New ESS Graduate Students
20 Steps to Take After Admission and Before Starting at CSU

Once you receive your official Colorado State University Notice of Graduate Admission, make sure to complete the following steps. A full explanation of each step can be found on the [Graduate School Website](#).

1. Submit any remaining required documents, including official transcripts.
2. Confirm your decision to attend CSU through your [admissions application](#).
3. [Create your NetID](#) using your CSU ID ([found on your application status page](#)). These are two different things. You need your CSU ID to create your NetID.
4. Log into your CSU email via [Office 365](#). Your username is the NetID you created plus @colostate.edu (e.g. john555@colostate.edu) and your password is the NetID password created during the NetID setup process.
5. [Set up DUO](#) two-factor authentication for secure access.
6. Consult with your advisor about recommended classes.
7. Register for your first semester of classes:
    - Consult the [list of required courses](#) for your program
    - If you are taking classes via CSU Online as a distance learning student, register for classes via the [CSU Online website](#)
    - If you are taking classes on campus, register via [RAMWeb.](#)
8. Obtain a [RamCard](#).
9. Establish residency for in-state tuition rates. You will be responsible for the difference between in-state and out-of-state tuition for the second and subsequent years if you fail to submit this petition.
    - Please see [Residency Requirements](#) or contact Financial Aid
    - Attend a [residency orientation](#) ASAP
10. Sign up for or opt out of [Mandatory Health Insurance](#).
11. Complete all other [University Health Requirements](#) for enrollment.
12. [Subscribe](#) to the [Graduate School Event Calendar](#).
13. Join the ESS Graduate Student [Canvas](#) page. You will receive an invitation via email.
14. Update your profile page to appear on the ESS website:
    - Go to the [WCNR Intranet](#) and log in (this ensures you are connected to the VPN).
    - Click on "Directory Administration."
    - Search for your name and click the pencil icon to the left of your name.
    - In the drop-down menus under "Department/Directory Affiliations," select primary affiliation as 'ESS Graduate Student.' Add others as needed.

- o Update profile information:
    - Fill in bio, education, advisor, and interests sections, at a minimum. You may fill in more as desired.
15. Enter a few keywords in "areas of expertise" to show your research topics under your profile picture on the main directory page.
16. Upload a photograph of yourself for your ESS graduate student profile and department bulletin board to lauren.hibbard@colostate.edu. Use subject line "Grad Student Photo – First and Last Name."
17. Submit Keys & Space Requests:
    - o ESS MS or PhD Research Graduate Students – Research-based students are granted access to departmental space to support their required research commitments. This can include assignment of keys for access to shared graduate spaces, lab, and research areas and assignment of desk space, as requested. Please see Lauren Hibbard to initiate such requests.
    - o ESS PSM Graduate Students – Professional graduate students are granted access to department space to support their professional engagement and interactions with peers and faculty. This can include assignment of keys for access to shared graduate spaces as well lab and research areas if working directly with an ESS faculty mentor in their internship placement. Please see Lauren Hibbard to initiate such requests.
18. Attend a Graduate School orientation and other welcome activities.
19. Find your community through Graduate organizations and support hubs.
20. Scan this collection of email listservs and subscribe to those that are relevant to you to receive announcements.

Additional Items to Consider:

- If you are an international student, contact the Office of International Programs regarding your immigration status requirements.
- Apply for campus housing (if applicable) or if you are interested in living off campus, visit Off Campus Life for resources.
- Apply for on-campus employment through Handshake or visit Student Employment.
- For disability accommodations, contact the Student Disability Center.

Optional:

- Review the Competencies Road Map.
- Complete your Ram Individual Development Plan and discuss with your advisor or other identified mentor.