

Graduate New Student Summer Checklist 2020

Starting at MassArt in Summer or fall 2020? 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 smpetersen@massart.edu
- If you did receive the information but are having trouble setting up your account, contact the Help Desk at helpdesk@massart.edu.
-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 arc@massart.edu

☐ Housing Application for Fall: Due ASAP

You can access the on-campus housing form in your status portal. Fall housing is waitlisted at this point. Questions? 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 smpetersen@massart.edu

☐ Immunization Record Form: Due 8/17

(See next page for more information.)
Questions? Contact the Counseling and Wellness Center at 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 phajian@massart.edu, and/or nsavage@massart.edu

☐ MAT and TPP - MTEL Tests

Register online at www.mtel.nesinc.com. Take and document passing these 2 subtests: Communication and Literacy and Visual Art.

☐ IDs for Work Eligibility

See the [IRS Form I-9](#) for required IDs for eligibility to work in the US. Felicia Scott will request IDs and new hire paperwork for graduate assistantship jobs. Questions? Contact fdscott@massart.edu

☐ Federal 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

☐ Waive or Enroll In Health Insurance - ONLINE Form: Due 6/30

All students taking 9 credits or more in a term must waive or enroll in the college Health Insurance online at www.universityhealthplans.com.
If you have not done this yet, do it as soon as possible! Unless waived, insurance is charged on your bill. Questions? Contact the Business Office at bursar@massart.edu

☐ Payment of Summer Tuition Bill:

Summer bills are avaialbe in Self-Service and were due upon receipt.

Payment of Fall Tuition Bill:

Fall bills will be sent out during the first week of July and will be due on August 6.
Questions? Contact the Business Office at bursar@massart.edu

☐ Check Course Schedule on MassArt Self-Service

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

☐ Health & Wellness Online Assignment: Due 9/15

The assignment will be sent via your MassArt email from Everfi/Foundry in mid-August.
Questions? Contact the Counseling and Wellness Center at counseling@massart.edu

☐ Complete Student Conduct Assignment: Due 8/9

Instructions will be sent via your MassArt email.
Questions? Contact Jocelyn McElrath in the Office of Student Development at jmcElrath@massart.edu

Who Do I Contact?

Class Schedule/MassArt Self Service Questions:

Class Schedule/MassArt Self Service Questions:

Jonathan Rand - jrand@massart.edu or Nadia Savage - nsavage@massart.edu

Other Graduate Program Questions:

gradprogram@massart.edu or 617-879-7166

Financial Aid Questions:

financialaid@massart.edu

Fall Housing Questions:

housing@massart.edu

International Student and F-1 Visa Questions:

Stella Cho - smcho@massart.edu (I-20 Related Questions)

Maggie Shirland - mshirland@massart.edu (International Student Advising)

Immunization Questions & Deadlines:

Nicole Pimentel - counseling@massart.edu

Submit immunization records as soon as you can, by August 17, 2020. If your doctor cannot complete MassArt's form, you may submit a form electronically signed by your doctor. You may also request forms from your undergraduate school.

Waiving/Enrolling in Health Insurance Questions & Deadlines:

bursar@massart.edu

Students enrolling in 9 credits or more in fall, waive or enroll in the college health insurance by June 30. If you haven't done this yet, do so as soon as possible. It is best to waive the insurance prior to the billing due date (August 6), and it should be enrolled in prior to the start of the semester.

Websites to Review

Graduate Academic Policies:

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

Registration Page - Requirement Links:

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

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

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