

# Graduate Checklist:

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**Submit outstanding paperwork** - including, but not limited to:

- o Final Official College Transcripts
  - o Test Scores
  - o Department-specific paperwork
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**Submit proof of Measles Vaccination/Exemption**

*Student Health & Counseling (U. Center Bldg, 527 SW Hall St.)*      [www.shac.pdx.edu](http://www.shac.pdx.edu)      (503) 725-2800

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**Apply for Financial Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) and submit any materials requested by the PSU Financial Aid Office**

*Financial Aid Office (Neuberger Hall Lobby)*      [www.pdx.edu/finaid](http://www.pdx.edu/finaid)      (503) 725-3461

- o To check on the status of your aid or to accept your award, once you have completed the FAFSA, login to the Student Information System [banweb.pdx.edu](http://banweb.pdx.edu)
  - o Contact your department for additional sources of funding such as scholarships, fellowships, and assistantships
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**Housing & Residence Life**

*Residence Life Office (Broadway Building)*      [www.pdx.edu/housing](http://www.pdx.edu/housing)      (503) 725-4333

- o If you plan to live on campus be sure to submit a contract for housing as early as possible as space is limited.
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**Set-up ODIN account through the ODIN Account Manager (OAM)**

*Office of Information Technology*      <http://oit.pdx.edu>      (503) 725-HELP

- o This account allows students to access PSU's computer labs and wireless network, includes a PSU e-mail account, and permits access to electronic storage space on PSU servers.
  - o Create your account online by going to [oam.pdx.edu](http://oam.pdx.edu) and following the instructions on your admission letter.
  - o If you have misplaced your letter of admission, or are having other difficulties logging-in, please contact the Office of Information Technology help desk for assistance.
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**Register for Classes**

*Admissions, Registration, and Records (Neuberger Hall Lobby)*      [www.pdx.edu/registration](http://www.pdx.edu/registration)      (503) 725-3511

- o Register online at [my.pdx.edu](http://my.pdx.edu). Login using the ODIN account you created during the OAM process.
  - o The current term's course schedule can be found online at: <http://www.sa.pdx.edu/soc/>.
  - o Registration resources, including the Registration Guide pdf, can be found online at: <http://www.pdx.edu/registration/register>.
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**Obtain PSU ID Card in Neuberger Hall Lobby (\$6)**

*ID Cards (Neuberger Hall Lobby)*      [www.psuone.pdx.edu](http://www.psuone.pdx.edu)      (503) 725-8333

- o Approximately a week after registering for classes you will receive your PSU Student ID Card in the mail. Your first ID card does not include your photo. When you arrive on campus you will need to go to the ID Card Office in the lobby of Neuberger Hall and have your photo taken. It will cost \$6.00 and you will receive your new ID card in the mail within a week which, after activation, will replace your non-photo ID. You should activate your ID card as soon as possible.
  - o Make sure that your address is updated so that your ID card gets to you in a timely manner. You can update your address online at [banweb.pdx.edu](http://banweb.pdx.edu).
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**Purchase a Parking Permit OR FlexPass**

*Transportation & Parking (Academic & Student Rec Center)*      [www.transportation.pdx.edu](http://www.transportation.pdx.edu)      (503) 725-3442

- o Students must be registered for classes prior to purchasing either a FlexPass or a parking permit.
  - o The FlexPass must be purchased in-person at the Transportation and Parking office.
  - o Parking permits are available on a first-come, first-serve basis and may be purchased online during designated dates; all permits purchased online will be delivered by mail. Permits will also be available for sale at the Transportation and Parking office.
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**Purchase textbooks**

*PSU Bookstore (Urban Center)*      [www.psubookstore.com](http://www.psubookstore.com)      (503) 725-3780

- o Purchase textbooks at PSU Bookstore (beginning 1-3 weeks prior to the start of the term). It is advisable to wait until this date to purchase textbooks as any books purchased prior to this date may not be eligible for a full refund should you need to return the book. Books may also be purchased online.
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**Pay Tuition & Fees**

*Cashier's Office (Neuberger Hall Lobby)*      Online payments may be made through [my.pdx.edu](http://my.pdx.edu)      (503) 725-3670

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**Meet with your department for advising**

For a list of graduate programs go to [http://www.pdx.edu/degrees\\_grad](http://www.pdx.edu/degrees_grad)