

New Student Checklist- On Campus MSEM
 Required Items Before the Fall Term Starts:

X	Item	Information	Date
Tufts SOE New Student Check List Items			
	Set up your Tufts Email	See your application portal after your enrollment for the link	ASAP but no later than July 1
	Submit your Final Official Transcript (<i>if not provided with application</i>)	Please have the institution send to graduate admissions <u>directly</u> (or send a sealed copy)	ASAP but no later than July 1
	Log into SIS, Tufts Student Information System, and verify your local address and emergency contact	sis.tufts.edu (login using your Tufts Username and Password)	Before July 1
	Health Insurance Coverage—If you are an international student or are not covered by a US health plan, you need to purchase health insurance;	Notify Rebekah Plotkin at rebekah.plotkin@tufts.edu and determine and file appropriate forms with Health Services (617-627-5176)	Before July 1
	Access Tufts Learning Management System, Canvas (canvas.tufts.edu)	canvas.tufts.edu	Before August 1
MSEM Program Specific			
	Save the date for New Student Orientation	Wednesday, August 19, 2020 (late afternoon/evening)	ASAP
	Confirm cohort and program length	Listed on your acceptance letter. If a change is needed, email Rebekah Plotkin at rebekah.plotkin@tufts.edu	No later than June 15
	File Request Deferred Tuition Payment Form <i>if applicable</i>	Form can be found here .	No later than June 15
	Sign up for Tufts E-Bill system to view and pay your bill online	Student Services will email instructions along with your Bill in July. You will receive this via your Tufts email address.	July
	Pay tuition via E-Bill or Check	Gordon Institute will email an itemized detailed bill, Tufts Bursar's Office will send official E-Bill along with instructions on how to pay in July	July
	Upload a photo for your student ID (IDs will be distributed at orientation)	https://picasso.publicsafety.tufts.edu/	Before August 10
	Set up Email Forwarding <i>if you don't plan on checking your Tufts email daily</i>	https://tuftstools.tufts.edu	In August
	Review course schedule (dates and modules/topics)	Posted to Tufts Learning Management System, Canvas under to the MSEM Student Information Site	In August
	Complete MBTI Assessment found on Canvas. Submit via your orientation RSVP	Orientation RSVP form	In August
	Submit Book Order for Fall 2020	Booklist to be provided along with link to order books in desired format (no additional charge); watch for email!	In August
	Check Canvas and Syllabi for preterm assignments (posted in August)	canvas.tufts.edu	In August
	Determine deadlines for company reimbursement submission. <i>If necessary</i> , request early grades to meet the deadline for reimbursement at the end of the calendar year.	Via survey link on Canvas	In August
	Follow Tufts Gordon Institute on Social Media	Facebook • Instagram • LinkedIn	In August