



**Molecular & Cellular Biology**  
*New Student Orientation*  
**2011-12**

**Frequently Asked Questions:**

**1. How do I set up a MyUW account / email account at the UW?**

Go to: <https://uwnetid.washington.edu/newid> for details.

To establish a MyUW account and sign up for email at the UW go to the UW NetID website and follow the step by step directions for setting up a new account. In order to create this account, you will need the PAC (Private Access Code) which was sent to you by the Registrar. If you lost your PAC, call 543-8580. You will need to know your student # when you call. You can create your account from any computer with access to the internet, including the computers available for student use in the back portion of the MCB office (T-466). Once in MyUW you can link to Computing and Networking <http://www.washington.edu/computing/> which will give you information on what you can do with a UW email account.

**2. I am an International student. What do I have to do before being allowed to register?**

The Office of International Students and Scholars (ISS) offers an online check-in procedure for new international students. This will allow an early removal of the ISS registration hold. International students complete an online check-in at any time, even before they arrive in the U.S. The registration hold will be removed within 3-5 business days of completing the online check-in. Here is the link to the online information and other information that will be helpful. <http://iss.washington.edu/new-students>. If you have questions regarding the ISS registration hold, please review the web site.

If you travel outside of the U.S., you must first go to the International Services Office.

The Office of International Students and Scholars provides immigration and cross-cultural advising to students and scholars from abroad, supports academic departments that sponsor overseas visitors for teaching or research, and serves as liaison to government agencies involved in international education. Through these activities we bring the world to our campus, applying a global dimension to all aspects of University endeavors.

**3. How do I register?**

Go to: <http://myuw.washington.edu> for details. You register by using the MyUW system. Simply go to the MyUW website and follow the instructions for logging on. Once you are in the MyUW site, choose the "Student" tab, then choose "Registration" under the "Student Personal Services" heading, and follow the instructions for online registration. **You will be registering after Orientation on September 10<sup>th</sup>. We will give you all the MCB course information on that day. (Note: see below for important insurance information)**

#### 4. Do I sign up for the student insurance offered through MyUW when I register?

(Note: there are **two** insurance programs; General Student Insurance and Graduate Appointee Insurance Plan [GAIP].) When you register and are asked about student insurance, it's referring to **General** student insurance. You will **only sign up for this if you're an international student**. You **must** sign up for the <http://depts.washington.edu/ovpsl/insurance/index.shtml> coverage when you register to meet insurance requirements of your visa. Once you've registered and you have confirmed the entry of your GAIP-eligible appointment with MCB's payroll coordinator, you must then enroll yourself and any eligible dependents in GAIP by completing the online enrollment. <http://www.washington.edu/admin/hr/benefits/insure/gaip/deadlines.html>.

**Domestic** graduate students should say **no** to the student insurance offered when registering online for classes; you will be billed for the cost. Graduate students receive GAIP medical, dental and vision coverage paid by the MCB program which is more comprehensive than the student insurance that students can purchase. <http://www.washington.edu/admin/hr/benefits/insure/gaip/deadlines.html>

A. "All eligible employees **MUST** enroll themselves and their dependents online every fall quarter **EVEN IF THEY HAD PREVIOUS GAIP COVERAGE.**" Of course, for first year students this particularly applies. Enrollment must take place on or before Oct. 31st, but we urge you to do it sooner. If you don't enroll yourself and your dependents by that date, you will not get coverage during Autumn Quarter. Enrollment is done online.

Coverage details and online enrollment: <http://www.washington.edu/admin/hr/benefits/gaip/gaip.html>

B. In order for that enrollment to be valid, you will need a suitable appointment (RA/TA/Traineeship/Stipend, etc.) entered into the UW Payroll system by OCTOBER 1. The student is responsible for checking with the appointing department to make sure their appointments have been entered by that date. In your case, the MCB Program will put you on payroll effective Sept. 16th, 2011 through June 15th, 2012. We'll do this at orientation so please, please bring your passport or two other pieces of ID (Social Security card, driver's license, etc.).

#### 5. When do my insurance benefits begin and where can I read about coverage?

Insurance benefits start 10/01/11 and the information on GAIP is at <http://www.washington.edu/admin/hr/benefits/insure/gaip/index.html>

#### 6. How many credits should I register for?

You must be registered as a full time graduate student with a minimum of 10 credits (max. 18) during the academic year (Autumn, **Winter**, **Spring**) and a **maximum** of 2 credits during Summer Quarter (unless you are an international student). **Exceptions are first-year MCB students who will register for 13 cr. per quarter (A, W, Sp) except Summer.**

What happens if you sign up for less? Your payroll appointment, health insurance, and your tuition payment (paid by MCB) are cancelled, so be sure that you sign up for the appropriate full-time student load.

