

Checklist for 2013 New LSC Grad Students

- ✓ **Meet with your (orientation) advisor about course selection for your first semester**, if you haven't done so already. Your advisor is your primary resource for all academic questions. To ensure that you are making satisfactory progress toward a degree, students are encouraged to meet with their advisor(s) on a regular basis.
- ✓ **Activate your NetID to gain access to various campus services such as My UW-Madison, WiscMail, and WiscCal.** To activate your NetID, go to <https://www.mynetid.wisc.edu/activate> and follow the instructions. You will need your student ID number and your date of birth. Your NetID verifies your identity, ensures the privacy of your personal information, and limits use of campus resources to those who are authorized. If you have problems accessing any of these services, please contact the DoIT HELP desk at 608.264.4357.
- ✓ **Enroll for fall semester classes** using the Course Guide and the Timetable found in your MyUW Student Center. For general enrollment information and assistance with web enrollment see the Enrollment Information page on the Office of the Registrar's website at http://registrar.wisc.edu/enrollment_information.htm or call the Registrar's Enrollment Helpline at 608.262.0920, Monday through Friday, 7:45 A.M. to 4:30 P.M.
 - For specific course availability, permission to enroll, and wait lists, contact the academic department offering the course. For courses in the Department of Life Sciences Communication, contact Nicole Simon, our enrollment coordinator, at nrsimon2@wisc.edu or 608.262.1464. For enrollment deadlines, see the Office of the Registrar's website at registrar.wisc.edu.
- ✓ **Get a Wiscard—your official University of Wisconsin-Madison photo identification card.** New, continuing, or returning students may obtain a Wiscard after they have enrolled for classes. You will need to present some form of personal photo identification, such as a valid U.S. driver's license, a state/federal ID card, or a passport.
 - Your Wiscard/ID should be carried at all times and presented upon request. Your Wiscard provides access to libraries, computer labs, recreation facilities and other campus services. A Wiscard may also be used as a debit card at over 45 locations on campus.
 - The student campus ID number is an essential part of your record at UW-Madison and will be listed on your Wiscard. Your student campus ID number is a university generated ten digit number (e.g. 9060001234) and is associated with your permanent student record.
 - The Wiscard Office, <http://www.wiscard.wisc.edu/> is located in room 149 Union South. Normal office hours are Monday through Friday, 8:30 A.M to 5:00 P.M.

- ✓ **Update your contact information.** Students can view and update their own address and telephone information through the MyUW Student Center. For more information or instructions, go to <http://www.wisc.edu/directories/corrections.php>. Students will need their NetID and password to access MyUW. Students are responsible for maintaining appropriate billing, home, and mailing addresses at all times.
- ✓ **Get your free bus pass.** One of the perks of being a student at UW-Madison is an ASM bus pass, good for unlimited rides on Madison Metro, the city's local bus and paratransit system. Bus passes will be available at the beginning of the semester. Go to <http://www.asm.wisc.edu/asm-bus-pass.html> for more information.
- ✓ **Secure adequate health insurance coverage.** Graduate students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits. *If you have been hired with an assistantship in LSC*, contact Judy Zimmerman, our department's staff benefits and payroll coordinator, at jlzimmerman3@wisc.edu or 608.262.1463, to select one of several health care plans within 30 days of your hire date.
 - Grad students without an assistantship or fellowship who are currently enrolled can use the services of University Health Services (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608.265.5000. For more info, visit the UHS web site at www.uhs.wisc.edu.
 - Prescription medications, emergency room visits and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608.265.5600 for more information.
- ✓ **Pay your tuition and fees.** Tuition and fee bills for fall semester are mailed out the last week in August, about three weeks prior to the due date. If you do not receive an invoice, contact the Bursar's Office, 608.262.3611. For current tuition account information, check your MyUW. Your tuition balances will be under the 'Account Summary' box. For more information and instructions regarding ePayments, go to <http://www.bussvc.wisc.edu/bursar/tuiteck.html>.
 - Graduate students that have an assistantship of at least 33.33% are eligible to receive remission of full tuition. Check with LSC's department administrator, Judy Zimmerman, to determine your eligibility. All teaching, project, and research assistants are responsible for paying their segregated fees (funds dedicated to supporting various student service programs and organizations). Direct tuition remission questions go to the Registrar's Tuition Assessment Section, 333 East Campus Mall, room 10301, 608.262.4031, or tuition@wm.wisc.edu.

