

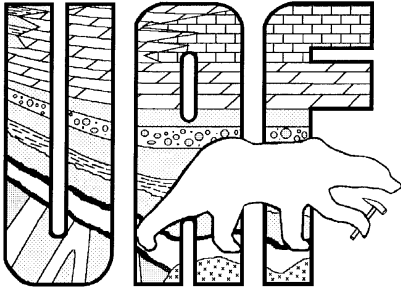
# Welcome New Graduate Students!

Research Assistants (RAs) -- 2014

To help you with the registration process during your first semester, please follow these steps:

## GEOLOGY & GEOPHYSICS

- ☞ **Obtain your housing** Go to the UAF Residence Life office in the lobby of Moore-Bartlett-Skarland Hall (the MBS Complex) Phone 474-7247.
- ☞ **(for international students only) Visit Carol Holz**, the International Student Advisor. Her office is in the Eielson Building, Room 215, phone: 474-7677. **This is Mandatory!**
- ☞ **Visit your advisor in the Geophysical Institute (G.I.) or the Reichardt Building.**  
Together you will complete an RA worksheet, which you will need to take to the office listed next.
- ☞ **Fill-out employment paperwork in the G.I. Business office, Elvey Building, Room 608** to see either Maureen Johnson or Lisa Piechocki (474-5880 or 474-7194). You will need to bring your **original social security card and one other I.D.** for proof of work eligibility. International students will need to bring their I-20 form, passport, and proof of employment eligibility in the U.S.
- ☞ **Check in with Jessica Armstrong, the new graduate student coordinator of College of Natural Science And Mathematics, [jessica.armstrong@alaska.edu](mailto:jessica.armstrong@alaska.edu).**
- ☞ **Access UA-Online or Registrar's Office:** The first time you access your UA-Online account, you will be required to complete the PDF (Personal Demographics Form). Then you will be able to print off your class schedule form. The form **must be signed** by you and your advisor and turned in either to the Registrar's Office in Signer's Hall, Rm 102 (474-6300) or to the Department of Geosciences office. If you have any trouble with this process, contact the department chair, Paul McCarthy. He can be reached at (907) 474-6894 or [pjmccarthy@alaska.edu](mailto:pjmccarthy@alaska.edu). **You can register for classes before you arrive in Fairbanks.**
- ☞ **Register for classes by web (UA-Online):** The instructions for registering (after getting your registration form signed and turned in) for classes can be found on-line at [www.uaf.edu/schedule](http://www.uaf.edu/schedule).
- ☞ **Pay your tuition and fees:** The instructions for how to pay your tuition and fees can also be found on-line at [www.uaf.edu/schedule](http://www.uaf.edu/schedule). **Remember to take a copy of your contract letter to the Graduate School Office, Eielson Building, Room 202, to have your account credited for your tuition and learn about your health insurance!**
- ☞ **Have your UAF Polar Express I.D. made after registering:** The Office of the Bursar now issues Polar Express cards. They have two offices, one on the First Floor of Signer's Hall and the other in the Eielson Building, Room 116. Hours: 8-5. (474-7384) Access to WRRB and the GI library requires that your Polar Express card be coded, so bring the required paperwork. **This can only be done 24 hours after you have registered for classes.**
- ☞ **Accessing your UAF e-mail account and other computational resources:** The instructions for accessing your UAF e-mail account can be found at this site: <http://www.alaska.edu/google/>. It can all be done on-line after you have registered. Licenses for many software packages are centrally maintained by UAF OIT. To access these software packages from your personal machines you will need a UAF VPN account. You will need to fill out a form and have it signed by your advisor. Instructions and forms are available at



## GEOLOGY & GEOPHYSICS

## Research Assistants (RAs) To-Do List Page 2

<http://www.alaska.edu/oit/services/account-management/>

- ☞ **Attend the Graduate School New Student Orientation:** New graduate Student Orientation is Tuesday, **September 2, 2014** from 9:00 a.m. to 1:00 p.m. in Murie Bldg. You may register on line at <http://www.uaf.edu/gradsch/workshops/new-grad-student-orientat/>. Phone: 474-7464. **Mandatory!**
- ☞ **If applicable, attend the Office of International Student Orientation:** New graduate international Student Orientation is Tuesday, **September 2, 2014** from 1:30-5:00 p.m. in Murie Building **and** Wednesday, **September 3, 2014** from 9:00 to Noon. 474-5327. **Mandatory!**
- ☞ **Attend the Department of Geosciences fall graduate student meeting** hosted by the dept. chair.
- ☞ **Get an Alaska Driver's License or ID card and (U.S. Citizens) Register to Vote!** (This will help you establish AK residency.) Visit the Division of Motor Vehicles (DMV) at 1979 Peger Road.
- ☞ **Order your final transcript showing your awarded degree if that was a condition of your acceptance**  
**Additional information for graduate students who have their primary advisors physically located in the Elvey Building or the West Ridge Research Building (WRRB)**
- ☞ **Office Space:** Contact your advisor to check where you will have your office space. Write down your room/cubicle number as you will need it at several occasions.
- ☞ **GI email account, web space and time sheets:** GI computer resource center [www.gi.alaska.edu/services/crc](http://www.gi.alaska.edu/services/crc) is on the first floor in the Elvey Building. Dr. Dave Covey, [dave.covey@gi.alaska.edu](mailto:dave.covey@gi.alaska.edu), 207 Elvey, 474-5913 is your contact person to request for a GI email, web space, VPN and digital timesheet set up.
- ☞ **GI network account:** Paul Delys, [paul.delys@gi.alaska.edu](mailto:paul.delys@gi.alaska.edu), 206B Elvey, 474-7090 is your contact person to request for GI network connection and questions regarding a windows-based machine set-up.
- ☞ **Keys to buildings:** Access to Elvey building beyond regular office hours requires a key. Your work area may require extra keys. Details on how to get your keys issued is available at <http://www.gi.alaska.edu/admin/operations/policies/key>.
- ☞ **Mail box:** Dolores Baker, [dolores@gi.alaska.edu](mailto:dolores@gi.alaska.edu), 615A Elvey, 474-7243 can help set-up a mail box for you once you give her your room/cubicle number.
- ☞ **Stock room supplies and stationary:** Printing paper is stocked in the Elvey 6<sup>th</sup> floor near the fax receiving machine. Paper withdrawal forms are available with instructions on the nearby table.
- ☞ **Travel authorization:** Any research related travel requires filling in an online travel authorization. GI travel coordinator Sarah Lanstra, [sdlanstra@alaska.edu](mailto:sdlanstra@alaska.edu), Elvey 608A, 474-6643 can help you get set up for this.