

✓ Fall 2001 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

Registration Authorization Card

Graduate Student Orientation Schedule

Campus Map

Faculty Interests

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.

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

☐ Orientation & Check-in if you arrive *before August 20*:

You will check in with IES on Monday, August 20 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.

☐ If you arrive *after August August 20*:

- ☐ **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 _____ to be paid at the end of _____*). 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).

☐ ISU Card, 129 Memorial Union, Open 8:00 a.m.-4:30 p.m.

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

- ☐ First and last name

- ☐ Birth date

- ☐ SS number or Temp ID number

- ☐ Current local address

- ☐ ISU ID number

- ☐ 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:

- ☐ First and last names

- ☐ Current local address

- ☐ Permanent SS number or Temp SS number

- ☐ Phone number

- ☐ Birth date

- ☐ 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:

Date, Time & Location: _____

- ☐ Work out class schedule

- ☐ Receive temporary advisor: _____

☐ Departmental Photograph Date & Time _____

You will have a digital photograph taken that will be printed for the departmental picture boards. This photo will be available for you to use for your web page or just to send to family or friends via email.

- ❑ **Meeting with SSG Manager:** Jim Schlosser, 108 Atanasoff (Melanie will schedule appointments for 8/20, 8/23, 8/24) 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.

- ❑ **International Immunization Clinics (Tuberculosis and Measles), Student Health Center**

Testing Date	Time
August 13 & 14	3:00 p.m. to 7:30 p.m.
August 20 & 21 (for late arrivals)	9:00 a.m. to 4:00 p.m.

- ❑ **Speak Teach Test for International TA's**

Registration Date & Place	Testing Dates (individually scheduled)
Wednesday, August 15 10:30 a.m. to 13:30 p.m., 107 Lab of Mechanics	Thursday, August 16
Monday, August 20 8:30-11:30 a.m., 107 Lab of Mechanics	Tuesday, August 21
Thursday, August 23 (for late arrivals) 8:30-11:30 a.m., 201 Lab of Mechanics	Friday, August 24
Thursday, August 30 (for late arrivals) 8:30-11:30 a.m., 201 Lab of Mechanics	Friday, August 31

- ❑ **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,** For students who are not English and who did not receive their UG degree from ISU. 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.
- ❑ **Monday, August 20, 6:00-10:00 p.m., 101 Carver Hall** (if you already have a TOEFL above 550/213)
- ❑ **Tuesday, August 21, 2-5:00 p.m., 101 Carver Hall** (if you are taking the TOEFL at ISU)
- ❑ **Graduate English Examination for Intl Students.** For students whose native language is not English and has received their undergraduate degree from Iowa State University. Bring pen or pencil, picture ID, dictionary (optional).
- ❑ **Friday, August 24, 11:00 a.m.-12:00 p.m., 124 Ross Hall**

- ❑ **College Teaching Seminar for TA's, August 21-22, Memorial Union** (www.cte.iastate.edu/cts/)

- ❑ **Textbooks for TA's.** Pick up your textbook(s) from Lisa Mayberry in 226 Atanasoff Hall.

- ❑ **Departmental Welcome with the Graduate Student Advisory Committee (GAC), August 23, 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 Student Orientation, Friday, August 24, 8:30-12:00 p.m., Durham Computation Center and Parks Library.**

- ❑ **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), Thursday, September 6, 5:00-6:30 p.m.
- ❑ **Objective Exam,** Tuesday, September 25 – 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.

❑ **Punctuation Workshop, Wednesday, September ??, 5:00 p.m., 125 Kildee Hall**

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