

The University of Alabama in Huntsville
Graduate School

NEW GRADUATE STUDENT GUIDE

WELCOME! Your desire to pursue a graduate degree is a life-changing decision that will help you to achieve your personal and professional goals.

To help you get started, we have collected information that graduate students immediately need to know in order to have a successful start on campus. Please take a look; we think you will find all your answers. But if you don't, please don't hesitate to contact the Graduate School. We are here to help!

Office 256-824-6002 | Email: DeanGrad@uah.edu | Location: Conference Training Center 106

GETTING STARTED

Meet with an Advisor

Contact the staff assistant for your department to determine your advisor by visiting the college's departmental website.

College websites:

Engineering: uah.edu/engineering

Science: uah.edu/science

Arts: uah.edu/ahs

Business: uah.edu/cba

Nursing: uah.edu/nursing

You should meet with your advisor to discuss your Program of Study (POS) and obtain your Registration Access Code (RAC). Your RAC is needed to register for classes.

Be sure to visit the registrar's website for registration dates.

<http://www.uah.edu/registrar/registration/>

Bursar's Office

<http://www.uah.edu/bursar>

Visit the bursar's website for information on installment plans, paying your bills, and signing up for direct deposit for financial aid. Paper bills will not be issued.

Campus Map

<http://www.uah.edu/map>

Locate your classrooms and other UAH facilities. Be sure to check out Charger Union, our new student life building.

CAMPUS IDs

Charger Card

<http://www.uah.edu/chargercard>

All UAH students are required to obtain an official UAH photo identification card (Charger Card). The Charger Card will give you access to campus facilities and services and will allow you to make purchases at participating locations.

Every newly admitted student will be charged a one-time fee of \$10.00 for the Charger Card. Students may obtain a Charger Card in Charger Union (CU), Room 131, from 8:30 am to 5:00 pm, Monday through Friday, excluding holidays. Verification of class schedule and photo ID required.

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Student Identification / Campus IDs

<http://www.uah.edu/oit/getting-started/for-students/67-main/its/666-campus-ids>

There are two additional IDs that will be important to you as you progress through your program of study. The first is your "A" number which is unique to each student and will serve to identify you throughout your time on campus.

Additionally, you will also be provided with a Charger LDAP ID which serves as the base of your official uah.edu email. Typically the format consists

of your initials followed by a 4 digit sequence number (e.g., xxx0001). Your Charger ID is used to sign in to myUAH, wireless network, Canvas, Google Apps, and ITS. Your default password is your first initial, last initial, last 6 digits of your A Number (eg: xx3456748). Both your A Number and your Charger ID will be mailed to you in a letter from the University.

If you encounter any problems, please contact the OIT Help Desk at 256-824-3333 or helpdesk@uah.edu.

myUAH with Banner Self Service Access

my.uah.edu

myUAH is a portal widely used by students, faculty, and staff to display and manage personal and academic information such as registering for classes, reviewing your transcripts, and accessing Canvas for course instruction. Once you are logged into myUAH, be sure to check out the Chargerware link to access free downloads for Microsoft Office, McAfee, Mathematica, cloud storage, and many others.

To sign in, enter your Charger ID (eg: xxx0001) and your default password (first initial, last initial, last 6 digits of your A Number - eg: xx3456748). Additional instructions available at <http://www.uah.edu/oit/getting-started/for-students/67-main/its/666-campus-ids>

Class Registration

<http://www.uah.edu/registrar/registration/instructions>

After you have met with an advisor and you have received a Registration Access Code (RAC), log in to banner through myUAH (see login instructions on previous page).

Click on "Add or Drop Classes" in the Student Services column under Registration. Once you are at this point, click on the link provided above for instructions on how to add or drop classes. Once you have registered, you will be able to view your schedule using the "week at a glance" feature. You may also use Banner to access billing information and pay tuition online, as well as viewing any holds on your account that may have prevented you from registering. Your login will be your Charger ID information and password.

