



ECE New Graduate Student Checklist

2023-2024

- [Activate](#) your UMD directory ID and [set up](#) your university email account.
- Sign up with your new email to the ECE graduate student listserv by emailing listserv@listserv.umd.edu with the message "subscribe ece-gradstudents <Your Name>" in the body of the email. All important department announcements are sent to graduate students through this listserv.
- Once on campus, you will need to obtain a graduate student ID from the Office of the Registrar in the Mitchell Building. You can use the ID to get discounts at the [Stamp Student Union](#).
- Contact your advisor. You can find our full faculty list [here](#).
- Register for fall courses via [Testudo](#) after activating your directory ID. Find information about classes in the ECE Graduate Student Handbook online. *Be aware of the [add/drop deadlines](#).
- The [Bursar's Office](#), located in the [Lee Building](#), is your resource center for checking your balance, paying your bills, receiving refunds, and more. Please log into your Testudo account to view and pay your bill.
- All full-time enrolled graduate students are required to have health insurance. Please view the policy in the [Graduate Catalog](#). To learn more about your health insurance options, please visit the Graduate School's [Health Insurance Resource page](#). Students holding a graduate assistantship, please communicate with the ECE payroll coordinator, Jane Wang, at [janewang@umd.edu](mailto:jnewang@umd.edu).
- Order books for your classes. You can find them in the University Book Center in the Stamp Student Union and online stores such as Amazon.com or Half.com.
- Send in your final BS or MS transcripts to the Graduate School (2123 Lee Building) if this is a condition of your admission. You will not be permitted to register for classes in your second semester if you do not do so.
- Learn more about parking for the 2023-2024 academic year on the [Transportation Services website](#).
- Housing vacancies can be found through the [Office of Off-Campus Housing](#). There is also limited [on-campus housing](#) available to graduate students.
- Discounted computers and free software can be purchased or downloaded through the [Terrapin Tech program](#). Find them online or in the Stamp Student Union.
- Fill out your [immunization form](#) and upload it to myuhc.umd.edu. The form is required for you to sign up for second semester classes.
- [Update your contact information](#). The University mails many important documents - so make sure it's a local address!