

NEW GRADUATE STUDENT INFORMATIONAL SHEET
FALL 2011 – MATERIALS SCIENCE PROGRAM

1) PAYROLLING AND INSURANCE FORMS: Go to the department associated with your advisor **IMMEDIATELY!! DEADLINES (1ST OF MONTH) PERTAIN TO INSURANCES!** For direct deposit of your pay check, see your payroll department for a form to directly deposit your paycheck into your bank account on the 1st of each month when you are paid. Your payroll check (for example) for September is payable on the 1st of October.

2) Banking – PLEASE NOTE: You can choose to bank at any bank of your choice. This is just to serve as an example of what you would need to do to open an account at the UW Credit Union: All you need to bring with you to open an account is a photo ID. For information on how to open an account at any other bank in the Madison area, please contact that specific bank.

3) COURSE SELECTION: New graduate students can register for classes as of July 6th. **The UW registrar should mail you information regarding Fall 2011 enrollment. NOTE:** See your advisor for assistance in course selection. If you can't register for a course, see the grad secretary in your advisor's department. An entry will need to be made on the computer in order for you to register for research and thesis credits EVERY semester you register. If you don't have an advisor, please see Donald Stone (telephone 262-8791) in room 246 MS&E Building, who will assist you in course selection.

Every semester you enroll for classes you MUST complete an advisor approval verification form in order to have the hold released on your registration. The form is found online at: <http://www.engr.wisc.edu/interd/msp/handbook/>. You'll find it under MSP links. Once you have completed the form & your advisor has signed it give it to Diana Rhoads, 264 MS&E Building.

4) ID CARDS: (<http://www.wiscard.wisc.edu/service.html>) May be obtained at Union South, Room 149, 1308 Dayton Street, from 8:30 AM – 5:00 PM. Photo ID Office phone # 608-262-3258. You may apply for the ID card the day after you register. If you are a domestic student bring a driver's license with you, and if you are an international student bring a passport with you.

5) WISCARD Account : Wiscard turns your UW Photo ID into a multipurpose debit card that can be used to purchase food, school supplies, textbooks, and more at nearly 40 campus area locations. Wiscard is fast, convenient, safe, and flexible. For more information, call 608-262-3258 Mon-Fri: 8:30 AM-5 PM or visit www.wiscard.wisc.edu.

6) ASM STUDENT BUS PASS: (<http://www.asm.wisc.edu/asm-bus-pass.html/>)

Students can pick up their free bus pass at the ASM Student Print Office located on the 3rd floor of the Student Activity Center at 333 East Campus Mall. If you have any questions you can call them at 263-3950.

Please note that you must have a UW Photo ID and be registered for Fall 2011 classes and be charged student segregated fees in order to be eligible to participate in this program.

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7) Tax Workshops for International Visitors and Applying for Social Security or Individual Taxpayer Identification Numbers for Fall 2011 – Graduate Assistants
(<http://www.bussvc.wisc.edu/ECBS/uw1042.html>)

(DATES NOT YET KNOWN)

8) New Employee Benefits Seminar for Fall 2011 – Graduate Assistants:
(<http://www.bussvc.wisc.edu/ecbs/uw1039.html>)

Benefits Seminar for Graduate Assistants

This two-hour seminar will provide you with an overview of your UW benefits package. Health plan representatives will be available for questions. No registration is required. Plan to attend one of the five seminars offered or get assistance during one of the drop-in sessions listed below.

Date	Time	Location
(DATES NOT YET KNOWN)		

Drop-in Sessions for Graduate Assistants

These drop-in sessions are designed to help you get answers to your questions and assist you with completing your benefit applications. No registration is required.

Date	Time	Location
(DATES NOT YET KNOWN)		

Graduate Assistants Benefit Seminar & Drop-in Sessions:

If you are a graduate assistant with an appointment that is eligible for benefits, please visit the [Non-WRS Benefit Plans](#) page. You may consider attending a seminar or session if you need more information; events are scheduled for late June, late August and early September.

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9) Income Taxes - Research Assistants: Income taxes are withheld from your Research Assistant stipend at graduated rates based on your W-4 filing (done through your payroll department).

10) International Student Office, 716 Langdon St., 262-2044: Visa inquiries should be directed here.

