

# ✓ Fall 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 (International)  
Graduate Program in Computer Science  
Faculty Interests

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

- ☐ **Keys.** You will receive Key Cards (or keys) in 226 Atanasoff. Take to Key Issue in General Services Building (across from IES) and exchange the key card(s) for the keys. Key Issue hours are 7:30-4:00 p.m.

- ☐ **Textbooks for TA's.** Course \_\_\_\_\_. Pick up your textbook(s) from Kristy Goodale in 226 Atanasoff Hall.

- ☐ **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 *after August 11 but before August 19:*

- ☐ **IES** – Visit IES at 250 Memorial Union. 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 5<sup>th</sup> 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 August 19 to be paid at the end of August*). When you receive your permanent Social Security Number, please give to the following: IES, Melanie or Pei-Lin, 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 August 18:*

You will check in with IES on Monday, August 19 from 9:00 a.m. until 12 Noon in the South Ballroom 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**, 0530 Beardshear Hall, Open 8:00 a.m.-4:30 p.m.

## ☐ **Activate Project Vincent Account** -- 195 Durham; You will need your ( \_\_\_\_\_@iastate.edu)

- |  |  |
|--|--|
| <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** ( \_\_\_\_\_@cs.iastate.edu)

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](http://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.

- ☐ **Orientation to the US Classroom for new International TA's** – Thursday, August 15 or Monday, August 19, 1:00-3:30 p.m., 232 Carver Hall.

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

Registration Date & Location	Testing Dates (individually scheduled)
Thursday, August 15, 8:30 a.m. to 11 a.m., 107 Lab of Mechanics	Friday, August 16
Monday, August 19, 8:00-11 a.m., 107 Lab of Mechanics	Tuesday, August 20
Wednesday, August 21 (late arrivals only), 11 a.m.-1 p.m., 201 Lab of Mechanics	Thursday, August 22
Wednesday, August 28 (late arrivals only), 8:30-11:15 a.m., 201 Lab of Mechanics	Thursday, August 29

☐ **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, Monday, August 19, 6-9 p.m.,** 101 Carver, for students who are not English and who did not receive their Ugrad 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.
- ☐ **Graduate English Examination for International Students, Friday, August 23, 1-2 p.m.,** 208 Curtiss Hall, for graduate students who have an undergraduate degree from ISU or another US institution. Bring pen or pencil, picture ID, dictionary. Lasts 45 minutes.

☐ **Payroll Sign Up** – 114 Wallace Road Office Building. If on a graduate assistantship, take photo ID, social security card, birth certificate or passport. Payroll forms can be downloaded and completed ahead of time, [www.public.iastate.edu/~hrs\\_info/records](http://www.public.iastate.edu/~hrs_info/records).

☐ **Graduate English Exam for Native Speakers** – Contact is Virginia Allen ([vallen@iastate.edu](mailto:vallen@iastate.edu)). Read information at the following link: <http://www.grad-college.iastate.edu/about/englishexamination.html>. Schedule test accordingly.

☐ **TA Orientation Seminar** -- Center for Teaching Excellence, Memorial Union, Wednesday, August 21, 7:30 a.m. to Noon.

☐ **Departmental Welcome**

- ☐ **Graduate Student Advisory Committee (GAC) - Thursday, August 22, 12 p.m.,** B29 Atanasoff Hall

- ☐ **Departmental Photograph** Date & Time \_\_\_\_\_.

☐ **Academic Advising Appointment with:** \_\_\_\_\_

**Date & Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

- ☐ Work out class schedule.

- ☐ Receive temporary advisor: \_\_\_\_\_

☐ **Register for Classes after Advising Appointment.**

- ☐ **AccessPlus (WWW) Registration.** If Melanie already registered you for any classes and the classes you are going in to are open, you can use AccessPlus to finish registering. Instructions are on the Worksheet and the Registration Authorization Card. Otherwise, you can take the registration worksheet to your temporary advisor and this signed worksheet can be taken to the Registrar

- ☐ **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.

☐ **New Graduate Student Orientation with the Graduate College, Friday, August 23, 8 a.m.-Noon,** 207 Marston Hall

☐ **Graduate Student Picnic, August 24, 4-8 p.m.,** Brookside Park (university sponsored) families welcome.

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



*Melanie*