

Department of Wildlife, Fisheries, & Conservation Biology

Check list for new graduate students:

Steps ordered sequentially

- ☐ **University account activation (UMS e-mail and MaineStreet).** Activate your @maine.edu UMS e-mail and MaineStreet account. Info was sent when you first applied on how to activate your account. For assistance, contact the Information Technologies (IT) Help Center at 581-2506.
- ☐ Please check out the Resources for Graduate Students section of the Department of Wildlife, Fisheries, & Conservation Biology's web site - <https://umaine.edu/wle/resources-for-graduate-students/>. Some of the forms mentioned below can be found on this page.
- ☐ The University of Maine's Graduate School also has a checklist of sorts for matriculating graduate students, on its website - <https://umaine.edu/gradorientation/getting-started/>. However, efforts have been made to integrate requirements into this list.
- ☐ **Class registration.** Fill out and on-line registration form for classes (on the Graduate School web site - <https://umainegrad.secure.force.com/form?formid=217756>. You need to register for classes before you can get your MaineCard.
- ☐ **MaineCard.** Once you have confirmed your admission to UMaine, you will receive an email at your maine.edu email address with details on how to submit your MaineCard ID photo. More information can be found here - <https://umaine.edu/mainecard/photo-submission/>.
- ☐ **Parking permit application.** You may obtain a parking pass online from Parking Services - <https://umaine.edu/parking/obtain-a-permit/> for more information.
- ☐ **Payroll forms.** If you have not worked at the University in the past 12 months, you will need to fill out an I-9 in person at the Office of Student Employment. You will need to bring two forms of original ID for the I-9 - <http://umaine.edu/studemp/resources/forms/federal-form-i-9/>. Once the I-9 is process and you are set up in MaineStreet, you can complete the W-4, W-4ME, and Direct Deposit information in MaineStreet.
- ☐ **Required trainings.** Obtain a Safety Training Worksheet from the WFCB web site or from Katherine Goodine. Work with your supervisor to fill out and return to Katherine. Katherine will provide you with a list of required training based on the Worksheet. You must provide "proof" of all training to Katherine for the safety files.
- ☐ **Responsible Conduct of Research (RCR) training (INT 601).** All students enrolled in graduate research (MS or PhD) must receive one credit of RCR training, preferable prior to commencing research. This credit will count towards the six credits needed for full time graduate status and, at the advisory committee's discretion, may count towards required graduate course credits. Talk to your academic advisory about enrollment or substitute trainings for RCR if you are uncertain.
- ☐ **Emergency contact information.** Can be downloaded from the WFCB website or get a copy from Rena. Complete and return to Rena Carey, 240A Nutting Hall.

- ❑ **Wireless internet access.** Visit <https://umaine.edu/it/get-connected/> for instructions about accessing wireless internet. Please note: This will not get you access to the Nutting Hall printers. Work with Mark Austin (IT Manager for Nutting Hall, Room 208) to get on the wired network in your office.
- ❑ **Computer security (antivirus and antispyware).** Download and install free antivirus and antispyware software on your computer. This is available from the IT Department - <http://www.umaine.edu/it/software/>. Check out other software that may be available.
- ❑ **Photocopy code.** Request a photocopy/printer code from your advisor. Katherine may be asked to set up a new number for you.
- ❑ **Printer access (for room 248).** Work with Mark Austin (Room 208) on getting printer access set up on your computer to print to the copier/printer in Room 248.
- ❑ **Key request and laboratory access.** Find out from your supervisor what rooms you will need access to. Fill out Key Cards with Katherine Goodine, 210A Nutting. You are expected to return all keys when you leave the program. You may be required to pick up keys directly from Facilities Management.
- ❑ **Entry to Nutting Hall (after-hour).** Have your Maine Card validated with Mark Austin, 208 Nutting Hall, so you can gain entrance to Nutting Hall after hours.
- ❑ **Library services and MaineCard validation.** Have your MaineCard validated at Fogler Library circulation desk. Take a Fogler Library tour.
- ❑ **Departmental Requirements.** Request the Department Graduate Requirements from Rena Carey. Alternatively, you can download it from the Department's web site - <http://umaine.edu/wle/graduate-program/resources-for-graduate-students/>. This website contains more details about office procedures for the Department of Wildlife, Fisheries, & Conservation Biology.
- ❑ **Health Insurance and Student Resources.** Check out the Bursar's Office website for information about health insurance - <https://umaine.edu/bursar/insurance/>
- ❑ **The Graduate Student Government (GSG).** The University of Maine has an active governing body and senate, and they report regularly to the university's Board of Trustees. The GSG also provides resources for graduate students and sponsors local conferences, workshops, and social events. Check out more at - <http://www2.umaine.edu/gsg/>

Miscellaneous Information

Room Reservation (for meetings or convening academic committees):

1. To reserve Room 218, Nutting Hall – Katherine 581-2870 or Molly 581-2862
2. To reserve Room 204, Nutting Hall – Katherine 581-2870 or Molly 581-2862
3. To reserve Room 106, Nutting Hall – Katherine 581-2870 or Molly 581-2862
4. To reserve other rooms in Nutting Hall or on campus – Classroom Scheduling 581-1311

Computer Software and Information Technologies:

- Microsoft Office, MathWorks MatLab, and other software resources are available at:
<http://umaine.edu/it/software/>

There is a microwave, toaster, and refrigerator located in Room 248; please be respectful and tidy when using communal space.

Department Contact Information

Department of Wildlife, Fisheries, & Conservation Biology
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University of Maine
Orono, ME 04469-5755
Phone: (207) 581-2862
Fax: (207) 581-2858

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