****General Requirements**

*Please complete the following before the first day of classes:*

Students are expected to be living in St. Louis by August 16

Submit your CHCE Bio Form by August 1

Read: *PhD Program Student Manual*

Read: *SLU Graduate Education Catalog* (p1-31)

Set up your Banner Self Service (Banner) account

Set up your SLU Gmail account

Register for classes (after discussing with Dr. Salter)

Obtain your student ID card

Complete Student Health Services immunization forms

Order/obtain text books

Attend CHCE orientation

**Additional Considerations**

*The following items are not required of students, but may be helpful to consider:*

Attend Graduate Student Orientation\*

Apply for a parking permit

Complete the Free Application for Federal Student Aid

Apply for student financial aid

**Graduate Assistantship Requirements**

*All graduate assistants will need to complete the items below. These forms and additional information regarding graduate assistantship contracts and assignments will be communicated during the summer.*

Accept your Graduate Assistant contract (Banner)

Human Resources forms:

Deliver the following forms to Human Resources prior to your first day of work. They will make a copy of your required identification materials at this time as well.

Personal Identification Form  
I-9 Form  
Federal W-4 Form  
Missouri W-4 Form

Enroll in direct deposit (Workday)

Submit University Health Plan (UHP) health insurance enrollment form to Adrienne McCarthy

Attend Graduate Assistant orientation (mandatory)

*\*This orientation is not mandatory but it is highly recommended for new graduate students especially.***Important Dates**

August 16 GA contracts begin

August 16 Residency in St. Louis expected

August 18 University Orientations 9-3pm

(see forthcoming details)

August 19

CHCE New Student Orientation 1-2:30pm

CHCE GA/TA Orientations 2:30-4:00pm

CHCE Student Social 5pm

August 25 Courses begin

**Important Contacts**

Erica Salter, PhD

[erica.salter@slu.edu](mailto:erica.salter@slu.edu)

*Curriculum and course scheduling*

Jason Eberl, PhD

[jason.eberl@slu.edu](mailto:jason.eberl@slu.edu)

*General CHCE questions*

Adrienne McCarthy

[mccarthya@slu.edu](mailto:mccarthya@slu.edu)

*GA contracts, HR paperwork*

**Helpful Websites**

Center for Health Care Ethics:

<http://www.slu.edu/bioethics>

Office of Graduate Education:

<http://www.slu.edu/graduateeducation>

MySLU Portal

[myslu.slu.edu](https://myslu.slu.edu/)

Banner Self Service:

[banner.slu.edu](https://banner.slu.edu/ssbprd/twbkwbis.P_WWWLogin)

Student Financial Services:

<https://www.slu.edu/x21861.xml>

Student Health and Counseling Services:

<http://www.slu.edu/x24208.xml>

Parking and Card Services:

<http://www.slu.edu/x51293.xml>