

## **CHECK LIST FOR NEW STUDENTS**

### **Get a University Email Account**

You are required to have a University account: go to <https://account.arizona.edu/>. All University business is conducted via your UA email address.

### **Enroll in Classes**

Work with your advisor to pick classes for your first semester. You can register using the on-line system UAccess available online [You can get to UAccess from the UA's home page ([www.arizona.edu](http://www.arizona.edu)) by clicking on the student tab.]

If you are unable to register, it may be because Campus Health doesn't have your complete immunization record. Check with them or with the graduate coordinator to determine if you have a registration hold.

### **Get your ID**

Once you're enrolled, obtain a Cat Card (UA ID card) from the Cat Card office in the Student Union.

### **Check on Funding**

Your advisor should submit paperwork to the Business Office regarding what kind of funding you have (if any). If you were awarded an assistantship, work with the business office to be sure your assistantship contract is in order. If you have questions about funding, please work with the business office ([bizsnre@cals.arizona.edu](mailto:bizsnre@cals.arizona.edu)) and your major advisor.

### **Get your Keys and an Office**

Once you have a Cat Card, you can get office space if it is available and keys to the building. The graduate coordinator will help you with office space and key cards, etc.

### **Add Yourself to the Website**

Go to <http://snre.arizona.edu/snrebiz/misc> and look under Website to download the Website Profile Form. Forms should be sent to [bizsnre@cals.arizona.edu](mailto:bizsnre@cals.arizona.edu).

### **Meet with the Graduate Coordinator**

See Katie Hughes in BSE 325 to update your contact information, subscribe to the graduate student listserv, and make sure you are set for the coming semester.