

# Graduate New Student Summer Checklist 2019

Starting at MassArt in Summer/Fall 2019? Make sure you complete the items below!



## ✓ Set up your MassArt Email Account: ASAP

Account information was sent to your status portal.  
- If you did not receive this, contact Admissions at 617-879-7222.  
- If you did receive the information but are having trouble setting up your account, contact the Help Desk at 617-879-7888.  
*-You will receive important information during your time here and the College will be using this as your contact email. International students, your personal email address will be used over the summer.*

## ✓ Student Accessibility/Accommodation Request Form: Due ASAP

If you plan to receive accommodations for a disability while at MassArt, access the form in your status portal. Questions? Contact the Academic Resource Center at 617-879-7280 or arc@massart.edu

## ✓ Housing Application: Due ASAP

If you need a copy of the on-campus housing form, you can access it in your status portal. Questions about your application? Contact the Office of Housing and Residence Life at housing@massart.edu

## ✓ Final Transcripts / Proof of Graduation: College Transcripts: Due 6/10

Please submit final college transcripts to the Office of Admissions.  
Questions? Contact 617-879-7222

## ✓ Immunization Record Form: If you start classes on 6/4: Due 6/3 If you start classes after 6/4: Due Before 1st Class

Questions? Contact the Counseling and Wellness Center at 617-879-7760 or counseling@massart.edu

## ✓ M.Arch - Program Placement/Transfer Credit Evaluation

M.Arch [Additional Resources](#) - M.Arch students must submit documentatoin of prior architecture courses prior to program start.  
Questions? Contact in summer, pseitz@massart.edu, fall phajian@massart.edu, either term nsavage@massart.edu

## ✓ MAT and TPP - MTEL Tests

Register online at [www.mtel.nesinc.com](http://www.mtel.nesinc.com). Take and document passing these 2 subtests: Communication and Literacy and Visual Art.

## ✓ Bring IDs to MassArt for Work Eligibility

See the [IRS Form I-9](#) for required IDs for eligibility to work in the US. Bring these IDs to MassArt at the start of the term for graduate assistantship jobs.

## ✓ Federak Stafford and PLUS loan Borrowers Additional Steps: Due ASAP/Before Class Start

- If you accepted a Federal Stafford Loan as part of your financial aid package, then you must complete Entrance Counseling and sign a Master Promissory Note (MPN) at studentloans.gov.  
- If you are applying for a Graduate PLUS Loan, you can do so on the same website. Remember to complete a second MPN for the PLUS Loan program if you are approved.  
Questions? Contact the Office of Student Financial Assistance at financialaid@massart.edu or 617-879-7849

## ✓ Waive or Enroll In Health Insurance - ONLINE Form:

Summer Students: Due 6/4  
Fall Students: Due 6/30

All students taking 9 credits or more MUST waive or enroll in the Health Insurance ONLINE at [www.universityhealthplans.com](http://www.universityhealthplans.com)  
Questions? Contact the Business Office at 617-879-7900

## ✓ Payment of Summer Tuition Bill:

Summer bills were mailed out May 22nd and are due upon receipt.

## Payment of Fall Tuition Bill:

Fall bills will be mailed out during the first week of July and will be due in early August.  
Questions? Contact the Business Office at 617-879-7900

## ✓ Check Course Schedule on MassArt Self-Service

Instructions for use of MassArt Self-Service will be posted at [Registration for Graduate Students](#). Students should also see [Graduate Advising](#).  
Questions? Contact Jonathan Rand, jrand@massart.edu or Nadia Savage, nsavage@massart.edu

## ✓ Complete Student Conduct Assignment: Due 8/9

Instructions will be sent via your MassArt email.  
Questions? Contact the Office of Student Development at 617-879-7711 or Jocelyn McElrath at jmcelrath@massart.edu

## ✓ Health & Wellness Online Assignment: Due 8/30

Information will be sent via your MassArt email.  
Questions? Contact the Counseling and Wellness Center at 617-879-7760 or counseling@massart.edu

# Who Do I Contact?



## **Class Schedule/MassArt Self Service Questions:**

Class Schedule/MassArt Self Service Questions:  
Jonathan Rand - jrand@massart.edu

## **Other Graduate Program Questions:**

gradprogram@massart.edu or 617-879-7166

## **Financial Aid Questions:**

financialaid@massart.edu

## **Summer Housing Questions:**

Start with the Graduate Program Office, gradprogram@massart.edu.  
We may forward you to capstonemanagement@massart.edu for some questions.

## **Fall Housing Questions:**

housing@massart.edu

## **International Student and F-1 Visa Questions:**

Jennifer Recinos - jrecinos@massart.edu (I-20 Related Questions)  
Maggie Shirland - mshirland@massart.edu (International Student Advising)

# Websites to Review

## **Graduate Academic Policies:**

<https://wiki.massart.edu/display/GRAD/Graduate+Academic+Policies>

## **Graduate Advising:**

<https://wiki.massart.edu/display/GRAD/Graduate+Advising>

## **Registration Page - For Links to Program Requirements:**

<https://massart.edu/graduate-students>

## **M.Arch Students - Program Placement and Transfer Credit Evaluation:**

<https://massart.edu/march-additional-resources>

On this M.Arch website, look under “Admissions” for links to information on documentation required, and for the form used to submit documentation in addition to that submitted with your application in Slate. Questions? Contact in summer, Patti Seita pseitz@massart.edu, in fall Paul Hajian phajian@massart.edu, or in either term Nadia Savage nsavage@massart.edu.