

Graduate Student Entry Checklist

Department of Electrical and Computer Engineering
North Dakota State University

Submit the completed form to the ECE Graduate Studies Office (room ECE 242) during the first two weeks of the first semester.

Name:		
Student ID:	Home Phone:	Office Phone:
Current Address & Zip Code:		
E-Mail Account:		
Expected Graduation Date:		
Initial Faculty Advisor:		

- Meet with the ECE Graduate Coordinator (room ECE 101Q).
- Register and pay for classes using RSVP. You must pay before the established deadline in order to avoid late fees.
- All new TAs and RAs must contact their Faculty Advisor or faculty supervisor to discuss the TA or RA duties and to request any required room keys.
- Provide proof of immunization to Campus Health Services. Proof of immunization is required prior to registration. Also, purchase health insurance, which is mandatory for international students.
- Students who have been awarded a teaching assistantship (TA) or research assistantship (RA) must meet with Pan Gahner (room ECE 101) to complete the hiring paperwork. International students must first obtain a Social Security number.
- All new TAs and students seeking a TA must attend the Graduate Assistant Teaching Orientation (GATO). Absence from this orientation may result in the loss of your TA position. International TAs must also attend and pass the Test of Spoken English (TSE/Speak). Contact the ECE Graduate Academic Advisor for the schedule of these events.
- Purchase a student ID card in the Memorial Student Union. International students will be given an ID card during international student orientation.
- All students must attend the ECE Graduate Student Orientation. Contact the ECE Office for the schedule.
- Purchase textbooks at the NDSU Bookstore or through other vendors.
- Purchase a parking permit, if desired, from Parking & Transportation Services.
- If your admission was “subject to” the receipt of final transcripts or degree certificates, then submit these documents to the Graduate School (Pld Main, Room 201) within 30 days of enrollment.
- Meet with an Initial Faculty Advisor to discuss areas of study, initial course selection, research, etc.