New Student Checklist

How to Create an Ecampus Account

• Find your ID number, located on your Acceptance Letter.
• Go to this website, http://web.uri.edu/ecampus/
• Click, "First Time Users Register Here,"
  o You must enter both your first and last name exactly as you did in the application EXCEPT YOU MUST REMOVE ANY SPACES within your first and last name. For example, if in the application you entered your first name as Sarah Anne, when you set up your new e-campus account you must enter your first name as Sarahanne. If you entered your last name as Jones Smith in the application, then enter Jonessmith in e-campus.
• Once you accept admission to your program, it may take up to five business days for the Graduate School to activate your e-campus account

Accept Offer of Admission

• Once in Ecampus, click “Self Service”.
• Click on “Student Admission”.
• Click “Accept Admission”.

Sending Official Transcripts

• Once you have been accepted into the program, official transcripts from your previous institution should be sent to The Graduate School. Official transcripts should be in a sealed envelope, with a stamp or signature on the seal.
• We only need to confirm a conferred degree. Please make sure that when transcripts are sent to us, there is a conferred degree on them.
• You can have your prior school mail them to us at
  o The Graduate School
    204 Quinn Hall
    55 Lower College Rd
    Kingston, RI 02881
• If your previous school provides electronic delivery, the official transcripts should be emailed to urigrad@etal.uri.edu.
• Transcripts sent directly to your program department, sometimes do not reach us at the graduate school, please make sure we receive the official transcripts at the locations listed above.

Contacting Your New Program

• Once you have matriculated into the program you should contact your program department.
• Here is a link to a list of the Graduate Programs and their department websites, http://web.uri.edu/graduate-school/degree-plans/.
Immunization Records

- At the beginning of your graduate career, you will need to provide an Immunization record to Health Services.
- RI state law requires proof of immunity for:
  - Rubella (German Measles): Two (2) MMR shots required (or positive titer).
  - Mumps: Two (2) MMR shots required (or positive titer).
  - Rubeola (Measles): Two (2) MMR shots required (or positive titer).
  - Tdap: One (1) dose of Tdap required in lifetime (not to be confused with childhood DTaP vaccine).
  - Tetanus, Diphtheria (Td): A Td booster dose is recommended within the last ten years.
  - Hepatitis B Series: Three (3) shots required (or positive titer).
  - Meningitis (MCV4): One (1) dose required within the last five (5) years if under 22 years old.
  - Varicella (Chickenpox): Two (2) shots required (or positive titer or a signed statement from your healthcare provider stating that you have a history of chickenpox after 12 months of age).
- You can have your primary doctor fill out this form, https://health.uri.edu/files/ImmunizationRecord-2016.pdf, or turn in an immunization record signed by your primary provider.

Register for Orientation

- Sign up for The Graduate School New Student Orientation.
- Graduate students who have been accepted into the fall semester, as well as students who started their studies in the spring and summer are encouraged to sign up for orientation.
- Here is the link to register:

Social Media

- Make sure you follow us on our social media outlets.
  - Facebook: https://www.facebook.com/urigradschool/
  - Twitter: @URIGradSchool
  - Instagram: @URIGradSchool

Registering for courses

- Log into your Ecampus account
- In Ecampus, in the upper right hand corner, click “Home”.
- Scroll down under “Academics” and click “Enroll”.
- You may be asked to select a term for which to enroll. Select the appropriate term and click “Continue.”
- Enter your search criteria. Full names of Subject codes are listed in the Course Catalog. Once you have entered your criteria, click the green “Search” button.
- A list of results will appear (see below). Click the blue link of the Class Number for additional information, including pre-requisites OR click the green “Select” button. If you click the “Select” button, skip to step 9.
• Click the green “Select Class” button to add the class to your shopping cart. Otherwise, click View Search Results to return to your results.
• Click the green next button.
• A confirmation message will display that the class was added to your shopping cart. **You are not enrolled in the class yet!** To add additional classes, click the green “Search” button and repeat steps 4-8.
• Once you have added all classes to your shopping cart, click the green “Proceed to Step 2 of 3.”

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Click the green “Finish Enrolling” to finalize registration and check for errors (see below). A green check mark indicates you are registered. A red X indicates the class was not added to your schedule.

**Student ID Card**

• Students need to be registered for one course before they can get an ID.
• Bring one form of identification to the Campus ID office at Memorial Hall, 10Tootell Rd, Suite 2, Kingston, RI

**Disability Accommodations**

• Disability Services works with the students and URI to help the student feel welcomed and successful.
• Here is the link for the Disability Services webpage, [http://web.uri.edu/disability/](http://web.uri.edu/disability/).

**Tuition and Fees**

• All tuition and fee information is provided by Enrollment Services.
• Here is the link for Enrollment Services website, [http://web.uri.edu/enrollment/tuition-and-fees/](http://web.uri.edu/enrollment/tuition-and-fees/).