



Oregon State University
College of Forestry

Wood Science Graduate Student Check-in

- Fill out the College of Forestry network account request form and submit to the WSE office
<http://helpdesk.forestry.oregonstate.edu/sites/helpdesk.forestry.oregonstate.edu/files/forms/NewUserForm.pdf>
- Fill out your emergency contact information and submit to the WSE office (optional)
<http://woodscience.oregonstate.edu/sites/woodscience/files/restricted/PDF/EmergencyContactInfo.pdf>
- Have the appropriate safety trainings and submit the signed form to the WSE office
<http://safety.forestry.oregonstate.edu/>
- Check your mailbox in the RH 119 mailroom (dark blue for graduate students, typically listed alphabetically)
- Office space assignment; room number ____
- Key request form turned in to Key Shop; received appropriate keys
<https://facilities.oregonstate.edu/key-shop>
- Receive an after-hours pass
- Sign the Model and Information Release waiver
<http://woodscience.oregonstate.edu/sites/woodscience/files/restricted/PDF/OSU-Model-Release-2017-ShortForm.pdf>
- Have your photo taken for our photo board & website
- Fill out the “WSE Website Info” form to help us write about you for our website
http://woodscience.oregonstate.edu/sites/woodscience/files/GradHandbook/files/WSE_Website_Info.pdf
- Sign your offer letter and position description (if applicable)
- Meet with your major advisor to discuss classes you will take for your first term