

New Graduate Student Checklist

- Register and attend GROW: Graduate Orientation and Welcome.
<http://graduate.ua.edu/about/our-students/grow/>
- Attend your department's orientation and International Student Orientation, if applicable.
- If you will be a new teaching assistant in the fall semester, attend the August Workshop for New Graduate Teaching Assistants.
http://graduate.ua.edu/events/workshop_gta.html
- Familiarize yourself with the mybama website and Crimson email account. Set up email forwarding if you plan to use a personal email account.
<http://gobama.ua.edu/help/mybama-setup>
- Confirm your schedule.

Go to Mybama/Student/Student Services/Student Receivables/View Your Account, Pay Confirm Your Schedule/Select the upcoming semester/Click to confirm. If you have a qualifying assistantship or fellowship which includes tuition or health insurance scholarships check and ensure the appropriate credit is on your account. If you have a question, please check with your supervising department. <https://mybama.ua.edu>
- Know your Campus Wide Identification Number (CWID).

Upon your admission, you should have received a letter with your CWID. You can also find your CWID on your student records inside mybama: Student Tab /Student Services/Student Records. You will use your CWID for a variety of purposes while a student at UA. <https://mybama.ua.edu>
- Get an UA ActCard.

Submit your Action Card photo online or visit the Action Card Office in the Campus Drive Parking Deck to have your card made. You will need this card for many services around campus. <http://actcard.ua.edu/pages/photosubmission.html>
- Submit MMR Immunization and TB Skin Test Verification to the Student Health Center.

The Student Health Center requires proof of your immunization record against childhood diseases such as measles, mumps, rubella (MMR) and TB. Immunization information is required for all students before the beginning of classes. Visit shc.ua.edu for more information about obtaining and submitting this information to the Student Health Center. If you do not have these records verified you will be dropped from your classes. To download the required form and learn how to submit it online, go to <http://shc.ua.edu/immunization-policy/>
- If you will be driving to campus, register for a parking pass.

Log in to myBama and scroll down to the red Auxiliary Services box. In that box, click the link that says "Register HERE for a Parking Permit" and follow the instructions. First semester graduate students may request a waiver in person at

the Transportation Services Office if their desired zone is no longer available online. <https://mybama.ua.edu>

- If you plan to ride a bike on campus, complete the bike registration form.

The Bike Registration form is available online or you can register by filling out the proper forms at the Transportation Services office located at 451 Campus Drive East (Transit Hub). Forms are also available at the University Recreation Center. <http://urec.sa.ua.edu/orbikeregistration.cfm>

- Confirm your scholarship and financial aid package.

If you receive a scholarship awarded by an agency outside The University of Alabama, that organization should contact Student Financial Aid and forward appropriate documentation as directed. <http://financialaid.ua.edu/>

- If applicable, set up direct deposit for surplus fellowships and scholarships that are processed through your student account (not payroll). Sign in to myBama, open the Student Services folder, then the Student Receivables folder, and click on Create/ Change Direct Deposit Information and complete the requested info. <https://mybama.ua.edu>

- If your admission letter indicated that you are required to submit a final official transcript showing an awarded degree, submit this to the Graduate School as soon as possible.

- If you have an assistantship, make sure your department has given you a Memorandum of Appointment for your assistantship which sets out your entitlements and your obligations. Please request one from your hiring department.

- If you have an assistantship, complete your I-9 Form and return it to your department. <http://hr.ua.edu/policies-and-forms>
 - If you receive a stipend that is processed through payroll (assistantship), set up direct deposit, if desired. (This is a different process than setting up direct deposit for surplus fellowship and scholarship funds that are deposited into your student account.)

http://payroll.ua.edu/forms_guides.html#directdeposit

- If you qualify for the Graduate Assistant Health Insurance Benefit, turn in your completed health insurance form to the Student Health Center. You MUST do this as soon as possible but no later than the published date for the enrollment period for the semester. Enrollment forms should have been distributed by each department with your Memorandum of Appointment. Copies of this form are available at the Student Health Center.

<http://graduate.ua.edu/admin/gahealthins.html>

- If applicable, contact the Office of Disability Services (ODS) for information regarding services for students with disabilities. <http://ods.ua.edu/>

- Familiarize yourself with important resources on campus: <http://ua.edu/site.html>

Examples of some resources are listed here, but there are many more:

- Act Card Info: <http://actcard.ua.edu/>
- Bama Dining: <http://www.campusdish.com/en-US/CSS/Alabama>
- Bama Parking: <http://fawp.ua.edu/bamaparking/>
- Capstone International: <http://international.ua.edu/>
- Career Center: <http://www.career.ua.edu/>
- Civil Law Clinic: <http://www.law.ua.edu/academics/law-clinics/civil-law-clinic/>
- Crimson Calendar: <http://events.ua.edu/events/>
- Counseling Center: <http://counseling.ua.edu/>
- Crimson Ride: <http://crimsonride.ua.edu/pages/trolley-route.html>
- Financial Aid: <http://financialaid.ua.edu/>
- Financial Assistance Handbook: <http://graduate.ua.edu/financial/>
- Graduate Parent Support Program: <http://www.gps.ua.edu/>
- Graduate School: <http://graduate.ua.edu/>
- Graduate Student Association: <http://gradservices.sa.ua.edu/gsa.cfm>
- Graduate Student Services: <http://gradservices.sa.ua.edu/>
- Help@Home Network: <http://hr.ua.edu/work-life-resources/helphome-network>
- Libraries: <http://www.lib.ua.edu/>
- Recreation Centers and Aquatic Centers: <http://urec.sa.ua.edu/>
- Student Employment: <https://staffjobs.ua.edu>
- Student Health Center: <http://shc.ua.edu/>
- Student Organizations: <http://thesource.ua.edu/>
- Technology Assistance: <http://helpdesk.ua.edu/>
- Tide Together Mentoring Program: <http://graduate.ua.edu/tidetogether/>
- Transportation Info: http://housing.ua.edu/off_campus/transportation.cfm
- Veteran and Military Affairs: <http://vets.ua.edu/>
- Women's Resource Center: <http://wrc.ua.edu/index.cfm>
- Work Study Program: <http://financialaid.ua.edu/workstudy/>
- Writing Center: <http://writingcenter.ua.edu/>

- Familiarize yourself with resources off campus:

- Housing Resources:
 - Crimson Choice: <http://crimsonchoice.ua.edu/>
 - Off Campus Housing: <http://offcampushousing.ua.edu/>
 - General Housing Resources: <http://offcampushousing.ua.edu/resource>
- Transportation Resources: http://housing.ua.edu/off_campus/transportation.cfm
- Tuscaloosa and Northport Resources
 - City of Northport: <http://www.cityofnorthport.org/>
 - City of Tuscaloosa: <http://www.tuscaloosa.com/>
 - Homegrown Alabama Farmers Market: <http://homegrownalabama.ua.edu/>
 - Religious Organizations/ Campus Ministries:
<http://dos.ua.edu/campusMinistries.cfm>
 - Things To Do, Places to Shop, Dining and Nightlife: <http://visittuscaloosa.com/>
 - Tuscaloosa Amphitheater: <http://www.tuscaloosaamphitheater.com/>
 - Tuscaloosa Arts: <http://tuscarts.org/>
 - Tuscaloosa River Market: <http://www.tuscaloosarivermarket.com/>