Hello incoming graduate student!

Welcome to the graduate program in Psychology at the University of Washington. We are pleased that you will be joining us, and we look forward to meeting you this fall. I would like to give you a brief run-down of what to expect and also answer some common questions.

**Graduate School Materials** The Graduate School should have sent you some information by now, confirming your acceptance and requesting the initial registration deposit of $100 which will be credited to your account and should cover most of the fees (approx $217) you are required to pay. Once that is received, another packet is sent to you about registering for courses. It is a good idea to choose a registration date as early as possible, since you may register at any time after that date. However, there is no rush to register since the courses you need to take are designed for you - there won’t be any competition for space in the class.

**Measles Immunization** You must also provide documentation that you have received a measles vaccination. You will be unable to register until that has been received and recorded. For the form and instructions see: [http://www.washington.edu/students/reg/immunization.html](http://www.washington.edu/students/reg/immunization.html)

**Transcripts** The Graduate School will require official copies of final transcripts. Please make arrangements to have one sent to them directly (University of Washington, Graduate Admissions, 301 Loew Hall, PO Box 84808, Seattle, WA 98124-6108) as soon as it is available. If you have a newly acquired degree, please also send a copy of your final transcript to Jeanny Mai, Graduate Program Adviser (see address in letterhead). An unofficial copy is sufficient for departmental purposes.

**UW NetID** Once you have received your registration information from the University, you should have two key elements for setting up your UW NetID, (which serves as your email address and log-in for registration); your permanent student ID number, and your private access code (PAC). With these two numbers, you can go on-line to the following address: [http://www.washington.edu/computing/](http://www.washington.edu/computing/) and follow the instructions. Please read the section on choosing your UW NetID. Most students use a form of their name for the e-mail address since it is easier for others to find you, and a “clever” id may lead others to take you less seriously. For example, John P. Davis would be either jpdavis@u...., or davisjp@u.... Sometimes your first or last name is unique enough to use alone, e.g., lazlo@u... Another example for short names is Mary Best: marybest@u.... The Psychology Department relies heavily upon e-mail communication. The sooner you have your account, the sooner you will be able to receive important departmental announcements. Once your account is established, please send us an e-mail message and let us know your new e-mail address.
Registration  In order to register you should have your e-mail address set-up. Initially, your advisor will be Professor «Advisor», who can help you select your specific courses for Autumn Quarter. You have also been assigned a secondary advisor or mentor, Professor «CoAdvisor». You should feel free to consult with either or both of these individuals for advice before registering for Autumn Quarter. There are four required courses and one strongly recommended, including the stats lab, for all first-year Psychology Graduate Students:

1) Psychology 500-A (SLN 17356), Psychology Orientation  
2) Psychology 500-B (SLN 17357), Proseminar (Strongly Recommended)  
3) Psychology 550-A (SLN 17369), Psychology Colloquium  
4) Psychology 522 (SLN 17362), Statistical Computation Lab  
5) Psychology 524 (SLN 17363), Intro to Statistics & Data Analysis

There may be other required courses for your specific area. Please consult with your advisor(s) about these requirements. Things change, and more registration information will be available close to the beginning of September. One note of caution, you should never register for more than 18 credits in any given quarter or you will have to pay for the extra credits. This may be particularly true for clinical students. If it looks as though you might be going over the 18 credit limit, please check with Jeanny Mai, or simply skip registering for the orientation.

The deadline for registering for Autumn Quarter without a late fee is September 25. You must be registered for at least 10 credits before September 15, in order for your TA or RA appointment to be set up within the payroll system so that you receive a paycheck at the first possible payday, October 10th. Courses can always be changed or added later, after you arrive in Seattle, and after consulting with your advisors. You may register on-line at the MyUW website:  (http://myuw.washington.edu/).

