



*Department of  
Wildlife, Fisheries, and  
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/wlc/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.
- Mobile 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, 246 Nutting Hall.
- ❑ **Office Space.** Get your office assignment from Rena Carey, 246 Nutting Hall. The department has five offices dedicated to graduate students - four offices have six desks, and one office has eleven desks. The department has outfitted each space with a desk with two drawers, a hutch over the desk for books/storage, an adjustable office chair, and a power strip. If you require accommodations beyond these basic items, please work with your advisor.
- ❑ **Wireless internet access.** Set-up your laptop/tablet with wireless internet permissions. Select the "eduroam" Wi-Fi network and follow instructions to set up the eduroam network permanently. In the username field, enter your "@maine.edu" email address, enter your password, and click connect. Work with Mark Austin (IT Manager for Nutting Hall, Room 208) to get on the wired network in your office.
- ❑ **Photocopy and Printer access (for room 248).** You can work with Mark Austin (Room 208) to set up your personal computer to print to the University owned Xerox printers. Or, you can follow IT's directions here - <https://tdx.maine.edu/TDClient/2624/Portal/KB/ArticleDet?ID=138922>. If you are assigned a university-owned computer, the software should already be installed but if you have any questions, please reach out to Mark.
- ❑ **Key request and laboratory access.** Find out from your supervisor what rooms you will need access to. Fill out Key Cards with Rena Carey, 246 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. You may also be charged if you do not return the keys.
- ❑ **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. See more information here - <https://library.umaine.edu/circulation/id-cards/>.
- ❑ **Departmental Requirements.** If you are pursuing a WLE degree, 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. If you are pursuing an EES degree, request the graduate requirements from your advisor or Lisa Gardner at EES.
- ❑ **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**

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

### Room Reservation (for meetings or convening academic committees)

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

### Computer Software and Information Technologies - <http://umaine.edu/it/software/>

- Microsoft Office
- ArcGIS
- MathWorks MATLAB
- Printer Setup for new Xerox Copiers
- VPN
- And other software resources

### Maine Bound Adventure Center - <https://umaine.edu/mainebound/equipment-rentals/>

- Camping Rentals
- Paddling Rentals
- Climbing and Mountaineering Rentals
- Winter and Miscellaneous Rentals
- Indoor Rock-Climbing Center
- Bike Fix-It Stations
- Challenge/Ropes Course
- Disc Golf Course

## **Department Contact Information**

Please use the central office address if you are having mail or packages delivered. Your office may be locked when a delivery is attempted, or you may move offices during your tenure in the department. The central office hours are Monday – Friday, 8:00 am to 5:00 pm.

Department of Wildlife, Fisheries, & Conservation Biology  
5755 Nutting Hall, Room 210  
University of Maine  
Orono, ME 04469-5755

(207) 581-2862

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