

Check list for new graduate students:

1. Go to Payroll Office, 120/124 Corbett Hall, to fill out appropriate paperwork - be sure to bring 2 forms of ID for the I-9. Or, this can be completed with Rena Carey at the Department of Wildlife Ecology, Room 210 Nutting Hall.
2. Check out the Student Resources section of The Graduate School website for information about insurance: <http://www2.umaine.edu/graduate/article.php?id=141>.
3. Get a parking application from the Graduate School, Stodder Hall. Go to Student Service Center, 143 Memorial Union to pick up your parking permit.
4. Get a Maine Card from Student Service Center, 143 Memorial Union.
5. Fill out registration form for classes, have advisor sign, and take to the Graduate School, Stodder Hall.
6. Have Maine Card validated at Fogler Library circulation desk. Take a Fogler Library tour*.
7. Set up First Class e-mail account, 17 Shibles Hall.
8. Set up MaineStreet (EMPLID) account, 17 Shibles Hall.
9. Request the *Department Graduate Requirements* from Rena Carey, 210 Nutting (or [online](#)).
10. Fill out *Key Card* with Rena Carey, 210 Nutting. Obtain keys from Dolores Stone, 201 Nutting.
11. Fill out *Emergency Notification Form* (can find online) and return to Rena Carey, 210 Nutting.
12. Request photocopy # and telephone id # from your advisor.
13. Check with your advisor regarding annual safety training ([web based](#)), and other required training. Fill out training record for emergency action with advisor. Take completed form to Julie Nowell, 210 Nutting.
14. If you will be driving University owned or Federally owned vehicles, fill out *Driver's License Information Card* and *University Student Vehicle Driver Information and Agreement Form*. Return both with a copy of your driver's license to Rena Carey, 210 Nutting.
15. See Erin Simmons, in Room 202, about getting access to the *Wildlife Ecology Graduate Student Conference* on FirstClass. Be sure to check out the conference "For Incoming Students."

Contact information:

Department of Wildlife Ecology
5755 Nutting Hall, Room 210
University of Maine
Orono, ME 04469-5755
Phone: (207) 581-2862
Fax: (207) 581-2858

Miscellaneous information:

1. To reserve Room 204, Nutting Hall - School of Forestry at 581-2887 or 581-2841.
2. To reserve a room on campus for a meeting - Classroom Scheduling 581-1311.
3. SYSTAT available in Neville Hall or it can be retrieved online at:
<http://help.its.maine.edu/technology/computers/systat>.
4. Remote internet access available through UNET in Neville Hall.

***Optional**

Note: some of these procedures may vary for international students. They should check with International Student Office, Winslow Hall.