Health Insurance  Do not sign up for health insurance on MyUW unless you are an international student. You will be enrolled in the Graduate Appointee Insurance Program (GAIP) that comes with your TA or RA appointment. Dependents are not included in student insurance coverage. You may enroll your dependents by using the on-line system once you are on the payroll. http://www.washington.edu/admin/hr/benefits/insure/gaip/index.html

When to Arrive  Your official appointment begins September 16th. The UW’s TA Conference on Teaching and Learning is September 17-19, 2007 (http://depts.washington.edu/cidrweb/events/TAConference.html) and the RA Conference is September 20 (http://depts.washington.edu/cidrweb/RAWorkshop/index.html) The Psychology Department orientation is after the TA Conference, and is to be determined by our as-yet to be elected Lead TA for 2007-2008. The good news is there will be a welcome celebration, usually the day before school starts. There will be cake!
Payroll As soon as you get here, make an appointment with the payroll person in Guthrie 126 (psypay@u.washington.edu, 206-543-3366) to complete your payroll application process. Completion of all the following before September 15th will ensure that your tuition waiver and health insurance are in place and that you will not get any unwelcome surprises such as a huge tuition bill.

1) Register for at least 10 credits.
2) Complete payroll forms, including the criminal history form required for all UW employees.
3) Complete health insurance registration on-line.

Several forms of identification are required to process these forms, including a driver’s license, birth certificate, passport (required for international students), Social Security ID. See the enclosed payroll information sheet for specifics. Please do not pack these items in a box when you move here. Keep them on or near your person so they will be available when you need them.

Orientation Activities Students who have been assigned either a teaching or research assistantship are required to attend a campus-wide Conference on Teaching and Learning (see section above “When to Arrive”). You will undoubtedly have a teaching appointment at some time during your tenure here and will appreciate the information you receive about resources and instruction at the workshops you attend. The Graduate School will send you an invitation to the conference, which goes from September 17-19. Included with the invitation will be listings of workshops required by the Psychology Department and instructions for registration.

Several days in September will be devoted to a Psychology Department Orientation Seminar, which is planned by the Lead TA, that is required for all first-year graduate students in Psychology. A detailed schedule for this Orientation Week will be in your mailbox (Guthrie Hall 128) by early morning on September 14. We may e-mail you the schedule as well, so please keep us updated with your current contact information.

During Orientation Week (the exact day and time will appear in the orientation schedule), all first-year graduate students will take a statistics test that will help the instructors understand the extent of your background and aid them in developing the course. More information about this exam and the first year stats courses is available at: http://courses.washington.edu/psy524dn.

New content has not yet been posted to the site, but the exam will primarily focus on basic mathematical principles (e.g., order of operations, summation) and very basic statistical concepts (e.g., descriptive statistics). Although the instructor for 522/524 will not proctor this quiz, she will offer a couple of review sessions during orientation week.

Please check the website in the late August-early September or so.

Work Space and Keys You should probably get in touch with your advisor fairly soon about obtaining work space. Some advisors have lab or office space for their students, but many do not. Some graduate students have space in an area in Johnson Annex. You may want to enlist the aid of the students in your area (someone you met when you were here, or someone recommended by your advisor) in reserving one of these spaces in your name. Keys to this area and to lab space, etc., are available from William Kaplan in the Main Office in Guthrie Hall. In order to obtain these keys, you will need written authorization from your advisor to present to the staff in the main office.
**Housing**  Most graduate students live off-campus. There is a variety of housing available locally, including apartments, houses to share, etc.

Check the following websites for on and off-campus housing and other tips.

** UW Student Life links:** [http://www.washington.edu/students/#STDLIFE](http://www.washington.edu/students/#STDLIFE)

** The UW Daily:** [http://www.thedaily.washington.edu/](http://www.thedaily.washington.edu/)

The local newspapers Seattle Post-Intelligencer and Seattle Times have combined their classifieds at: [http://www.nwsource.com/classifieds/](http://www.nwsource.com/classifieds/)


The best thing is to check with other students who are already here for their tips and possible openings in their own areas.

