

MATRICULATING CLASS OF 2014: NEW STUDENT CHECKLIST

Congratulations on being accepted into the Rice University Matriculating Class of 2014! We are busily preparing for your arrival on campus in August, but there are a number of things that you should be doing to prepare for becoming a new owl including important deadlines and tasks.

Below you will find information and links to a variety of forms to be completed and reminders of things to look into before you arrive on campus for O-Week. Pay close attention to deadlines as missing some can prevent you from registering from classes, moving onto campus, or fully engaging in O-Week until they have been addressed. Also, this document may be edited during the summer; please check back frequently for updated versions as they become available. An electronic version of this checklist is available on the First Year Programs website <http://firstyear.rice.edu/checklist>.

MAY 2014		Please note that some deadlines or checklist items fall on the same date.
10 Due to Rice	Esther Log-In	<p>Please log into Esther and click on the "Welcome to Rice" tab to begin completing your online enrollment forms. You will need your Student ID number (begins with an S) and a PIN (Personal Identification Number).</p> <p>If you don't remember your PIN or need to reset it, please contact the Office of the Registrar at registrar@rice.edu or call 713-348-4999.</p>
10 Due to Rice	Email Account Set Up	<p>Your Rice Net ID is automatically assigned, usually a combination of your initials and a number. Your Net ID is used <u>inside Rice</u> to log into campus computers and applications like OWL-Space.rice.edu. Your Rice email uses your NetID@rice.edu address but is managed <u>outside Rice</u>, through Google.</p> <p>Log onto https://MyNetID.rice.edu to activate your Net ID and set up two different passwords.</p> <p>Why two different passwords? Many people use their email password in other accounts, like Facebook or Amazon. Facebook accounts are hacked easily and often. When Rice email passwords are compromised, these passwords are frequently used to gain access to private data, files and research journals. Rice University's IT Security Office strongly recommends separate passwords for Net ID and email accounts, to protect the university's research and other resources.</p> <p>Remember to check your @rice.edu email frequently; it is your primary communication channel with the University. Your Net ID account is used to log into OWL-Space for your Composition Exam, Language Placement Test, and other assignments.</p> <p>Contact the IT Help Desk at helpdesk@rice.edu or 713-348-4357 if you need assistance with your passwords or other technology issues. You can also send questions to Rice's Joe ITguy on Facebook.</p>
May 28 – June 2	Composition Exam (Round One)	<p>The Composition Exam will be used to determine a new student's placement for the required Freshman Writing Intensive Seminar (FWIS) course. Students who earn a satisfactory score will enroll in an FWIS course to meet the graduation requirement in writing and communication. Students who do not meet the satisfactory score must successfully complete an FWIS 100--Fundamentals of Academic Writing and Communication course in the fall semester and must take an additional FWIS course in the Spring of 2015.</p> <p>All new students (including freshmen, transfers, and international students) must take the Composition Exam during one of the two times it is offered. To take the Composition Exam, visit compexam.rice.edu. For questions, please contact compexam@rice.edu or call 713-348-4932.</p>
30	Urban Immersion Program Application Deadline	<p>Urban Immersion is an intensive, service-oriented program that introduces incoming Rice students to the urban issues, social needs, and cultural diversity of Houston while meeting and bonding with other new students. For more information and to register, visit the Community Involvement Center web site and click on the link for "Urban Immersion - Participant Application." Applications are due by 5:00 pm on Friday, May 30, and all incoming students (freshmen, transfers, local, out-of-state, etc.) are invited to apply. To learn more, check out this video summary as well as a write-up from the Fall 2013 issue of Rice Magazine!</p> <p>Program Dates: Session 1: Sunday, July 13 - Friday, July 18 Session 2: Sunday, July 20 - Friday, July 25</p> <p>Send questions to Kelly Windham in the Community Involvement Center at kellywindham@rice.edu or call 713-348-6044.</p>

If you have questions about any of the items on the checklist, please contact the listed email address or phone number first to ensure that you are able to connect with the best person or department to assist with your needs.

