

✓ Spring 2002 New Student Checklist

In approximate order that you should complete them.

☐ Meeting with Melanie, CS Graduate Secretary, 226 Atanasoff Hall

☐ Receive Welcome Packet

Grad Student Orientation Handbook
Graduate Student Orientation Schedule
Faculty Interests

Registration Authorization Card
Campus Map
TA Handbook (if you are a TA)

- ☐ **Keys.** You will receive Key Cards from Lisa. Take to Key Issue in General Services Building (across from OISS) and exchange the key card(s) for the keys. Key Issue hours are 7:30-4:00 p.m.

- ☐ **Mailbox , 213 Atanasoff--** Grad students each have a mailbox. Campus and postal mail are put here. We keep the door closed from 8-5 Monday through Friday. Use 226 Atanasoff as the mailing address but please have personal mail sent to your home.

☐ Office of Intl. Education Services (IES)/Social Security Number (SSN)

☐ If you arrive *before January 8:*

- ☐ **IES** – Visit IES at 4 Hamilton Hall. Tell them you have arrived. Have your I-20, passport and other documents available.
- ☐ **Social Security Number** -- Go to the Social Security Office in downtown Ames. Address is 600 5th Street (use CyRide's Red or Green Route). Going downtown will speed up your payroll process considerably (*You must have your payroll procedure taken care of by January 15 to be paid at the end of January*). When you receive your permanent Social Security Number, please give to the following: OISS, Melanie or Clare, SSG (send email to "ssg" and include temporary SSN, permanent SSN, first name, last name, date of birth, and CS username).

☐ **Orientation & Check-in** if you arrive *after January 7:*

You will check in with IES on Monday, January 2 from 9:00 a.m. until 12 Noon in the Great Hall of the Memorial Union. You will sign up for a Social Security Number and benefits. Check the Orientation Handout for times and locations.

- ☐ **ISU Card**, 530 Bearshear Hall, Open 8:00 a.m.-4:30 p.m.

☐ **Activate Project Vincent Account** 195 Durham; You will need your

- | | |
|--|--|
| <input type="checkbox"/> First and last name | <input type="checkbox"/> Birth date |
| <input type="checkbox"/> SS number or Temp SS number | <input type="checkbox"/> Current local address |
| <input type="checkbox"/> ISU ID number | <input type="checkbox"/> Ames phone number |

☐ **Apply for Computer Science Unix Account, 115/116 Atanasoff**

Use any computer where you can access the WWW or you can access a terminal in 115 or 116 Atanasoff as "guest." Go to the Com Sci Homepage (www.cs.iastate.edu). Proceed to request account forms for activation/extension Com Sci Unix account.

You will need your:

- | | |
|--|---|
| <input type="checkbox"/> First and last names | <input type="checkbox"/> Current local address |
| <input type="checkbox"/> Permanent SS number or Temp SS number | <input type="checkbox"/> Phone number |
| <input type="checkbox"/> Birth date | <input type="checkbox"/> ISU e-mail address if applicable |

Put down the purpose of the account as new Com Sci grad student with the start date. Two working days after you apply for your account, you can activate it in 116 Atanasoff at the Unix Account Activation Terminal along the wall of windows. Shortly after you activate your account, you can access the ComS system. You will learn more at the Welcome Session.

☐ **Academic Advising Appointment with Dr. Fernandez-Baca, 226 Atanasoff:**

Date & Time: _____

- ☐ Work out class schedule.

- ☐ Receive temporary advisor: _____

- ☐ **Textbooks for TA's.** Pick up your textbook(s) from Lisa Mayberry in 226 Atanasoff Hall.
- ☐ **Meeting with SSG Manager:** Jim Schlosser, 108 Atanasoff (Melanie will schedule)
Date & Time: _____
- ☐ **Register for Classes after Advising Appointment.**
 - ☐ **Touch-tone or WWW Registration.** If Melanie already registered you for any classes and the classes you are going in to are open, you can use touch-tone or WWW registration to finish registering. Instructions are on the Touch-tone Registration Worksheet and the Registration Authorization Card.
 - ☐ **Walk-through Registration.** If any of your classes are full or if Melanie was unable to start your registration with Touch-tone, you will need to take the completed "Request for Schedule Change or Restriction Waiver" (yellow--we call them Add Slips) form to the Registrar's Office in Alumni Hall. Department Chair will need to sign you into the courses.
- ☐ **Departmental Photograph** *Date & Time* _____.
Melanie will take your picture after you have been here a few days. This photo will be available for you to use for your web page or just to send to family or friends via email.

☐ **Speak Teach Test for International TA's**

Registration Date & Place	Testing Dates (individually scheduled)
Tuesday, January 8 10:00 a.m. to 1:00 p.m., 107 Lab of Mechanics	Wednesday, January 9
Monday, January 14 (for late arrivals) 8:30-11:00 a.m., 201 Lab of Mechanics	Tuesday, January 15

- ☐ **International Graduate Students Required English Examinations** – Contact is Kristi Anderson (kanderso@iastate.edu) or call the ESL Office at 349 Ross Hall, 294-3568.
 - ☐ **English Placement Test.** Bring 2 pencils, a pen, and a passport or other form of picture ID. Test is a composition assignment, with a listening segment and a reading passage. Lasts 2 hours 30 minutes.
 - ☐ **Wednesday, January 9, 9-12 Noon.** 101 Carver, for students who are not English and who did not receive their Ugrad degree from ISU. (Can pick up on Friday morning.) OR **Tuesday, January 15, 6-9 p.m., 210 Bessey.**
 - ☐ **Friday, January 11, 1-2 p.m., 31 Ross Hall,** for graduate students who have an undergraduate degree from ISU or another US institution.
 - ☐ **Graduate English Examination for Intl Students.** Take this if you don't pass the Placement Test. English will let you know if you need to take this or not.
- ☐ **Departmental Welcome with the Graduate Student Advisory Committee (GAC)**
January _____, 2 p.m., 225 Atanasoff Hall – This welcome session is conducted by our current CS grad students serving on the GAC. They will answer questions and talk about our program here at ISU.
- ☐ **Graduate English Exam for Native Speakers** – All sessions in 125 Kildee Hall.
Contact is Virginia Allen, 202 C Lab of Mechanics, 294-3510, vallen@iastate.edu
 - ☐ **Help Session** (optional), January 17, 5:00-6:30 p.m.
 - ☐ **Objective Exam,** Thursday, January 24 5-6:30 p.m. – Bring No. 2 pencils and picture ID. Performance of this objective test will determine if students must take the writing proficiency test. Students are notified by mail if they need proficiency exam.
- ☐ **Plagerism Workshop, Thursday, January 17, 5:00 p.m.** 125 Kildee Hall

Good Luck and let us know if we can help!!!



Melanie