Books You Need for Class

<http://www.uah.edu/bookstore/>

After you have registered for your classes, be sure to note the department, course and section number (e.g., ACC 603 01) and then visit our on campus Barnes and Noble bookstore to determine the books you will need. The bookstore is located in Charger Union.

Parking Decal

<https://parking.uah.edu/>

Individuals parking on campus will need to purchase a parking decal from the UAH Police Department. You can purchase your decal online or in person at the Police Department office. Fines for on-campus parking and moving violations start at \$50.00. Please be sure to read the Motor Vehicle Regulations pamphlet that comes with your parking decal to avoid being ticketed.

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UAH Email

<http://mail.uah.edu>

Each term the Office of Information Technology (OIT) prepares official UAH email accounts (hosted by Gmail) for all students who have registered for classes. To learn if your UAH email address has been created and is ready for use, log in to myUAH and navigate to the "Self Service Main Pages" column within myUAH. Click on "Personal Information" and then the "View Email Addresses" link under the "Personal Information" menu inside of Banner.

Remember, your email account will not be created until you have registered for classes.

PLEASE NOTE, if you do not intend to check your UAH email account regularly, please be sure to forward your UAH account to a preferred account so you don't miss important university communications. Learn how to coordinate multiple email addresses by using Forwarding or POP/IMAP at <https://support.google.com/mail/topic/3394220?hl=en&rd=1>

ACCOUNTS

Google Apps

<http://google.uah.edu>

Google Applications for Education is used for your official UAH email account. UAH students are provided with a Gmail account and also have access to other useful applications, such as Google Calendar, Drive, Google+, and Chat. You will log in to Google Apps using your Charger ID at google.uah.edu or using your official email address (xxx0001@uah.edu) at google.com.

Canvas

<http://canvas.uah.edu>

Canvas is a tool used by many professors to administer quizzes, assign homework, communicate with students, and post grades. Access can also be gained through your myUAH portal. Please view your Canvas account before the first day of class. Many professors will upload their syllabus and post assignments prior to your first class.

ITS Portal

<https://apps.uah.edu/ITSPortal/>

Use the Office of Information Technology user services portal to activate your Google account, reset the password, or synchronize the password with your Charger ID (LDAP) account password. You can also import your class schedule to Google calendar, or migrate your emails to a different account. And don't forget to see if your UAH email account has an alias established (firstname.lastname@uah.edu).

Charger Path

<https://uahcareer.experience.com/experience/login>

Charger Path is your online career management system, which provides a comprehensive career development process that includes career coaching, job search assistance, on and off campus recruiting and multiple experiential learning options for students. Login instructions will be sent to your UAH email address during your first week of classes. If you do not receive this email or you are unsure of your login information, please contact the Student Success Center at chargerjobs@uah.edu or 256-824-6741. More information on using Charger Path available here: <http://www.uah.edu/ssc/career-support/career-services-at-uah>

Wireless Network

<http://www.uah.edu/oit/services/wireless>

To properly configure your computer to log in to UAH's wireless network, follow the instructions in the Quick Start Guide (available at the above address) for your operating system. You will be promoted to provide your Charger ID and password to log in to the "Student5" wireless network.

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EMERGENCY INFORMATION

UAlert

<http://www.uah.edu/ualert>

UAlert is UAH's emergency notification system. UAlert is a comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication methods including: voice messages to cell, home and office phones, text messages to cell phones, email messages, as well as the University's social pages. As a student you have already been automatically included in the UAlert system. To modify your alerts, please visit the UAlert webpage.

Outdoor Sirens

The Huntsville-Madison County Emergency Management Agency tests the outdoor warning sirens at noon on the first Wednesday of each month. The test usually last only a few seconds. The outdoor sirens are not part of UAlert, but we encourage you to take a moment when the sirens are tested to consider what your actions would be in the event of an actual tornado warning. Familiarize yourself with the yellow-labeled protective areas in the campus buildings you visit regularly.