MATRICULATING CLASS OF 2014: NEW STUDENT CHECKLIST

JUNE 2014		Please note that some deadlines or checklist items fall on the same date.
1 Due to Rice	Health Data Form You <u>cannot</u> register for classes without completing this form! You <u>cannot</u> move onto campus for O-Week without verification that you have received the meningococcal vaccination or with proof of a medical exemption. To complete the Health Data Form, visit http://health.rice.edu/Content.aspx?id=106 You can check the status of your VA-Vaccination Hold on Esther . Students will not be able to move onto campus, attend any O-Week activities or register for courses until all components of the Health Data Form are complete. If you will be under 18 when entering Rice, please also fill out the underage consent form. If you have an ME hold on your account, it means that your Health Data Form has not been received or is incomplete. The VA hold means proof of your meningococcal meningitis vaccination has not been received or is insufficient. Send questions to Health Services at hlsv@rice.edu or call 713-348-4966.	
1 Due to Rice	College Information Form Please log onto Esther to complete this form. Send questions to Yesenia Montoya in the Office of the Dean of Undergraduates at montoyay@rice.edu or call 713-348-4997.	
1 Due to Rice	Advising Questionnaire Please log onto Esther to complete this form. Send questions to Academic Advising at aadv@rice.edu or call 713-348-4060.	
1 Due to Rice	Roommate Information Form Please log onto Esther to complete this form. The information that you provide will allow your College to get to know more about you and to make a more informed decision about your rooming for the year. This form will be seen by multiple people including your O-Week Coordinators, O-Week Advisors, future roommate/suitemates, and others. It is important that new students complete this form honestly and completely. Send questions to First Year Programs at oweeek@rice.edu .	
1 Due to Rice	Confidential Roommate Matching Questionnaire Please log onto Esther to complete this form. The information that you provide will allow your College to get to know more about you and to make a more informed decision about your rooming for the year. It is important that new students complete this form honestly and completely. Send questions to First Year Programs at oweeek@rice.edu .	
1 Due to Rice	Parent/Guardian Information Form Please log onto Esther to complete this form. Send questions to Yesenia Montoya in the Office of the Dean of Undergraduates at montoyay@rice.edu or call 713-348-4997.	
1 Due to Rice	First Look Questionnaire Please log onto Esther to complete this form. Send questions to Kelley Callaway in the Office of Student Media at kcallaway@rice.edu or call 713-348-5828.	
1	Fee Bills Available Online Your fees for the fall semester in Esther in the Bill Payment Suite section. Access to the Bill Payment Suite is easy. Simply: 1. Log into ESTHER through the Rice website 2. Select the "Student Services & Account Information" tab 3. Click on the "Account Summary - Pay My Bill" link or the "Student Records & Account Information" link 4. Click on the "Pay My Bill - Bill Payment Suite" button. This will open the Bill Payment Suite Home page. Authorized users (those which a student has set up to view statements, set up payment plans and make payments) will log into the Bill Payment Suite for "Authorized Users" . Click the following link: AUTHORIZED USER LOGIN or open a new browser and enter the following address: www.rice.edu/billpay . Send questions to the Cashier's Office at cashier@rice.edu or call 713-348-4946.	
JUNE 2014 CONTINUES ON THE NEXT PAGE.		

If you have questions about any of the items on the checklist, please contact the listed email address or phone number first to ensure that you are able to connect with the best person or department to assist with your needs.

MATRICULATING CLASS OF 2014: NEW STUDENT CHECKLIST

JUNE 2014		Please note that some deadlines or checklist items fall on the same date.
15 Due to Rice	Disability Housing Accommodation Requests	<p>All requests for housing accommodations, including those requesting rooms without carpet due to allergies, private restrooms due to health issues, etc., must be preapproved by Disability Support Services. The Disability Housing Request should be completed online.</p> <p>Send questions to Disability Support Services at adarice@rice.edu or call 713-348-5841.</p>
June 25 – June 30	Composition Exam (Round Two)	<p>The Composition Exam will be used to determine a new student's placement for the required Freshman Writing Intensive Seminar (FWIS) course. Students who earn a satisfactory score will enroll in an FWIS course to meet the graduation requirement in writing and communication. Students who do not meet the satisfactory score must successfully complete an FWIS 100--Fundamentals of Academic Writing and Communication course in the fall semester and must take an additional FWIS course in the Spring of 2015.</p> <p>All new students (including freshmen, transfers, and international students) must take the Composition Exam during one of the two times it is offered. To take the Composition Exam, visit compexam.rice.edu. For questions, please contact compexam@rice.edu or call 713-348-4932.</p>
30 Due to Rice	Request to Withhold or Release Directory Information	<p>Please log onto Esther to complete this form.</p> <p>Send questions to the Office of the Registrar at registrar@rice.edu or call 713-438-4999.</p>
30	Complete Hotel Reservation for i-PREP (International Students Only)	<p>Make sure to make your hotel reservations for i-PREP. For more information, please visit the i-PREP webpage.</p> <p>Send questions to the Office of International Students and Scholars at oiss@rice.edu.</p>

