

CACR New Student Checklist

Name:	Date of arrival:
Phone:	Email:
Advisor:	

PRE-ARRIVAL

- Contact them with the “Welcome To CACR” email
- Ensure they have a clean desk set up/ready, including:
 - Computer is functional, updated, and mapped to printer
 - Pens/pencils/misc office supplies
- Ensure they fill out the health insurance/waiver and payroll forms
- Ensure their UD email account is set up and they are on the appropriate mailing lists
- Ensure they have a place to stay upon arrival, and provide housing recommendations
- Have them send you a photo and short bio to be added to the CACR website. Once received, send this information to Dr. Puleo.
- Set up a welcome meeting with the advisor for after they arrive
- Assist with any international student issues

DAY OF ARRIVAL

- Meet them when they arrive; make them feel welcome!
- Tour of the Coastal Lab
 - Introduce to other Coastal students
 - Get keys for the lab/offices from Rosalie (need \$25 cash)
 - Review CACR protocols (open hours, locking doors, breakroom, lights, A/C, etc)
 - Show them their personal folder outside of Rosalie’s office
 - Show them the student library and academic resources in the lab
- Tour of UD Campus (Student Centers, gym, UD health services, shuttle bus stops, etc)
- Tour of Main Street
- Take them to lunch and invite some other students
- Add them to the Coastal Crew Whatsapp group
- Help them access the UD EDUROAM wifi network on their personal devices. Link for the instructions: <http://www1.udel.edu/it/help/connecting/eduroam/>

POST-ARRIVAL

- Ensure their class schedule is set and tell them about your course experiences
 - Explain how the CIEG 865 seminar course works
- Ensure their payroll account is working properly
- Assist in getting a UD credit card for the lab (if required)
- Provide recommendations on where to go shopping (grocery store, mall, etc)
- Follow up with any issues or concerns they are having

WELCOME TO CACR EMAIL

Hello (*INSERT NEW ARRIVAL'S NAME*)!

Welcome to UD's Coastal Team! My name is (*INSERT YOUR NAME*), and I will be your sponsor. I am a (*Ph.D./Masters*) student from (*PLACE*) studying under Dr. (*ADVISOR*) researching (*INSERT YOUR RESEARCH TOPIC*). My job as your sponsor is to ensure you feel welcome and are set up for success when you arrive in Newark. I am here to answer any questions you have before coming to UD, and to help make your transition smooth.

The Civil and Environmental Engineering Graduate Advisor is Chris Reoli. She is extremely helpful for academic and program guidance during your time at UD, and can be reached at creoli@udel.edu or 302-831-6570. She has put together a collection of useful websites and Grad Student Resources, which will provide valuable information as you prepare to arrive and throughout your time at UD: <https://ce.udel.edu/resources/>

Please provide me your phone number and best email address to contact you so we can stay in touch until you arrive. My contact information is (*CELL PHONE #*) and (*EMAIL*). Please don't hesitate to reach out with any questions you have.

We are excited to have you join our team!

Sincerely,

(*INSERT YOUR NAME*)

<https://coastal.udel.edu/>