

Checklist for New Graduate Students in the Department of Food Science and Technology

Before you arrive on campus:

- _____ Notify the department of your intention to attend UGA.
Dr. Mark Harrison, Graduate Coordinator
(706) 542-1088 or e-mail: mahfst@uga.edu

- _____ Set up your UGA MyID and UGAMail password and profile. Your [UGA MyID](#) is a unique username assigned for you to access many University services, including applying for housing and registering for classes and orientation. When you applied to UGA, you should have received an important email titled “*UGA Account Information — Please Keep,*” which contains information about your UGA MyID. If you haven’t already done so, click on the link in that email to set up your MyID password and create your MyID profile. You must complete your MyID profile before you can access your UGAMail. If the link in the email you received has expired, or you haven’t received this email, please check your spam folder or contact the EITS Help Desk at 706-542-3106.

- _____ Make housing arrangements.
 - _____ For off-campus housing:
<http://flagpole.com/>
[Athens Apartment Guide](#)
<http://www.athensrentalfinder.com/>

 - _____ For on-campus family housing contact:
[Family and Graduate Housing Office](#)
(706) 542-1421 email: housing@uga.edu

- _____ Contact parking services for parking permits, if needed - <http://www.parking.uga.edu> or call (706)-542-7275.

- _____ International students - contact Office of International Affairs/ International Student, Scholar and Immigration Services concerning status of student visa and I-20 forms
<http://international.uga.edu/issis/> or call (706) 542-2900.

- _____ International students should visit the website of International Student Life (<http://isl.uga.edu/>) for information that would facilitate a smooth transition. E-mail ugaisl@uga.edu Tel: (706) 542-5867.

- _____ Review [UGA bulletin](#) for list of food science (FDST) courses available. Students with a major professor should confer with that person for suggested courses. If you do not have a major professor yet, Dr. Harrison will assist you in selecting courses for the first semester.

When you arrive:

- _____ Check-in with Dr. Mark Harrison (Rm 340, Food Science Bldg.) or Ms. Karen Simmons (Rm 206, Food Science Bldg.).

- _____ Attend the Graduate School Orientation – notices should be sent by the Graduate School prior to your arrival.

- _____ Attend the departmental Graduate Student Orientation which is typically held a few days before the start of Fall semester.
- _____ International students - take your immigration documents and passport to the [Office of International Education](#) located at 1324 S. Lumpkin St., and attend an orientation meeting.
- _____ International students should visit University Health Center if vaccinations are needed.
- _____ If on assistantship:
 - See Jessica Bonds (Rm 207, Food Science Bldg, Athens) if working for an Athens faculty member.
 - See or contact Donna Brown (Rm 198, Melton Bldg., Griffin) or Brenda Banister (Rm 188, Melton Bldg., Griffin) if working for a Griffin faculty member.
 - Must also complete employee training/orientation online – ask Jessica Bonds for website.
- _____ Meet with major professor or Dr. Harrison for academic advisement.
- _____ Complete online course registration form at https://ugeorgia.qualtrics.com/jfe/form/SV_898eJNNPVcYE1fL and submit to your major professor or Dr. Harrison for approval. Once the approval has been submitted by the major professor, Karen Simons will remove the advisement hold in Athena, and you'll be able to register if no other holds exist.
- _____ Register for courses through [Athena](#).
- _____ Get a [UGACard](#) at Tate Student Center. The UGACard is the official University of Georgia identification card for students, faculty, staff, official campus visitors, and their dependents. The UGACard is your key to accessing many facilities and services throughout campus. Departmental approval is not required prior to getting the card, as the proximity card is not required for access to the Food Science building. *You must be registered for the semester in order to purchase and use the UGACard.*
- _____ Pay fees (student activity, transportation, other fees) in Athena. Fees may be paid by automatic payroll deduction if on assistantship, by credit/debit card online through the [UGA Student Account System](#) or in person at the Bursar's Office on 424 E Broad St (<http://www.bursar.uga.edu/> or call (706) 542-2965.
- _____ You will be added to the Food Science email listserv – Most notices and communications concerning the program are posted on the departmental email listserv.

Important Websites

- The Graduate School: <http://grad.uga.edu/>
- [Graduate School Bulletin](#)
- Academic calendar: http://www.bulletin.uga.edu/Bulletin_Files/Univ/calendar_Link.html
- Department of Food Science and Technology: <http://www.caes.uga.edu/departments/food-science.html>
- City websites for general information –
 - Athens-Clarke County information: <http://www.libs.uga.edu/athens/>
 - Athens-Clarke County information: <http://www.visitathensga.com/>
- UGA Quick Links: <http://uga.edu/information/students/>
- Online Athens: <http://onlineathens.com/>