JULY 2014		Please note that some deadlines or checklist items fall on the same date.
1	Prepare for Possible On-Campus Employment	<p>Do you think you will be working on campus as a student employee? If so, you need to be prepared to complete the U.S. Work Authorization (I-9) Form before you may work or be paid. To complete this form you need to have original, unexpired documents that prove your identity and work eligibility status. Common documents used are original Social Security card, unexpired passport and/or unexpired driver's license or student ID card.</p> <p>Click here to learn more about your document options.</p>
1	Insurance Enrollment Available Online	<p>All students are required by the university to have medical insurance. Please submit either the Waiver Form (if you are covered by a plan) or the Application for purchasing the Rice Plan.</p> <p>Please complete one of the forms at the following website: http://studenthealthinsurance.rice.edu/</p> <p>Send questions to the Cashier's Office at cashier@rice.edu or call 713-348-4946.</p>
JULY 2014 CONTINUES ON THE NEXT PAGE.		

If you have questions about any of the items on the checklist, please contact the listed email address or phone number first to ensure that you are able to connect with the best person or department to assist with your needs.

MATRICULATING CLASS OF 2014: NEW STUDENT CHECKLIST

JULY 2014

Please note that some deadlines or checklist items fall on the same date.

7	<p>College Assignments Mailed</p> <p>Your College Masters will provide official notification of your College assignment. These notifications are sent via U.S. Mail and cannot be provided over the phone. We ask that you please be patient as it may take some time for your assignment to reach you especially if you live out of state or internationally.</p> <p>Note: If you do not complete your Health Data Form (including the Meningococcal Meningitis vaccination) by June 1st, you WILL NOT receive your College assignment. You can check the status of your VA-Vaccination Hold on Esther. Questions concerning the Health Data Form should be directed to Health Services at hlsv@rice.edu or 713-348-4966. To complete the Health Data Form, visit http://health.rice.edu/Content.aspx?id=106</p> <p>If you have questions concerning College assignments, please contact Yesenia Montoya in the Office of the Dean of Undergraduates at montoyay@rice.edu or call 713-348-4997. Again, please do not call or email to find out your assignment.</p>
15 Due to Rice	<p>Notification of Mental Health Concerns</p> <p>The Rice Counseling Center is an excellent resource on campus for all Rice students. If you have mental health concerns such as anxiety, depression, an eating disorder, or any other condition for which you've been diagnosed or treated, please contact the Rice Counseling Center at 713-348-4867 to discuss options for continued care no later than July 15.</p> <p>If students have a previous psychological history with anxiety, depression, or other mental health problems, the Rice Counseling Center will work with them to determine the nature and scope of their concerns and to help arrange the most appropriate services for them. At times, it may be decided that their needs would be better served by other resources, especially if they require long term or specialized treatment. The Rice Counseling Center has found that early planning helps to provide students with the best continuity of care. Rice Counseling Center Staff will help you in the process of finding off campus referrals.</p> <p>Note: The Rice Counseling Center does not prescribe medication for Attention Deficit/Hyperactivity Disorder (ADHD).</p> <p>If you have questions or concerns, please contact the Rice Counseling Center at 713-348-4867.</p>
15	<p>College O-Week Books & Roommate Assignments Mailed</p> <p>Each College develops a guide book for new students to prepare for their O-Week. You will also receive formal notification of your roommate(s) assignment. These items are distributed via U.S. Mail, and we ask that you please be patient as it may take some time for yours to reach you especially if you live out of state or internationally. Some Colleges may elect to distribute electronic versions of the guide book as well.</p> <p>Note: If you do not submit proof that you have received the Meningococcal Meningitis vaccination or provide documentation of an exemption, you WILL NOT receive your College O-Week book or roommate(s) assignment. You can check the status of your VA-Vaccination Hold on Esther. Questions concerning the Health Data Form should be directed to Health Services at hlsv@rice.edu or 713-348-4966. To complete the Health Data Form, visit http://health.rice.edu/Content.aspx?id=106</p> <p>Send questions to your College's O-Week Coordinators or First Year Programs at oweeek@rice.edu.</p>
27	<p>Deadline to Register for Residence Hall Linens</p> <p>Rice has partnered with Residence Hall Linens to provide students with affordable and accessible essentials for their room. Once you have received your College assignment, please contact your College Coordinator to determine if your linens can be shipped to the College.</p> <p>Please contact Residence Hall Linens at 1-800-957-4338.</p>
30 Due to Rice	<p>Housing Lease</p> <p>Please log onto Esther to submit this form.</p> <p>Note: If you do not complete your Health Data Form (including the Meningococcal Meningitis vaccination), you WILL NOT receive your College assignment. You can check the status of your VA-Vaccination Hold on Esther. Questions concerning the Health Data Form should be directed to Health Services at hlsv@rice.edu or 713-348-4966.</p> <p>Send questions to Housing and Dining at dm7@rice.edu or call 713-348-8048.</p>