- If you have been notified that you will receive financial aid, your financial aid award will automatically be applied to your student account to pay tuition and fees. The Bursar's Office will send any remaining amount in the form of a check to your mailing address. Contact the Bursar's Office at <http://www.bussvc.wisc.edu/bursar/> with any additional questions.

- ✓ **Fill out an application form for a College of Agricultural & Life Sciences' scholarship.**
Completing this application will establish your eligibility for a number of scholarships, awards, and internships including those that are exclusively for students in the Department of Life Sciences Communication. Applications are reviewed once a year. For more information and instructions, go to the 'Scholarships' page on the LSC website www.lsc.edu.
 - For more information on funding and financial aid, go to the 'Funding' page on the LSC website www.lsc.wisc.edu (programs → graduate → funding).

- ✓ **Watch for e-mails from lsc_gradprog@lists.wisc.edu.** This listserv is used to reach all of the LSC grad students as a group. Important announcements including funding opportunities, special events, critical deadlines, etc. are all sent via the listserv.

- ✓ **Check out these important resources—which link you to your new community as an LSC grad student:**
 - <http://www.cals.wisc.edu/gradstudies>
The College of Agricultural & Life Sciences (CALS) Office of Graduate Studies and Professional Development maintains a website with information on graduate programs, scholarships and fellowships, professional development, and ethics in research.

 - <http://www.grad.wisc.edu/education/gspd/index.html>
GradConnections Weekly is a monthly email newsletter intended to inform graduate students of events and opportunities that support their professional development. It includes workshop announcements, fellowship opportunities, academic deadlines, volunteer opportunities, social events, and community events likely to be of broad interest to most graduate students. It is produced by the Graduate Student Professional Development, in the Graduate School at UW-Madison. To subscribe, email gspd@grad.wisc.edu.

 - <http://www.grad.wisc.edu/education/gradstdntlife/GSABoverview.html>
The Graduate Student Advisory Board serves as a resource and a voice for UW-Madison graduate students within the Graduate School. Through outreach, educational, and social programming, the board enhances UW-Madison graduate students' community involvement; professional, academic, and personal development; and quality of life.

Students can apply to be a member of the Graduate Student Advisory Board between August 15th-October 15th. You can learn more about this opportunity at To apply, https://my.gradsch.wisc.edu/greu/gsab/gsab_application.html

<http://www.news.wisc.edu/>

UW-Madison News provides stories indexed under 'Life Sciences Communication.'

✓ **Additional Requirements for International Students**

- The U.S. Department of Homeland Security requires student visa holders to register with the UW-Madison prior to beginning your academic program in the United States. The UW-Madison International Student Services (ISS) office coordinates an orientation to assist students with complying with this requirement. For more information, contact ISS office, room 217 of the Red Gym, 716 Langdon Street, telephone 608.262.2044, e-mail iss@odos.wisc.edu, and web address at www.iss.wisc.edu.
- **Take the English as a Second Language Assessment Test (ESLAT).** Students are placed in ESL courses on the basis of an initial placement test, the UW- ESL Assessment Test (ESLAT). The ESLAT consists of these parts: a listening test assessing listening comprehension of informal speech and lectures; and a reading/writing test requiring you to read a passage, write a summary of it, and then write an essay commenting on the passage. Go to <http://www.english.wisc.edu/esl/eslat-exam.html> for more information and scheduled test times. The English as a Second Language Assessment Test is required of many new graduate and undergraduate students.

✓ **Additional Requirements for Students Receiving Funding Support (TA, PA, RA Assistantships or AOF Fellowship)**

Make sure you received an appointment letter. Your appointment letter should include written documentation of your wages, benefits, and terms of employment.

Check in with the department administrator, Linda Heideman Nigbor, and complete payroll forms (if you are employed by LSC).

Check in with your supervisor (within or outside of the Department of Life Sciences Communication). Terms of employment do not necessarily correspond with the instruction/class calendar.

Pay your segregated fees. Assistantships include remission of tuition, but the student is responsible for paying their segregated fees.

Get information on your benefits package at the Office of Human Resources, <http://www.ohr.wisc.edu/> or 608.262.5650.