**Mail**  The mailing address while you are a student in the Psychology Department will be that shown in the letterhead on the first page of this letter. Also enclosed is an list of all the students who will enter our program in Autumn 2007. You should feel free to use this list to contact each other in order to make arrangements for travel to Seattle, and for shared housing during the coming year.

**Student Handbook**  The Psychology Graduate Student Manual will be revised and posted on the Psychology Department website ([http://web.psych.washington.edu/graduate/current.html](http://web.psych.washington.edu/graduate/current.html)) in September. This guide includes information on University and departmental procedures and policies that will affect you during your time as a graduate student. This is the first place to look for answers to your questions or for information on how things should be done throughout your graduate career. It will be helpful to view the 2006-2007 edition for information specific to first year students.

**Questions?**  If you have any questions, please write or contact Jeanny Mai, the Graduate Program Adviser, at (206) 543-9329, or e-mail: jeanny@u.washington.edu. If there is anything that we can do to help, please do not hesitate to write or call. We look forward to meeting you in September.

Sincerely,

Nancy J. Kenney, Ph.D.  
Graduate Program Coordinator

NJK:JM
# Autumn Quarter 2007
Courses Required for First Year Graduate Students

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW Orientation Seminar (everyone)</td>
<td>500A</td>
<td>1</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Proseminar (everyone)</td>
<td>500B</td>
<td>1</td>
<td>Th</td>
<td>3:30-5:20</td>
</tr>
<tr>
<td>Psychology Colloquium (everyone)</td>
<td>550A</td>
<td>1</td>
<td>W</td>
<td>3:30-4:50</td>
</tr>
<tr>
<td>Stats (everyone)</td>
<td>522</td>
<td>2</td>
<td>TTh</td>
<td>1:30-2:20</td>
</tr>
<tr>
<td></td>
<td>524</td>
<td>4</td>
<td>MW</td>
<td>1:30-3:20</td>
</tr>
<tr>
<td></td>
<td>QZ</td>
<td></td>
<td>Th</td>
<td>2:30-3:20</td>
</tr>
<tr>
<td>Animal Behavior</td>
<td>551</td>
<td>2</td>
<td>F</td>
<td>2:30-3:50</td>
</tr>
<tr>
<td>Behavioral Neuroscience</td>
<td>504</td>
<td>3</td>
<td>MF</td>
<td>3:30-4:50</td>
</tr>
<tr>
<td>Adult Clinical &amp; Child Clinical</td>
<td>517</td>
<td>3</td>
<td>MW</td>
<td>10:30-11:50</td>
</tr>
<tr>
<td></td>
<td>591</td>
<td>1</td>
<td>T</td>
<td>3:30-4:20</td>
</tr>
<tr>
<td>Child Clinical</td>
<td>531</td>
<td>4</td>
<td>TTh</td>
<td>9:30-11:20</td>
</tr>
<tr>
<td></td>
<td>553</td>
<td>1</td>
<td>M</td>
<td>4:00-4:50</td>
</tr>
<tr>
<td>Developmental</td>
<td>556A</td>
<td>1</td>
<td>F</td>
<td>12:30-1:20</td>
</tr>
<tr>
<td>Social &amp; Personality</td>
<td>510</td>
<td>4</td>
<td>T</td>
<td>10:00-12:50</td>
</tr>
</tbody>
</table>

These courses are reserved for you, so there is no competition for class space. However, change is inevitable, so don’t panic if it doesn’t look the same as shown above when you get on MyUW to register.

**Consult with your advisors for additional courses that may be required or suggested for your particular program interests.** You can register for the orientation and stats courses as soon as you like. If you register before September 15th for the minimum 10 credits required to hold your graduate appointment (Teaching or Research Assistantship), your tuition credit and health insurance will be in place when you arrive. You may wait until arriving in Seattle to register for additional courses, and have until the 5th day of Autumn Quarter to add courses without penalty. But if you wait, don’t be surprised by the large tuition bill that shows up at first. They will correct it later, but it can be a shock if you aren’t expecting it.