If you have questions about any of the items on the checklist, please contact the listed email address or phone number first to ensure that you are able to connect with the best person or department to assist with your needs.

MATRICULATING CLASS OF 2014: NEW STUDENT CHECKLIST

AUGUST 2014

Please note that some deadlines or checklist items fall on the same date.

<p>1 Due to Rice</p>	<p>Tuition and Fees Payment Your fees for the fall semester in Esther in the Bill Payment Suite section. Access to the Bill Payment Suite is easy. Simply:</p> <ol style="list-style-type: none"> 1. Log into ESTHER through the Rice website 2. Select the "Student Services & Account Information" tab 3. Click on the "Account Summary - Pay My Bill" link or the "Student Records & Account Information" link 4. Click on the "Pay My Bill - Bill Payment Suite" button. This will open the Bill Payment Suite Home page. <p>Authorized users (those which a student has set up to view statements, set up payment plans and make payments) will log into the Bill Payment Suite for "Authorized Users." Click the following link: AUTHORIZED USER LOGIN or open a new browser and enter the following address: www.rice.edu/billpay</p> <p>Send questions to the Cashier's Office at cashier@rice.edu or call 713-348-4946.</p>
<p>1 Due to Rice</p>	<p>COFHE Survey of New Students Please check your email for information regarding the COFHE Survey of New Students The email's subject heading will be "COFHE Survey of New Students Invitation."</p> <p>Send questions to Angela Thompson in the Office of Institutional Effectiveness apt1@rice.edu or call 713-348-5377.</p>
<p>1 Due to Rice</p>	<p>Alcohol Education Module As you learned about in the Culture of CARE O-Week video on OWL-Space, people at Rice look out for one another and their own well-being. In planning for your transition to Rice later this summer we encourage you to take some time to consider a few things. These areas are mentioned in the video and are provided as worksheets for you on OWL-Space.</p> <p>We encourage you to think about what it means to make healthy choices, including those related to alcohol consumption. In early July, the Student Wellbeing Office at Rice will be emailing you log in information for the BASICS Alcohol Education Module. This is an educational, prevention-focused program about the consumption of alcohol and drugs. It is important that you complete this module honestly and completely for conversations during O-Week and throughout your time at Rice.</p> <p>We are looking forward to your arrival in August! Please send questions to the Student Wellbeing Office at wellbeing@rice.edu.</p>
<p>1</p>	<p>Rice Families Weekend Invitations Mailed Rice Families Weekend 2014 will be held Thursday, September 18 - Sunday, September 22. Please be aware that invitations will be mailed on or before this date via US Mail, and may take a few days to reach your home.</p> <p>Send questions to Rice Families Weekend at harding@rice.edu or call 713-348-6094.</p>
<p>11 Due to Rice</p>	<p>Deadline to Complete IT Expectations Questionnaire Please log onto Esther to complete this form that will help Rice's faculty and staff have a better understanding of your technology expectations of the University.</p> <p>Send questions to Information Technology at helpdesk@rice.edu or call 713-348-4357.</p>
<p>11 - 15</p>	<p>Online Language Placement Exams Available To take a test and check for updates, please visit the Center for Language & Intercultural Communication's test site.</p> <p>Tests will only be available online, during the week prior to O-Week (Monday August 11- Friday August 15) and are approximately 45 minutes maximum in length. Students must take the assessments during those days if they have any previous experience in the foreign language(s) that they plan to study at Rice. Students are encouraged to take these placement tests as early as possible, during those test days, in order to receive results before Fall registration starts (O-Week Friday). Students will not be able to register for intermediate and advanced language classes without the placement test results.</p> <p>Send questions to Andrew Stefl, Coordinator of the Center for Languages & Intercultural Communication, at CLICPlacement@rice.edu</p>

AUGUST 2014 CONTINUES ON THE NEXT PAGE.

