

## Checklist for 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 department advisors 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 any computer connected to the Internet. From a web browser, go to <http://kb.wisc.edu/helpdesk/page.php?id=1140> 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 first semester classes in the Student Center module at MyUW,** <http://my.wisc.edu>. For general enrollment information and assistance with web enrollment see the Enrollment Guide at [http://www.registrar.wisc.edu/timetable/fall/pdf/enrollment\\_guide.pdf](http://www.registrar.wisc.edu/timetable/fall/pdf/enrollment_guide.pdf) 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 waiting lists, contact the academic department offering the course. For courses in the Department of Life Sciences Communication, contact **Beth Johnson**, our enrollment coordinator, at [ekjohnson4@wisc.edu](mailto:ekjohnson4@wisc.edu) or 608.262.1464.
  
- ✓ **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. (The system is updated nightly. So, if you enroll today, the Wiscard office staff should be able to verify your enrollment on the computer system the following day.)

Your student campus ID number is an essential part of your record at UW-Madison and will be associated with your permanent record. Your student campus ID number is a university generated ten-digit number (e.g. 9000001234).

You will need to present some form of personal photo identification, such as a valid U.S.-issued driver's license, a state or federal ID card, or a passport.

The **Wiscard Office** is located in **Room 4316** in the east wing of the fourth floor of the **Memorial Union**. Normal office hours are Monday through Friday, 8:00 a.m. – 4:15 p.m. Hours will be extended until 6:00 p.m. on August 25 and 27, as well as September 3, 8, and 11. **Telephone: 608.262.3258, Email: [wiscard\\_id@union.wisc.edu](mailto:wiscard_id@union.wisc.edu), Web: [www.wiscard.wisc.edu](http://www.wiscard.wisc.edu).**

Your first university ID card is issued to you at no cost.

Your 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.

✓ **Update your address and telephone information.** Students can view and update their own address and telephone information through the **Student Center** module in **MyUW-Madison**, [www.my.wisc.edu](http://www.my.wisc.edu), or by calling **608.262.3811**. Students will need their Net ID 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 two locations at the beginning of the semester. From August 24 until September 11, 2009, you may pick up a bus pass on the main floor of **Steenbock Library** at the corner of Babcock Drive and Observatory Drive or the third floor reception desk in the **Student Activity Center at 333 East Campus Mall**, Monday through Friday, 10:00 a.m. to 6:00 p.m. (closed Labor Day). After that, students should go to **Student Print in the Student Activity Center, 333 East Campus Mall**. For details call **608.263.3950** or see the website at <http://www.asm.wisc.edu/asm-bus-pass.html>.

✓ **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. To be eligible, contact **Marcy Doelp**, our department's staff benefits and payroll coordinator, at [doelp@wisc.edu](mailto:doelp@wisc.edu) or **608.262.1463**, to select one of several health care plans within 30 days of your hire date.

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**.

✓ **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, go to **MyUW** at <https://login.wisc.edu/?appurl=my.wisc.edu/portal> and click on the 'Financial' tab. Your tuition balances will be under the 'Account Summary' box.

Make payment directly to the **Bursar's Office at 333 East Campus Mall, Room 10501**. You cannot use a debit or credit card to pay your tuition. Payment may be made using a check, cash or an on-line ePayment. For information and instructions regarding **ePayments**, go to <http://www.bussvc.wisc.edu/bursar/tuiteck.html>. The Bursar's Office does not offer installment plans. Payments must be received (not postmarked) in the Bursar's Office by the due date in order to avoid a late payment fee. For **due dates**, see <http://www.registrar.wisc.edu/deadlines.php?term=1102>.

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, Marcy Doelp, to determine your eligibility.

All teaching, project and research assistants (TA, PA and RAs) are responsible for paying their segregated fees (funds dedicated to supporting various student service programs and organizations). Direct tuition remission questions to the **Registrar's Tuition Assessment Section**, 21 N. Park St., 262-4031, or [tuition@em.wisc.edu](mailto:tuition@em.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** (<http://www.bussvc.wisc.edu/bursar/bursar.html>) with 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 awarded exclusively to students in the Department of Life Sciences Communication. Applications are available early in the fall and must be submitted before the February 1, 2010 deadline (<http://www.cals.wisc.edu/students/financing/NewStudentApp/>).

See the **Funding** page on the LSC website ([www.lsc.wisc.edu](http://www.lsc.wisc.edu)) for more information on funding opportunities and financial aid.

✓ **Watch for emails from [gradprog@lists.wisc.edu](mailto:gradprog@lists.wisc.edu) and [lsc\\_grads@lists.wisc.edu](mailto:lsc_grads@lists.wisc.edu).** The first is a list serve used more by LSC faculty and staff to reach all of the LSC grad students as a group—including YOU! The second is available for all LSC grad students to post to and can be used to convey informal messages and to publicize social events.

✓ **Check out these URLs—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/gsc/gradconnections.html> GradConnections is a weekly newsletter published by the Grad Student Collaborative.

<http://www.news.wisc.edu/keywords/life%20sciences%20communication> is a url that will give you UW-Madison News 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. Participation is mandatory. Graduate students must choose to attend one of the following five session times:

Tuesday, August 18, 2009 at 1:00 p.m.  
Wednesday, August 19, 2009 at 1:00 p.m.  
Thursday, August 20, 2009 at 1:00 p.m.  
Friday, August 28, 2009 at 9:00 a.m.

All sessions will be held in the **On Wisconsin Room**, first floor of the **Red Gym**. The program will last approximately three hours.

You must bring both the originals and photocopies of the following documents:

- I-20 (for F-1 visa holders) or DS-2019 (for J-1 visa holders)
- Passport (ISS needs copies of your identity and expiry pages and the visa stamp)
- I-94 card

For more information, contact the ISS office, room 217 of the Red Gym, 716 Langdon Street, telephone 608.262.2044, email [iss@odos.wisc.edu](mailto:iss@odos.wisc.edu), on the web at: <http://iss.wisc.edu>.

✓ **Take an English as a Second Language Assessment Test (ESLAT).** The ESLAT, and enrollment in an ESL course (see <http://www.english.wisc.edu/esl/ESLacad.htm> for a list of courses), if recommended, is required for many new graduate students as a condition of admission. If a student is required to take the ESLAT, this information will be listed in the My UW-Madison Student Portal, the Graduate School's online applicant information system. A student's program cannot waive the ESL testing and course requirement. For test schedules, see <http://www.english.wisc.edu/esl/Eslat.htm> or contact the ESL office at 608.263.3780 for more information.

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

✓ **Make sure you have received an appointment letter.** Your appointment letter should include written documentation of your wages, benefits, and terms of employment. If you don't have this documentation and questions come up later about pay, appointment percentage, benefits, etc., there won't be any record of what was originally promised.

✓ **Check in with the department administrator, Marcy Doelp, and complete payroll forms.**

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

Terms of employment for Teaching Assistant (TA) positions are the same as the contract year for faculty, and start on August 24, 2009.

Research Assistant (RA) and Project Assistant (PA) appointments usually start on the first day of the month.

✓ **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.bussvc.wisc.edu/ecbs/emp-info.html> or 608.262.5650.