and fees for coursework and UW services such as registration, student activities, and technology resources. UW Professional and Continuing Education also processes refunds.

STUDENT ID CARD INFORMATION

The University of Washington issues each student a permanent ID card. This will be issued in person only. Locations and hours of the Husky Card Account & ID Centers at which students may request an ID card are listed at <https://www.hfs.washington.edu/huskycard/Default.aspx?id=605#gsc.tab=0>. You will need to present U.S. state- or federally issued photo identification and your UW student number to claim your card. There is no charge for your first ID card.

HEALTH INSURANCE

The optional UW Student Health Insurance Plan (SHIP) terminated in 2014, and is no longer offered to students who are U.S. citizens or permanent residents. International students are still required to buy UW insurance; for details, see <http://www.washington.edu/ship/international-student-insurance-health-plan/>. If you have any questions, please call the UW International Health Insurance Counselor at (206) 543-6202 or e-mail stdins@uw.edu.

A separate plan of coverage is available as a benefit for graduate students who are awarded an eligible graduate appointment by their department. Your department will give you further information when you arrive. However, the entire text of the Graduate Appointee Insurance Plan booklet is available on the Web via <http://hr.uw.edu/benefits/health-insurance/graduate-appointees-health-insurance/>.

IMMUNIZATION

The following requirements do not apply to students in degree programs in which 100% of the coursework is online and there is no on-campus option for any of the coursework. However, if a degree program includes at least some coursework where there is an option of taking online OR on-campus classes, the following requirements do apply.

All matriculated UW Seattle campus students are required to provide proof of measles immunity. Satisfying this requirement will allow you to register for classes. Students born before January 1, 1957 are considered immune to measles and do NOT need to submit proof of immunity. UW Seattle measles immunity verification instructions are at <http://depts.washington.edu/hhpccweb/project/measles-requirement/>. Further information is available by calling the Hall Health Primary Care Center UW Measles Requirement Hotline at 206-616-4672 or e-mailing measles@uw.edu.

Information about the UW Bothell measles immunity verification requirement is at <https://www.uwb.edu/registration/policies/immunization>.

THE GENERAL CATALOG

The General Catalog is an essential source of information about University and Graduate School policies. It is your responsibility to know and comply with these regulations and requirements. Specific Graduate School policies are available at <http://grad.uw.edu/policies-procedures/>. The catalog is available at <http://www.washington.edu/students/genecat/>.

WEB RESOURCES

A great deal of information is available for you.

For information on student resources, visit <https://www.pce.uw.edu/help/resources-policies>.

For graduate student information, visit <http://grad.uw.edu/>.

STUDENT SERVICES

Disability Resources for Students

The University is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. For information or to request disability accommodation, go to:

UW Seattle: <http://depts.washington.edu/uwdrs/> or contact: Disability Resources for Students at (206) 543-8924 (Voice and Relay), (206) 616-8379 (FAX), or e-mail uwdrs@uw.edu.

UW Bothell: <http://www.uwb.edu/studentaffairs/drs> or contact: Rosa Lundborg, Disability Resources for Students at

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(425) 352-5307 (Voice), 425-352-5303 (TDD), (425) 352-5114 (FAX), or e-mail rosal@uw.edu.

Veterans Benefits

Veterans and active duty servicemembers, as well as the dependents of deceased or disabled veterans or active duty servicemembers, may be eligible for federal VA benefits. State tuition waivers may be available for dependents and spouses of 100% disabled veterans, POWs, or MIAs. You may obtain specific information from:

UW Seattle: Veterans Education Benefits Office, Schmitz Hall Room 520, Tel: (206) 543-6122, e-mail: veteran@uw.edu, web page: <http://www.veteran.uw.edu/>.

UW Bothell: Rosa Lundborg, Veterans Services, Student Success Center, Tel: (425) 352-5307 (Voice), 425-352-5303 (TTY), (425) 352-5114 (FAX), or e-mail rosal@uw.edu. Web page: <http://www.uwb.edu/studentaffairs/veterans>.

Student Housing

UW Seattle: There are waiting lists for housing, so you should apply as soon as possible. For eligibility, timelines and other application information, please visit <https://www.hfs.washington.edu/> or the Housing Student Services Office, University of Washington, 210 Lander Hall, 1245 NE Campus Parkway, Seattle, WA. Telephone (206) 543-4059 or e-mail: hfsinfo@uw.edu. Off-campus housing resources are available at <https://www.hfs.washington.edu/housing/Default.aspx?id=1811#gsc.tab=0>.

UW Bothell: Please see <http://www.uwb.edu/housing>.

Child Care

UW Seattle: The Student Parent Resource Center (520 Schmitz Hall, Tel: 206-543-1041, e-mail: stuparrc@uw.edu) provides eligible student-parents with direct financial assistance in purchasing childcare services. Application procedures and deadlines are available at <https://osfa.washington.edu/wp/sprc/>.

UW Bothell: Please see <http://www.uwb.edu/studentaffairs/resources-for-parents>.

Employment

UW Seattle: The Career & Internship Center (134 Mary Gates Hall, Tel: 206-543-0535) provides students with many services. Visit their Web site at <https://careers.uw.edu> for more information.

UW Bothell: Career Services (Tel: 425-352-3706): Please see <https://www.uwb.edu/careers>.

STUDENT DIRECTORY INFORMATION

The University will routinely release student directory information unless the student requests otherwise.

Directory information is defined as a student's name, street address, e-mail address, telephone number, date of birth, dates of attendance, degrees and awards received, major and minor field(s) of studies, class, participation in officially recognized activities and sports, most recent previous educational agency or institution attended by the student, and, if the student is a member of an intercollegiate athletic team, weight and height. Students who do not wish to authorize directory release may use MyUW at <https://myuw.washington.edu/> to restrict access to information. (Select the "Change of Address" option under "Student Personal Services"). In such cases the University will release no information, including dates of attendance and degrees granted, without a written release from the student. Students who wish to change their authorization and allow release may do so using MyUW. More information is available at <https://www.washington.edu/students/reg/ferpa.html#Q1>.

ADDITIONAL INFORMATION

Information about campus safety is available at:

UW Seattle: <http://www.washington.edu/studentlife/campus-safety/>.

UW Bothell: <https://www.uwb.edu/safety>.

Information about services to stay healthy—emotionally, mentally, and physically—is available at:

UW Seattle: <http://www.washington.edu/studentlife/health/>.

UW Bothell: <http://www.uwb.edu/studentaffairs>.

Information about and a link to the University of Washington Student Conduct Code is available at:

UW Seattle: <http://www.washington.edu/cssc/student-conduct-overview/student-code-of-conduct/>.

UW Bothell: <http://www.uwb.edu/studentaffairs/studentconduct>.

If you need further assistance, please contact your academic program or the UW Professional and Continuing Education Registration Office at (206) 543-2320.

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with University policy and applicable federal and state statutes and regulations.