

# WELCOME TO THE UNIVERSITY OF MAINE!

## Here are some important steps to prepare you for your first semester at UMaine as a Graduate Student

- ☐ 1. **Send** a completed Admission Reply Form to the Graduate School (included with your admission letter)
- ☐ 2. **Activate** your maine.edu UMS email and MaineStreet account. Info was sent when you first applied on how to activate your account. For assistance contact the Information Technologies (IT) Help Center at 207-581-2506.
  - Important information regarding financial aid, registration, campus housing, billing, etc. will be sent to you at your maine.edu email account
  - You may choose to forward this account to an email account that you access more frequently
- ☐ 3. **Register** for classes (**First time registration must be processed at the Graduate School**)
  - Form must be signed by your advisor, or your advisor must send an email to Dianne Knight approving your courses.
  - Find the Registration Form under “Forms and Documents” on our website
  - You may fax your signed form to 207-581-3232, email to [dianne.knight@maine.edu](mailto:dianne.knight@maine.edu), or send to The Graduate School, 5755 Stodder Hall Room 42, Orono, ME 04469-5755
- ☐ 4. Living on campus? **Contact** Campus Housing at 207-581-4585
- ☐ 5. On an assistantship? **Contact** your supervisor to be sure all necessary paperwork has been submitted
- ☐ 6. Is a 3<sup>rd</sup> party (Assistantship, Employer, Loans) paying for your tuition? : **Enter** your anticipated resources in MaineStreet (doing so will avoid late fee charges)
  - Log onto MaineStreet and click on Student Self Service (left menu)
  - Click Student Center > Self Service (left menu)
  - Choose Campus Finances
  - Choose Anticipated Resources
    - Click “View Available Terms”
    - Choose the semester you are enrolling in
    - Fill out the amount you expect to have covered (refer to the Bursar’s Office website for exact tuition and fees’ costs)
- ☐ 7. **Set-up** your FirstClass email account. FirstClass is a campus-wide communication service and will be important in your academic career. Contact the IT Help Center at 207-581-2506
  - This email account cannot be set-up until you are registered for classes!
  - Forward your FirstClass email account to which ever email account is most often checked
- ☐ 8. **Come** to the Graduate School’s Orientation program in late August. Contact Lindsay Utley on FirstClass or watch the Graduate School Website for details
- ☐ 9. **Get** a parking permit at Student Services on the ground floor of the Student Union.
  - Students on an assistantship should bring their parking application to the Grad School for a stamp
- ☐ 10. **Get** your MaineCard at Student Services. This is your on-campus ID. You must be registered before you can get your MaineCard
  - Serves as your library card
  - Deposit money on it and use as cash (tax free!) on campus and at many local businesses
  - Use as a pass for traveling on the BAT bus system for free.
- ☐ 11. **Set-up** your laptop with wireless internet permissions. Go to the basement of Shibles Hall for Information Technologies (IT) help
  - You can also set your laptop up for wireless printing at the library. Follow one of the instruction boards or question a librarian for more details

Bursar’s Office – 581.1521   Graduate School – 581.3291   Financial Aid- 581.1324   Student Records- 581.1288