NEW GRADUATE STUDENT CHECKLIST

DEPARTMENT OF CHEMISTRY | UNIVERSITY OF MASSACHUSETTS BOSTON
100 MORRISSEY BOULEVARD | BOSTON, MA 02125-3393
WWW.UMB.EDU/ACADEMICS/CSM/CHEMISTRY

SUMMER

[ ] NEW STUDENT CONFIRMATION
Mail matriculation form and the $250 deposit to the Office of Graduate Admission, University of Massachusetts Boston, 100 Morrissey Blvd, Boston, MA 02125.

[ ] SUBMIT FINAL, OFFICIAL UNDERGRADUATE TRANSCRIPT
Submit sealed transcript to Graduate Admissions (address above).

[ ] FIND HOUSING
See housing resources at the Office of Student Housing
TIP: Graduate students suggest Craigslist.org for more leads. Stay along the red line train if you don’t have a car. Check out Cambridge and Quincy for accessibility to UMB. Be aware of safety in Boston neighborhoods.

[ ] LOG IN TO UMB EMAIL
Review first time login instructions, password management information, and password management

[ ] PURCHASE MBTA PASS
The MBTA offers an 11% discount for T passes to all students if purchased through the Office of Student Activities and Leadership (see location above).

[ ] PURCHASE PARKING PASS
If needed, buy prepaid parking passes at reduced rates at the Office of Transportation Services (Quinn Building, Second Floor) or the UMass

[ ] LOG IN TO WISER
WISER is the student portal for course registration, financial aid information, and semester billing information.

[ ] FINALIZE FINANCING
Review graduate tuition and fees from the Bursar’s Office to estimate semester bill.

Financial Aid Office
For students who filed a FAFSA: Accept, decline or adjust federal loans online through your WISER account (Student Center/Finance and Financial Aid/Accept or Decline Awards).

Graduate Assistantship FAQs: The Chemistry Department notifies students awarded graduate assistance through their admission decision letter.

[ ] COMPLETE HEALTH SERVICES REQUIREMENTS

[ ] REGISTER FOR THE UMB RAVE ALERT SYSTEM
Receive campus emergency information through your email and/or cell phone.

CAMPUS ARRIVAL

PLAN ARRIVAL AT LEAST TWO WEEKS BEFORE SEMESTER BEGINS

[ ] OBTAIN STUDENT IDENTIFICATION CARD
Stop by the Office of Student Activities and Leadership (Campus Center, Third Floor, Room 3400).

NOTE: You must bring another form of picture identification (e.g., passport, state ID).

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[ ] REGISTER FOR COURSES
Students must first meet with their advisor or the graduate program director. Full-time students: Register for 9 credits. Also, a 1-credit graduate seminar (CHEM 691 or 692) is required every semester in attendance. See course catalog for fall classes.

[ ] ATTEND ORIENTATION
New graduate students: Chemistry Department Orientation, Attend events one/two weeks before fall semester. Full schedule TBA by email.

New and continuing graduate students: Graduate Student Orientation hosted by the Office of Graduate Studies. Attend events the first week of the fall semester. Full schedule TBA by email.

New international students: Attend International Student Orientation hosted by the Office of International and Transnational Affairs. Attend mandatory program a week before fall semester. Full schedule TBA by email.

[ ] REVIEW HEALTH SERVICES
Review health services New Student Information
Submit Immunization form
TIP: Keep copies of health forms.

Review the Student Health Plan if purchasing university medical insurance.

[ ] OBTAIN NEW TEACHING ASSISTANT INFORMATION
Look for an email with your fall teaching assistant assignments.

Fill out pre-employment paperwork
Bring completed forms to the Office of Graduate Studies (Campus Center, Second Floor, Room 2100). NOTE 1: You must bring additional forms of identification to verify employment eligibility. See last page of I-9 form for a list of acceptable documents.

NOTE 2: Bring your bank routing number and account number for direct deposit enrollment. NOTE 3: Ask to sign your TA contract at Graduate Studies when dropping off pre-employment forms.

Photo courtesy of Quan Li.
FALL SEMESTER

[ ] FINALIZE COURSES
Change course enrollment no later than Tuesday, September 10, the end of the add/drop period.

[ ] PAY FALL SEMESTER BILL
Pay bill at the Bursar’s Office (Campus Center, Fourth Floor) or through WISER. To pay bill through WISER, see Student Center/Finance and Financial Aid/Make online check payment.

TIP 1: To see your semester charges, financial aid, and graduate assistance in WISER see Student Center/Finance and Financial Aid/Account Summary.

TIP 2: To waive optional fees in WISER, see Student Center/Finance and Financial Aid/Waivable Fees.

[ ] ATTEND MANDATORY LAB SAFETY TRAINING
Look for an email regarding safety training with the Environmental Health & Safety Department ↗

[ ] FIND YOUR MAILBOX
Stop by the Chemistry Department Main Office (Science Center, First Floor, Room 0075).

[ ] OBTAIN LAB KEYS
If you have pre-selected your advisor, have him/her email Virginia Mackay ☐ to make a key request.

[ ] APPLY FOR GRADUATE TRANSFER CREDITS
Students who have taken graduate courses at UMB or other institutions may apply to transfer chemistry graduate courses with approval from the graduate program director. TIP: Bring course syllabus if possible.

[ ] KNOW YOUR WAY AROUND CAMPUS AND BOSTON
* http://www.mbta.com/
* http://www.yelp.com/boston
* http://www.massvacation.com/
* http://www.artsboston.org/

[ ] VIEW ACADEMIC CALENDAR
Note important semester dates and deadlines.

Semester Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 2</td>
<td>Labor Day (Holiday)</td>
</tr>
<tr>
<td>September 3</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>September 10</td>
<td>Add/Drop Ends</td>
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<tr>
<td>September 21</td>
<td>CAPS Add/Drop Ends</td>
</tr>
<tr>
<td>October 14</td>
<td>Columbus Day (Holiday)</td>
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<tr>
<td>November 4</td>
<td>Spring/Winter 14 Registration Begins</td>
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<tr>
<td>November 7</td>
<td>Pass/Fail &amp; Course Withdrawal Deadline</td>
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<tr>
<td>November 11</td>
<td>Veterans Day (Holiday)</td>
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<tr>
<td>November 28 to 1</td>
<td>Thanksgiving Recess</td>
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<tr>
<td>December 2</td>
<td>Classes Resume</td>
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<tr>
<td>December 13</td>
<td>Semester Ends</td>
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<tr>
<td>December 16 to 20</td>
<td>Final Exam Period</td>
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<tr>
<td>December 21</td>
<td>Snow make-up day (if needed)</td>
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CHECKLIST QUESTIONS OR COMMENTS?
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Photo courtesy of Quan Li.