If you have questions about any of the items on the checklist, please contact the listed email address or phone number first to ensure that you are able to connect with the best person or department to assist with your needs.

MATRICULATING CLASS OF 2014: NEW STUDENT CHECKLIST

AUGUST 2013		Please note that some deadlines or checklist items fall on the same date.
11	Deadline to Register for Marching Owl Band (MOB)	<p>To join The MOB as a musician, show assistant, or script writer, please go to mob.rice.edu and fill out the form there. A current (student) member of the team or musical section will be in contact. There will be opportunities to join during O-Week, as well. Please do not worry about having to audition. If you have a desire to entertain, or have an interest in writing for the field shows (comedy/satire), please submit the form and give it whirl.</p> <p>Contact the Rice Bands Program at 713-348-2346 if you have questions.</p>
15 Due to Rice	Insurance Enrollment or Waiver Application	<p>Students who do not complete either an enrollment or waiver application by August 15 for the fall semester will be considered non-compliant and have an Insurance Hold put on their accounts. This prevents students from dropping or adding classes. The website for enrollment in or waiver from the Rice plan will remain open until September 5, 2014 for the fall semester.</p> <p>Fall Semester students who do not complete either an enrollment or waiver application by September 5th will be automatically enrolled in the Annual Insurance Plan</p> <p>Please complete one of the forms at the following website: http://studenthealthinsurance.rice.edu/</p> <p>Send questions to the Cashier's Office at cashier@rice.edu or call 713-348-4946.</p>
15 - 17	i-PREP 2014 (for International Undergraduate Students Only)	<p>i-PREP is a program designed for incoming international undergraduate students that prepares them for their studies and teaches them about the immigration regulations they must adhere to while at Rice. This orientation is mandatory for all new Rice international undergraduate students, and will be held before O-Week on Friday, August 15, 2014.</p> <p>Send questions to the Office of International Students and Scholars at oiss@rice.edu.</p>
17 - 23	O-Week 2014	<p>All new students (freshmen, transfers, and international) must attend all of O-Week. Visit our O-Week Schedule section for a listing of events from O-Week 2013. The schedule will be updated over the summer with information for O-Week 2014.</p> <p>Note: If you do not complete your Health Data Form (including the Meningococcal Meningitis vaccination), you <u>WILL NOT</u> be able to live on campus for O-Week or during the 10-day waiting period after the vaccination. You can check the status of your VA-Vaccination Hold on Esther. Questions concerning the Health Data Form should be directed to Health Services at hsv@rice.edu or 713-348-4966. To complete the Health Data Form, visit http://health.rice.edu/Content.aspx?id=106</p> <p>Send questions to your O-Week Coordinators or to First Year Programs at owee@rice.edu.</p>
23	Deadline to Register for Parking	<p>All students who want to have a permit to park on campus must register with the Parking Office. Please log onto Esther to submit this registration. Remember to print out the Temporary Permit and display it on the vehicle's dashboard until receiving the sticker permit. Permits will be mailed to the students' Colleges starting on Monday, August 19th. Until then the Parking Office will hold on to permits purchased and they can be picked up in the Parking Registration Office (Central Garage Level B1 M-F 7am-5pm).</p> <p>Send questions to the Parking Office at parking@rice.edu or call 713-348-7275.</p>
25	Classes Begin	<p>You will register for classes on the Friday of O-Week. Be sure to spend some time over the weekend before classes to find where the buildings and classrooms are located so you know where to go on the first day. Some students also use the first few days of classes to work out what their final schedule might be based on workload and more. Be sure to familiarize yourself with the necessary deadlines for adding and dropping classes which can be found on the Academic Calendars online.</p>
31 Due to Rice	Complete O-Week Survey	<p>Shortly after O-Week, you will receive a survey about your experiences. Take some time to complete the survey entirely so that future students can have the best Orientation Week possible.</p> <p>Send questions to First Year Programs at firstyear@rice.edu.</p>

If you have questions about any of the items on the checklist, please contact the listed email address or phone number first to ensure that you are able to connect with the best person or department to assist with your needs.