Welcome—or welcome back—to WPI! I am delighted that you have accepted WPI’s offer of admission.

This short guide contains information on some administrative tasks (registration, housing, etc.) that will prepare you for your graduate studies at WPI. If you have any questions, feel free to contact our staff in the Office of Graduate Admissions at grad@wpi.edu or 508-831-5301. The graduate administrator in your department and the staff in the Office of Graduate Studies are also available to answer your questions.

If you have specific questions about WPI policies and department curricula, you can always find a copy of the graduate catalog online at wpi.edu/+gradcat.

I hope your time as a graduate student at WPI is both challenging and rewarding.

Michael McGrade
Director of Graduate Admissions

Your Graduate Experience Begins Here

Welcome to WPI

USEFUL RESOURCES

WPI Bookstore
Most (if not all) of the books you will need for your classes are available at the WPI Barnes & Noble bookstore, located in the Rubin Campus Center. You may order your books online at wpi.bncollege.com and pick them up in person or have them shipped to you. Shipping is $6.95 for the first book and $1.95 for each additional book. The bookstore tries to stock as many used books as possible—these are available for 25% off of the original price. You may also sell back your books at the end of the semester for up to 50% of their value in cash. If you have questions, contact Jennifer Amedy at jamedy@wpi.edu or Jaquie Lucey at 508-831-5247.

Library
WPI’s Gordon Library provides information resources to support your course work and research. Librarians are available to educate you on research strategies and specialized databases, assist you with literature reviews, and advise you how to best manage citation and research data. New students are encouraged to set up an in-person or a virtual research consultation with a librarian to learn the most important information resources for your field of study. Take advantage of research education workshops in person or online on citation management tools, such as RefWorks or EndNote Web, and other information resources to make your research more effective and efficient.

The library collection includes printed materials and thousands of electronic journals and ebooks that are available anytime, anywhere. Off-campus users may access library resources by entering their WPI username and password. Visit wpi.edu/library to access print and digital collections, resources, and services. You may check out books, DVDs, and other library materials with your WPI ID. Distance learners have full access to library collections and services. See the library website for details.

Gordon Library is open seven days a week during the academic year. Check the library website for the most up-to-date hours. A variety of spaces are available in the library: quiet study zones, computer labs, and tech suites (group collaboration spaces). The library café serves hot and cold beverages, soup, sandwiches, and snack items.

For more information about the library resources and services available, visit libguides.wpi.edu or call 508-831-5410.

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Final Transcript

If you did not already have your bachelor's degree when you applied for admission to the graduate program at WPI, you will need to provide a final transcript showing that you received your undergraduate degree. In lieu of an official final transcript, we will accept a notarized photocopy of your diploma. WPI graduates are exempt from this request. Final transcripts are due before classes begin.

Healthcare

All full-time and qualifying part-time students who live in Massachusetts while attending a college or university are required by law to carry appropriate health insurance. WPI offers students an 18-month policy which covers most forms of private health insurance. A family policy is also available. Students who are insured by a plan comparable to WPI's (a parent's policy, for example) must provide details of the coverage in order to waive enrollment in the plan we offer.

Separately, United Healthcare also offers WPI students a dental insurance policy.

Students may waive or enroll online beginning in late June at wpi.edu/+healthforms. WPI's health and dental insurance policies can be found at wpi.edu/+studentshealth and searching on “Worcester Polytechnic Institute.”

Should you decide to look elsewhere for health insurance, be sure you obtain a policy with comparable coverage. You can find information about the required level of coverage by clicking on “Massachusetts Qualifying Student Health Insurance Program (SHIP)” at wpi.edu/+bill. International students are strongly encouraged to enroll in the plan offered by WPI.

The full cost of the premium is due in one payment when classes begin. Graduate students who have research assistantships, teaching assistantships, or fellowships may pay for their portion of the annual WPI student health insurance premium through payroll deductions. Please go to the WPI Bursar’s Office (Boynton Hall, 2nd floor) and fill out an authorization for payroll deduction and payment agreement. Bring your copy of the approved “T/A & RA Fellowship Award Form and Authorization.”

