

Checklist for New Graduate Students in the Department of Horticulture

Before you arrive:

- Make housing arrangements. If university housing is desired
 - For on-campus family housing contact:
Family and Graduate Housing Office (706) 542-1473 FAX (706) 542-8402 710 East Campus Road The University of Georgia Athens, Georgia 30602-4622 housing.uga.edu/family-graduate, email: FGH@uga.edu
- Contact parking services for parking permits if needed - www.parking.uga.edu or call (706)-542-7275
- International students should be in contact with Office of International Affairs/ International Student, Scholar and Immigration Services concerning status of student visa and I-20 forms (international.uga.edu/issis) or call (706)-542-2900.
- International students should visit the website of International Student Life (international.uga.edu) for information that would facilitate a smooth transition.

When you arrive:

- See Mary Jane (department office Room 1111) for keys and office assignment
- Get student ID at Tate Center
 - Once student number and identification have been obtained, go online to MyID to create username and email (eits.uga.edu/access_and_security/myid). This step is very important for all computer-based correspondences (e-mail) and OASIS activities.
- See Claire Bridges (Room 1123) for paperwork if on assistantship
 - Must also complete employee training/orientation online – ask Claire Bridges for website
- Visit University Health Center if vaccinations are needed
- Meet with major professor for academic advisement.
 - Complete course registration form and have major professor sign it (<https://hort.caes.uga.edu/content/dam/caes-subsite/horticulture/documents/graduate-students/forms/Hort-gr-advise-ment-form.pdf>)
 - Completed advisement forms must be submitted to Mary Jane (Room 1111/hortath@uga.edu)
- Register for courses through OASIS (<https://oasisweb.uga.edu/>)
- Pay fees (student activity and transportation fees). Fees may be paid by automatic payroll deduction if on assistantship; or by credit/debit card online through OASIS (select 'payment options' while in OASIS); or in person at the Bursar's Office on 424 E Broad St (www.bursar.uga.edu) or call 706-542-1625.
- Give name and email address to be added to the horticulture graduate student listserv.
- Take picture and submit for departmental website and bulletin board.

Important websites:

- University Parking Services - www.parking.uga.edu
- The Graduate School - grad.uga.edu
- Horticulture Department - www.hort.uga.edu
- Horticulture department graduate handbook - http://www.hort.uga.edu/academic_programs/Graduate/Guidelines/index.html
- OASIS – computer system that manages student accounts, grades, course registration, etc. - <https://oasisweb.uga.edu>
- University libraries - <http://www.libs.uga.edu>
- UGA campus public transportation system - <http://www.transit.uga.edu>
- Athens Transit Authority – public transportation system <http://www.athenstransit.com>
- Georgia Power – Tel. 1-888-660-5890 <http://www.georgiapower.com>
- Athens Clarke County Water Business Office <http://www.athensclarkecounty.com/index.aspx?nid=922> - Tel. (706)- 613-3500
- Charter Communications – cable company Tel. (706) 316-3921 <http://www.charter.com>