Do **NOT** register for more than 18 credits or you will have to pay for the extra ones. If you are going to have more than 18 required courses, you may choose to not register for the Orientation, Proseminar and/or Colloquium. This is usually a problem for Child Clinical students only.
May 7, 2007

To: All incoming Psychology graduate students

From: Jeanny Mai, Graduate Program Adviser

Re: Temporary housing when you first arrive in Seattle

In an effort to make your first days in Seattle less expensive and more pleasant, a few of our current graduate students have offered to provide you with temporary housing for the first few days that you are in Seattle. This should enable you to save on motel expenses and to draw upon their knowledge of the community to find yourself suitable housing.

Each graduate student who volunteered to help incoming students in this way has completed a questionnaire, the results of which are listed below. We have listed the students according to their area of study so that you may select someone whose academic interests are close to your own. Please contact these people well ahead of your arrival, by mail, e-mail, or phone. For an exact location of these addresses, you may go to Google Maps (http://maps.google.com), Mapquest (http://www.mapquest.com), or Yahoo!Maps (http://maps.yahoo.com).

You may also wish to contact the people you met while you were here for interviews. Just because they are not shown on the following list doesn’t mean that they aren’t available. Their plans may not have been settled when I sent out the request, but they may still want to help.

The attachment with addresses is only available through the Grad Program office by incoming 2007 students.
TEMPLATE FOR FIRST YEAR PLANNING MEETING

The purpose of this template is to help new graduate students and their advisors prepare for a discussion of the student’s plans for the first year. Be sure to schedule the meeting as soon as possible. Use this template to provoke your thinking, and jot down notes before the meeting. This is also the time to check in with your co-advisor and get his/her thoughts on your plan. A good time to do this is after talking with your advisor but before finalizing the written version of the plan. The final written version is due on Friday of the first week of classes.

Template for signatures:

__________________________________
[Type your name under this line]

___________________________________, Advisor
[Type your advisor’s name under this line]

___________________________________, Co-Advisor
[Type your co-advisor’s name under this line]

1. Long-term goals
   a. Where do your interests lie within Psychology? (Be as specific as you can.)
   b. What are your goals for the coming 10 year period (e.g., after graduate school, do you want to teach? Do research? Work in industry? Postdoc? Other? Undecided, keep XX range of options open?)
   c. What new skills/knowledge are most needed to take you toward your goals. Which of them can you acquire this year, and how?

2. Plans for the coming year
   a. Research
      I. Research projects to be initiated?
      II. Any writing to be done?
      III. Research presentations planned (e.g., Journal clubs? Research Festival?)
      IV. Clinical students: What is a realistic research plan, given your heavy course load?
b. Coursework (Check the time schedule for conflicts)
   I. Required courses to be taken
   II. Other courses/seminars to be taken

c. Development of teaching skills
   I. Courses you hope to TA
   II. Other teaching practice (e.g., Journal club presentations? Other?)

d. Attendance at professional meetings? $$$?

e. Apply for outside funding (grants, fellowships)

3. Advisor and co-advisor
   a. Given your goals, are you in the right research group with the right advisor?
   b. If you need to change, how and when could it be done gracefully?
   c. What about your co-advisor? Any change needed?
   d. Will any faculty sabbaticals/leaves interfere with your plans?

4. Writing up your first year plan
   After you have talked to you advisor, check in with your co-advisor for additional suggestions. Then draft a first year plan (say, 1-2 pages in length). Include spaces for three signatures (yours, your advisor’s, and your co-advisor’s), as shown above. Give the draft to your advisor for comments. When the plan is finished, get the three signatures. Make four copies; for yourself, your advisor, your co-advisor, and the Graduate Training Committee (give this one to Jeanny Mai). Nancy Kenney, the Director of Graduate Training, will review the plans for the Graduate Training Committee. Finished plans are due by Friday of the first week of classes (earlier is better).

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