



ECE New Graduate Student Checklist 2017-2018

- [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.
- Get your Graduate Student Picture ID from the Mitchell Building (near the big M on Campus Drive). It's open 8:30am-4:30pm Monday through Friday. You can use the ID to get discounts at the [Stamp Student Union](#).
- Meet with 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](#).
- Order books for your classes. You can find them in the University Book Center in the Stamp Student Union, [Bookholders](#) on Route 1, 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 provision of your admission. You will not be permitted to register for classes your second semester if you do not do so.
- Parking permits are available through the [Transportation Services website](#).
- Housing vacancies can be found through the [Office of Off-Campus Housing](#). There are also postings on craigslist.com, apartments.com, and the campus newspaper, [The Diamondback](#).
- 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 give it to the [Health Center](#). 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!

Electrical and Computer Engineering Graduate Studies: Quick Resource Guide

University of Maryland General Resources

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| <i>The Graduate School</i> www.gradschool.umd.edu | ❖ General Graduate Student Resources |
| <i>Office of the Registrar</i> www.registrar.umd.edu | ❖ Academic records and policies |
| <i>Office of the Bursar</i> Lee Building www.bursar.umd.edu | ❖ Tuition and fees, billing and payments, tuition due dates |
| <i>Office of Student Financial Aid</i> www.financialaid.umd.edu | ❖ Financial aid status for qualifying students: grants, loans, work-study |
| <i>Testudo</i> www.testudo.umd.edu | ❖ Current student services: course registration, grades, transcripts, financials, academic calendar, academic deadlines |
| <i>International Student and Scholarly Services</i> 3109 Susquehanna Hall Phone:301-314-7740 http://globalmaryland.umd.edu/offices/international-students-scholar-services | ❖ International student services: Immigration status and policies |
| <i>Office of Student Conduct</i> www.osc.umd.edu | ❖ University honor code and academic integrity |
| <i>Graduate Student Life</i> http://thestamp.umd.edu/engagement/graduate_student_life | ❖ Graduate student community campus life |
| <i>Graduate Student Life Handbook</i> http://thestamp.umd.edu/GH/ | ❖ On and off campus graduate student services and programs |
| <i>Office of Off-Campus Housing</i> http://www.och.umd.edu/OCH/Default.aspx | ❖ Housing search, roommate finder, rental database |
| <i>Department of Transportation Services</i> www.dots.umd.edu | ❖ Parking, shuttle, biking, parking registration, campus maps |
| <i>University Health Center</i> www.health.umd.edu | ❖ Clinical services, health promotion, required immunizations, and medical history forms |
| <i>A. James Clark School of Engineering</i> www.eng.umd.edu | ❖ Home page, links to general information |
| <i>University Career Center</i> http://www.careers.umd.edu/home.cfm | ❖ Extensive career services, finding a part time job on campus |
| <i>Engineering Co-Op Career Services</i> 1131 Glen L. Martin Hall 301-405-3863 co-op@eng.umd.edu http://www.coop.eng.umd.edu/home | ❖ Resume critiques, interview strategies, job search resources, career fairs, networking strategies, etc. tailored for engineering students |
| <i>University Human Resources</i> www.ejobs.umd.edu | ❖ Postings for assistantships (TAs, RAs, AAs). Please refer to the Graduate School's policies on assistantships. |

Electrical and Computer Engineering Graduate Studies Resources

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| <i>Graduate Studies Office</i> 2434 AV Williams 301-405-3681 www.ece.umd.edu ecegradstudies@ece.umd.edu | ❖ All administrative affairs including forms, student status, graduate school provisions, paper submissions |
| <i>New ECE Graduate Student Portal</i> https://sites.google.com/a/ece.umd.edu/ece-grad-orientation | ❖ Informational resource for incoming students, including Announcements, Next Steps, Orientation, and Academic Resources |
| <i>ECE Graduate Handbook</i> http://www.ece.umd.edu/handbook | <i>ECE Regularly Offered Courses:</i> http://www.ece.umd.edu/grad/courses |
| <i>ECE Qualifying Exam Resources</i> http://www.ece.umd.edu/qual-exam | <i>ECE Graduate Student Association</i> http://gsa.ece.umd.edu/ |
| <i>ECE Forms</i> http://www.ece.umd.edu/node/363 | |