

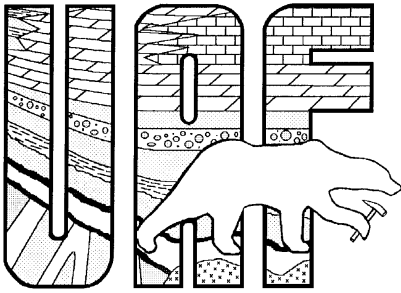
## GEOLOGY & GEOPHYSICS

# Welcome New Graduate Students!

Teaching Assistants (TAs) -- 2014

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

- ☞ **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!**
- ☞ **Fill-out employment paperwork in the Department of Geosciences office.** Come by the department office, Reichardt Building, Room 308 and introduce yourself! You will need to bring your **original social security card and one other I.D.**. International students will need to bring their I-20 form, passport, and proof of employment eligibility in the U.S.
- ☞ **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. 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).
- ☞ **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).**
- ☞ **Take on-line FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) test.** The University of Alaska is now requiring all employees to take the new FERPA test. Go to: <http://ferpa.community.uaf.edu/> for this test.
- ☞ **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). **Take a copy of your contract letter to the Graduate School Office, Eielson Building, Room 202, to have your account credited and learn about your health insurance! You will need to pass the FERPA test and present a copy of the FERPA certificate at the same time. No certificate, no tuition payment!**
- ☞ **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) **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. You will need to fill out a form and have it signed by your advisor. Instructions and forms are available at <http://www.alaska.edu/oit/services/account-management/>.



## GEOLOGY & GEOPHYSICS

### Teaching Assistants (TAs) To-Do List Page 2

- ☞ **Attend Department of Geosciences TA Orientation, including department lab safety and pedagogy workshops** Tuesday, September 2, 2014 from 1:30-5:00 p.m in REIC 230 (petagogy) and Wednesday, September 3, 2014 from 9:00 to noon in REIC 233 (safety) . **These Meetings are Mandatory.**
- ☞ **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.  
**TA Training** is Wednesday, **September 3, 2014** from 1:00-5:00 p.m. in Murie Building. Register on-line at <http://www.uaf.edu/gradsch/workshops/new-teaching-assistant-tr/>. Phone 474-7464. **These are Mandatory!**
- ☞ **If applicable, attend International Student Orientation** Part 1 is Tuesday, **September 2, 2014** from 1:30-5:00 p.m. Murie Building and Part 2 is **Wednesday, September 3, 2014** from 9:00-12:00 p.m. Murie Building.
- ☞ **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. You are also required to bring to the Department a copy of your driving record for the past three years. **DO NOT WAIT UNTIL YOU ARRIVE IN ALASKA TO OBTAIN THEM!**
- ☞ **Attend the Department of Geosciences fall graduate student meeting** hosted by the department chair.
- ☞ **Order your final transcript showing your awarded degree if that was a condition of your acceptance.**