HEALTH AND WELLBEING

Immunization Requirements

<http://www.uah.edu/health-and-wellness/student-health-center/immunizations>

Students must submit completed immunization forms and supporting documentation (available at the link above) to the Student Health Center at least 30 days before the start of classes.

All new students, regardless of classification, must have:

- 1) Proof of 2 doses of a Measles vaccination if you were born after 1956. One of the these doses must be an MMR (Measles, Mumps, Rubella) vaccination after 1980.
- 2) Proof of, within the last 5 years, a Meningitis vaccination if you will be a first time freshmen and/or a student living in on-campus housing.
- 3) A completed Tuberculosis screening form for all domestic students.
- 4) If applicable, acceptable proof of Tuberculosis testing that is no more than twelve months old. The Student Health Center staff will notify you if this is needed once you have submitted the Tuberculosis screening form.

Your health care provider should complete and sign the immunization form and Tuberculosis screening form as acceptable proof of immunizations and TB screening. These forms should be returned to the Student Health Center (SHC) during student orientation, faxed, or mailed to:

Fax: 256-824-5809 Mail: UAH Student Health Center, 301 Sparkman Drive, Wilson Hall 225, Huntsville, AL 35899

UAH Student Health Center

<http://www.uah.edu/health-and-wellness/student-health-center>

The Student Health Center is located in the University Center, upstairs from the cafeteria in room 203 and 205 and is available to students registered at least three credit hours. The Student Health Center is designed to meet your basic healthcare needs. Services include, but are not limited to: physicals for pre-employment or nursing school, vaccinations, acute illnesses, and

preventative health. The nurse practitioners can prescribe medications as needed. Currently the fee for an office visit is \$10 to be paid on the date of service. If necessary, additional fees for lab work or other diagnostic tests may be incurred. At this time we cannot file health insurance, but we have negotiated with a well-known laboratory to obtain low prices for you.

Please call 256-824-6775 to schedule an appointment with us. Walk-in times are available during cold and flu season.

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Counseling Center

<http://www.uah.edu/health-and-wellness/counseling-center/counseling-services>

The Counseling Center is staffed by mental health professionals who are trained to help students in their academic, personal, and social development. Students must be currently enrolled in three or more credit hours to be eligible to receive counseling services. Services at the Counseling Center are all free of charge. Brief consultation services are provided to parents, faculty, and staff.

University Fitness Center

<http://www.universityfitnesscenter.com/>

University Fitness Center is an all-inclusive Health and Fitness center serving all of Huntsville and the surrounding area. Facility amenities include cardiovascular and weight training equipment, indoor pool, and gymnasium with three basketball courts, an indoor track suspended above the gymnasium, group fitness classes, juice bar and locker rooms. Semester memberships are available and rates are based upon your credit hours. Membership fees range from free for fulltime students to \$24.00 per month for students registered less than halftime students. You must submit your transcripts each semester for ongoing membership to the fitness center.

HELPFUL WEBSITES

UAH Homepage

<http://www.uah.edu/>

UAH Graduate Admissions

<http://www.uah.edu/graduate>

UAH Office of the Registrar

<http://www.uah.edu/registrar>

UAH Bursar's Office

<http://www.uah.edu/bursar>

UAH Office of Student Health and Wellness

<http://www.uah.edu/health-and-wellness/student-health-center>

Graduate Catalog, Programs of Study, and Course

Descriptions: catalog.uah.edu
(select Graduate in upper right)

Graduate Handbook

<https://www.uah.edu/images/colleges/graduate-studies/GradHandbook.pdf>

UAH Student Financial Services

<http://www.uah.edu/admissions/graduate/financial-aid>

UAH Housing

<http://www.uah.edu/housing>

International Student and Scholar Services

<http://www.uah.edu/iss>

International Student Forms

<http://www.uah.edu/iss/forms-and-resources>

Intensive Language and Culture Program

<http://www.uah.edu/ilcp>