

Graduate “To-Do” List:

- Submit outstanding paperwork** - including, but not limited to:
 - Final Official College Transcripts
 - Test Scores
 - Department-specific paperwork

- Submit proof of Measles Vaccination/Exemption**
Student Health & Counseling (U. Center Bldg, 527 SW Hall St.) *www.shac.pdx.edu* (503) 725-2800

- Apply for Financial Aid (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* (503) 725-3461
 - 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. The Financial Aid department will be communicating with you through Banweb, so to receive the most up-to-date information you will want to check Banweb frequently.
 - Login Information
 - Use your Student ID # to login (or SSN if you included it on your application)
 - If this is your first time logging in to banweb then your PIN is your 6-digit date of birth (MMDDYY; for example if you were born on January 1st 1985 then your PIN would be 010185)
 - Contact your department for additional sources of funding such as scholarships, fellowships, and assistantships)

- Apply for Housing (only eligible if registered for at least 8 credits)**
University Housing (210 Broadway) *www.pdx.edu/housing* (503) 725-4333

- Register for Classes**
Admissions, Registration, and Records (Neuberger Hall Lobby) *www.pdx.edu/registration* (503) 725-3511
 - Register online at banweb.pdx.edu
 - Registration resources, including the Registration Guide pdf, can be found online at: <http://www.pdx.edu/registration/register>

- Set-up ODIN account** (PSU email/technology)
User Support Services *www.account.pdx.edu* (503) 725-HELP
 - You must be registered for at least one credit before you can set up this account
 - To create your account go to www.account.pdx.edu. After completing the form on the web, activate your account at the OIT help desk in SMSU 18.
 - 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.

- Obtain PSU ID Card in Neuberger Hall Lobby (\$6)**
ID Cards (Neuberger Hall Lobby) *www.psuone.pdx.edu* (503) 725-8333
 - 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.
 - 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.

- Reserve Parking Permit OR Pick-up Flexpass**
Transportation & Parking Office (Neuberger Hall Lobby) *transportation.pdx.edu* (503) 725-3442
 - Students must be registered for classes prior to purchasing either a Flexpass or a parking permit.
 - Reserve a Flexpass or Parking Permit during the designated 'Reservation Period' for each term via the Student Information System (banweb.pdx.edu).
 - About one week after the 'Reservation Period' has concluded students may pick up their parking permit or Flexpass validation sticker at the Parking Office in Neuberger Lobby. Also at this time, any remaining permits are available on a first-come, first-serve basis at the Parking Office in Neuberger Hall lobby.

- Purchase textbooks**
PSU Bookstore (Urban Center) *www.psubookstore.com* (503) 725-3780
 - 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.

- Pay Tuition & Fees**
Cashier's Office (Neuberger Hall Lobby) *www.pdx.edu/bao/cashiers-office* (503) 725-3670

- Meet with your department for advising**
For a list of graduate programs go to http://www.pdx.edu/degrees_grad