11) Computer accounts: Go to the following website: <http://www.doit.wisc.edu/students/> The College of Engineering also has a computer center at this address: <http://www.cae.wisc.edu/accounts/>

12) Keys, building passes, and office space assignments: Please go to the advisor's department that payrolls you for building passes and office keys. For example if your advisor is an MS&E Professor, you'd need to contact the MS&E building manager, Chris Kailhofer, 262-8175, room 201C.

13) Parking – if you have an RA or TA appointment you can apply for parking anywhere on campus. An RA or TA applying for parking are given the lowest priority for parking. The first step to apply is to send your student ID # and e-mail address to Connie Brachman (brachman@engr.wisc.edu) You would pay the same rate as faculty or staff do. Further information may be found online at: <http://www2.fpm.wisc.edu/trans/Parking/Student.htm>

14) UW Travel Regulations: Prior to attending a UW related conference or other UW travel, please review the UW travel regulations online at: <http://www.bussvc.wisc.edu/acct/travel/welcome.html>. Further information should be obtained from your advisor's accounting person well in advance of travel.

15) URGENT for International Students ISS requirements - The US Department of Homeland Security requires student visa holders to register with the UW-Madison prior to beginning your academic program in the United States. **In order to assist you in complying with this requirement, International Student Services (ISS) has prepared a Mandatory ISS orientation.** Although you will be invited or required to attend a variety of orientation programs, the mandatory ISS orientation is designed specifically to address the needs of international students. For this link from www.intstudents.wisc.edu, on the left hand side of the page click on New Students. From that page on the right hand side of the page click on Mandatory ISS Orientation.

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16) NEW GRADUATE SCHOOL WELCOME – FALL 2011

This year the "Welcome" will again be held at the Memorial Union. Be sure to check the TITU for locations.

Wednesday, August 31, 2011

12:30 - 2:00 pm - Panel Discussions

2:00 - 4:00 pm - Workshops

1:00 - 4:00 pm - Resource Fair

4:00 - 6:00 pm - Graduate Student Collaborative Reception for Student

- * An opportunity for you to meet Graduate School faculty and staff
- * Current graduate students will be available to answer questions

Find up-to-date information on this and other activities at
<http://info.gradsch.wisc.edu/education/gradstdntlife/welcome.html>

As a new student, you will have access to a new resource called Gradlink@Madison. This monthly newsletter is your link to important graduate student information such as:

- * Funding Opportunities
- * Professional Development Events
- * Social and Community Events
- * Academic Deadlines
- * Information on Campus Resources

<http://info.gradsch.wisc.edu/education/gsc/gradlink/gradlink.html>

To learn about more opportunities on a regular basis, subscribe to the weekly GSC Graduate Connections e-newsletter at
<http://info.gradsch.wisc.edu/education/gsc/gradconnections.html>

17) **FINAL TRANSCRIPT** – The Graduate School will require by the end of the first semester of study a final transcript showing your degree granted, if they haven't already received it. If the Grad School doesn't receive the final transcript with your degree posted by the start of the Spring semester, you will have a hold on enrollment as of the Spring semester. Please take care of this, if necessary, early in the Fall semester so that you don't have difficulties registering. You should be able to check if the Grad School needs the final transcript through your UW portal. Questions – see Diana Rhoads.

UW-Madison Graduate School
500 Lincoln Drive

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228 Bascom Hall
Madison, WI 57306

18) **APPLYING FOR EXTERNAL FELLOWSHIPS:** Should you wish to apply for external fellowships, information and deadlines are posted on our Graduate School web site at: http://www.grad.wisc.edu/education/funding/fed_privfellowships.html

19) **MATERIALS SCIENCE PROGRAM NEW GRADUATE STUDENT ORIENTATION:** DATE TO BE ANNOUNCED

20) **MATERIALS SCIENCE PROGRAM NEW GRADUATE STUDENT WELCOME PICNIC:** Tentatively set for Friday, 9/9/11 from 4-9 PM outside the Materials Science and Engineering (MS&E) Building.

21) **DEGREE REQUIREMENTS FOR MS AND/OR PHD DEGREES IN MATERIALS SCIENCE – INFORMATION MAY BE FOUND ONLINE AT:** <http://www.engr.wisc.edu/interd/msp/prospective/degrees.html>