In addition to purchasing health insurance, graduate students may also make use of WPI’s Student Health Center for an annual fee of $350. By choosing this option, you can see a doctor at the Center for a $15 copay. You may take advantage of their walk-in service center by scheduling an appointment during its normal hours (weekdays 9am to 5pm). If you choose not to pay the Student Health Center fee, you will not be able to use the Center even if you purchase WPI’s insurance. Learn more about the Student Health Center at wpi.edu/+health.

You are required to submit two health care forms to the Student Health Center: a Health Examination Report and a Tuberculosis Risk Questionnaire. The forms can be downloaded at wpi.edu/+studentshealth. They should be returned to the Center as soon as possible.

You must also submit proof that you have been vaccinated against Hepatitis B, Malaria/Mumps/Rubella, Tetanus/Diphtheria/Pertussis, and Meningitis.

FINANCES

Payments for Your Tuition

Someone near the beginning of classes (and after you have registered) will receive an eBill for the balance of your tuition and fees. You will need a valid WPI email address (linked to receive this bill). (A fee is assessed when payments are made electronically with a credit card.) There are several options for paying your tuition: electronically, by check, by wire, or in person by check or cash. To simplify the payment process, WPI partners with Tuition Management Systems, a third-party vendor that handles payment plans. You may enroll for 6 or 12 monthly payments; there is an enrollment fee for this option charged by TMS. You may enroll online at afford.com/wpi, or contact the Bursar’s Office at bursar@wpi.edu or 508 831 5203 to learn more about payment options.

Housing

WPI has a number of housing opportunities for graduate students. In addition, the supply of private housing in the WPI neighborhood has always met student demand. The logistics of finding an apartment can be time-consuming, so we recommend that you start looking early. Our Residential Services office can help you find a place to live off campus. You can start your search by applying for campus housing at wpi.edu/+gradhousing.

Registration

Registration for new graduate students is open. By now you should have received an email containing your WPI PIN and instructions on setting up your computer accounts. Please take care of this requirement at your earliest convenience. You will need to be registered for your classes to get a WPI ID card, and to get paid (if you have a TA or an RA award). If you have not yet received an email with registration instructions from us, please contact the Office of the Registrar at registrar@wpi.edu or 508 831 5211.

You will be asked to provide a cell phone number or other contact information so that we may reach you in the event of a campus emergency.

Transportation

Worcester is easily accessible. You can find detailed travel information at wpi.edu/+directions. For a campus map, visit wpi.edu/+Maps.

Useful links

Office of Graduate Studies: wpi.edu/+gradstudies
International House: wpi.edu/offices/ih
WPI Student Counseling Center: wpi.edu/offices/ccdc.html
City of Worcester: worcestermass.org

ID Card

All students are required to carry a WPI ID card. ID cards are issued by the Office of Residential Services, just inside the main entrance to East Hall (Boynton Street, between 9am and 5pm). You must be registered for classes in order to receive your WPI ID card. There is a $15 charge. Returning WPI students with current ID cards are not required to replace them. Please bring your WPI ID to new student orientation.

Parking Sticker

Once you have obtained your WPI ID card, you may stop by the Campus Police station, on the lower level of Founders Hall (26 Boynton Street) to register your car and obtain a parking sticker if you plan to bring a car to campus. Due to limited campus parking, you will be approved for a campus parking sticker only if you live beyond a one-mile radius of the campus. Parking is available on a first-come, first-served basis; having a parking sticker does not guarantee you a parking space. Fees for campus parking stickers are $100/ year for the fall semester and $150/ year for the spring semester, payable by cash or check. You will be guaranteed a spot in the East Hall garage if you purchase a decal for a space in that facility.

The Gateway parking garage is designated parking for those assigned to the Gateway Park facility (faculty, staff, graduate students, and tenants) on campus residential students.

English Placement Test

All international students whose native language is not English will undergo a short assessment of their spoken English skills before classes begin. The assessment will determine whether the individual student will enroll in an ESL class during the first semester of study at WPI. The fee for the ESL program is $560/semester. All non-native English speakers, no matter what their TOEFL or IELTS scores, will take the assessment. You can sign up for your assessment at the International House after you arrive in Worcester.