**7. How do I find out about important dates like the last day to add or drop a class, last day to pay registration fees without a late penalty, etc.?**

Go to: <http://myuw.washington.edu> Go to Quick Links and activate, Academic Calendar Seattle Campus.

**8. How do I obtain a University (Husky) ID card?**

Students who are eligible to register or who have registered are eligible for a Husky ID card may obtain their UW ID card called the Husky Card. You can obtain your student ID card as soon as you arrive on campus. You will need to have your student ID number and state- or federally-issued photo identification with you (such as a driver's license or passport).

<http://www.hfs.washington.edu/huskycard/Default.aspx?id=349>

The Husky Card Account & ID Center is located on the ground floor of the Odegaard Undergraduate Library, next to the By George café. It is open from 8 a.m. until 5 p.m., Monday through Friday, except University holidays. For UW satellite locations, please visit

<http://www.hfs.washington.edu/huskycard/Default.aspx?id=605> .

**9. What is the U-Pass and where do I get one?**

The U-Pass is a bus pass valid on all regular Metro and Community Transit routes as well as Sounder train service and light rail at all times and through all zones. The **mandatory** quarterly fee of \$76 will be included on your tuition statement regardless of whether or not you partake of bus/train services. Your new Husky ID card will contain a magnetic stripe to use when boarding buses or trains.

**10. Why did I receive a statement from Student Accounts showing I owe over \$4,000?**

This happens due to: (1) the statements are often printed weeks before they are mailed and your current balance may be different, and (2) until your payroll forms are processed, there is no way for Student Accounts to know that you are going to be covered by the Program. Once your payroll forms are processed (this can take a couple of weeks due to the volume of new students in the fall), the computer system will automatically reduce your statement by the tuition owed and show that it has been paid by the Program. You can log on to the MyUW site and check your balance (one of the options available) at any time.

**11. What happened to the \$100 enrollment deposit I paid to the University?**

It was deposited into your student account and will be applied to any amount you owe on your first statement for activities fee and U-Pass.

**NOTE: You are responsible for paying the student services and activities fees, Building Fee, IMA Bond Fee, Facilities Renovation Fee and U-Pass portion of your bill (\$362 per quarter) and any other optional services you elect to purchase.**

**12. What is covered by these additional quarterly fees?**

UW graduate students are responsible for the following University fees:

- Building fee (\$127) - A fee paid to offset security, maintenance and utilities.
- IMA Bond Fee (\$35)
- Facilities Renovation Fee (\$6)
- Services & Activities (S&A) fee (\$118) - This fee supports student activities and programs such as ASUW & GPSS Activities, Student Publications, Student Loan Fund, Hall Health Primary Care Center, recreational sports programs, childcare, student legal services, Ethnic Cultural Center and Student Union facilities. The fee is paid quarterly.
- U-Pass (\$76) - The U-Pass is a bus pass valid on all regular Metro and Community Transit routes as well as Sounder train service and light rail at all times and through all zones.

**13. What is the technology fee and do I have to pay it?**

**This fee will be paid for you by the University. It may show up on your statement but a credit will appear when your payroll appointment forms are processed.**

This fee is to recover, in part, the cost of providing and maintaining services to student that include, but is not limited to the following: access to the internet and World Wide Web, e-mail, computer and multimedia work stations and laboratories, computer software, and dial-up telephone services. This fee was voted on and approved by both the undergraduate and Graduate Student Senate

**14. When do I receive my first paycheck?**

Your first paycheck will be available on October 10<sup>th</sup>.

**15. How often do I get paid?**

You will be paid twice a month as follows:

<b>Pay Period</b>	<b>Pay Day</b>
1 <sup>st</sup> - 15 <sup>th</sup> of the month	25 <sup>th</sup> of the month
16 <sup>th</sup> - end of the month	10 <sup>th</sup> of the month

**16. How much do I get paid?**

You are paid \$27,348/yr (\$2279/mo) before taxes and deductions.

