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](http://housing.uga.edu/family-graduate), email: FGH@uga.edu
- Contact parking services for parking permits if needed - [www.parking.uga.edu](http://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](http://international.uga.edu/issis)) or call (706)-542-2900.
- International students should visit the website of International Student Life ([international.uga.edu](http://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](http://eits.uga.edu/access_and_security/myid)). This step is very important for all computer-based correspondences (e-mail) and OASIS activities.
- See Kathy Keene (Room 1123) for paperwork if on assistantship
  - Must also complete employee training/orientation online – ask Kathy Keene 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. Forms are located in the department office (room 1111).
  - Completed advisement forms must be submitted to Mary Jane (Room 1111).
- Register for courses through OASIS ([https://oasisweb.uga.edu/](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](http://www.bursar.uga.edu)) or call 706-542-1625.
- See Brenda Willis horticulture department Room 1313.
- Give name and email address to be added to the horticulture graduate student listserv.
- Take picture and submit brief biography 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
- 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
- Charter Communications – cable company Tel. (706) 316-3921 http://www.charter.com