## 17. Where do I pick up my paycheck?

**MCB Students are required to set up direct deposit for their paychecks.** If you are setting up direct deposit for the first time, it may take at least one pay period before going into effect. If for some reason a “live” check is cut, the MCB office will notify you by email and you will have to come by the MCB office in T-466, Health Sciences Building after 10:30 a.m. on payday to sign for your check.

## 18. How do I set up direct deposit?

**All students are required** to set up direct deposit so your paychecks are automatically deposited in your bank account. On payday, your money will be in your account at the opening of the financial institution's payday. Direct deposit of your payroll check means no lost or stolen paper checks, no waiting in line to pick up a payroll check and no special trip to your bank or credit union. If you receive grants, scholarships and/or loans, your tuition and most other charges will be deducted from your aid with the excess funds being sent directly to either your savings or checking account. It takes 2 to 3 business days for the funds to be available in your bank account once it shows as disbursed on MyUW *or* the first day of the quarter, whichever is later. Please visit this website for more information and links to banks offering free checking with a direct deposit account.

<http://f2.washington.edu/fm/payroll/employees/my-pay/direct-deposit>

You may set up direct deposit at any time throughout the quarter but we would like you to take care of this as soon as possible. It takes 5 business days until funds can be transferred when you initially set up your account or make changes to your account information.

### Online Direct Deposit

1. Go to ESS ([Employee Self-Service](#)) through MyUW (you must have a UWNNetID).
2. Go to the Earnings section of ESS to find the Direct Deposit link.
3. Select Direct Deposit and complete the form.
4. You will receive an email confirmation within 24 hours of updating your Payroll Direct Deposit.

## 19. Where is a good place to open a bank account?

Direct Deposit is a safe and efficient method of having your funds deposited to your bank account. You may use any financial institution within the United States that participates in the Automated Clearing House (ACH).

Many financial institutions offer incentives such as free checking. Use the links below to find out more about some of the local banks:

- [Bank of America](#)
- [Chase Bank](#)
- [US Bank](#)
- Washington State Employees Credit Union <http://www.wsecu.org/>
- [Wells Fargo](#)

## **20. When can I use the University's library?**

You can use the libraries (there are several) at any time but in order to check out any materials, you will need your University ID card. From the UW homepage, google "university libraries". There will be links to all university libraries and also a link specifically to the Health Sciences Library which you will probably be using the most <http://www.lib.washington.edu/about/hours/hsl.html> This library is located in T-334 or just one floor below the MCB office.

## **21. How can I commute to campus?**

(Refer to question #9) Driving is the least convenient way to commute to campus because of traffic congestion and the expense. Public transportation is very convenient with hundreds of buses running through campus each day and you can use the U-Pass. Biking is popular around campus because the Burke-Gilman trail runs through campus.

Commuting information can be found at: <http://www.washington.edu/commuterservices/>

Bus schedules and guidelines for bicycle riding on campus are available at the South Campus Parking office, located just outside the MCB Office for your convenience. Seattle Department of Transportation offers a Seattle Bicycling Guide Map free of charge to the public. The map shows bike lanes, shared use paths, and streets commonly used by bicyclists, as well as detailed views of the U-District & Montlake Area, the I-90 Bridge, the Ballard Bridge, the West Seattle Bridge, the 1st Ave South Bridge, Sea-Tac Airport Access and Downtown Seattle. This map was updated in 2010. You can request a printed map at this web site:

<http://www.seattle.gov/transportation/bikemaps.htm>

## **22. How do I get from the University to the Fred Hutchinson Cancer Research Center, South Lake Union and Harborview Medical Center (Health Sciences Express)?**

Go to: <http://www.washington.edu/facilities/transportation/uwshuttles/> for details about all UW Medicine's free shuttles. A free shuttle runs from the University of Washington to the Fred Hutchinson Cancer Research Center every 40 minutes from UW Medical Center (Muilenberg Tower). A shuttle schedule will be enclosed in your orientation packet. Depending on where you do your rotations and where you live, it may be more convenient to use public transportation with your U-Pass.

## **23. How do I access the Health Sciences Building/Foege Hall (Genome Sciences) after hours?**

You will need to have a building Access card **and** a photo ID badge allowing you into the Health Sciences building and Foege Hall after hours. Following your MCB orientation on September 10th, you will have individual photos taken for these picture ID cards. You will be sent an email when the cards are available to pick up in the MCB office. You will also be issued badges by the Fred Hutchinson Cancer Research Center if/when you rotate in labs there.

### **FOR ANY QUESTIONS NOT COVERED ON THIS FAQ, PLEASE CONTACT:**

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