**Incoming Psychology Graduate Student Checklist**

**Things to do before Classes Start on \_\_\_\_\_\_\_\_\_\_\_\_** (date)

**Before arriving**

* Set up your UNCG email account (do ASAP, your undergrad email may be closing soon)
* Read the entire Psychology Graduate Student Handbook
* Review all graduate student information on the department website
* Complete CITI training online (required by IRB before you can do any research)

**Building and Campus Access**

* Get your Spartan Card from the Spartan Card center in the EUC
* Complete the form to request keys and Spartan Card access to Eberhart
* Buy a parking permit (typically from Presbyterian Church of the Covenant near campus)

**Graduate Assistantship**

* Complete the I-9 form to verify eligibility to work in the U.S.
* Set up direct deposit with UNCG for your paycheck
* Contact the professor(s) you will be a Teaching Assistant for about your TA duties
* Discuss with your advisor what your Research Assistant duties will be

**Evidence of In-State Residency**

* Lease or Purchase Real estate in NC
* Begin 12 months of continuous residence in NC
* Register to vote in NC
* Obtain a NC Driver’s License
* Register your car in NC (NC license required first)

**Course Registration**

* Review the course requirements for the graduate curriculum
* Submit any information about previous graduate work to DGS for evaluation of transfer credit
* Consult with your advisor to construct a personal plan of study to meet all requirements
* Register for Fall Classes after department orientation
* Purchase any required textbooks

**Student requirements**

* Accept or waive UNCG health insurance (some type of health insurance is required)
* Provide Student Health Services with your Immunization Record
* Pay student fees (or set up payroll deduction)
* If necessary, complete student loan deferment forms

**Mandatory Orientations**

* Register for TA training (registration is required)
* Attend TA training on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date/time)
* Attend UNCG Graduate School Orientation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date/time)
* Attend Psychology Graduate Student Orientation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date/time)

**First Semester Requirements**

* **Begin individual research.** You must work with your advisor to establish your personal line of research, which is typically closely related to your advisor’s research. Completing a thesis or dissertation requires the creation of your own original scholarly work, so preparation should begin in your first semester if you intend to finish your degree on time.
* **Attend all department colloquia.** All department colloquia are mandatory for graduate students and absences will be noted on your annual evaluation.
* **Attend every class.** Unexcused absences in class are unacceptable in graduate school. Contact the professor directly if you have an emergency.
* **Read all of the assigned material.** Graduate classes require active discussion of the material, so you must prepare by reading all the material before each class.
* **Complete all assignments.** Whether they are graded assignments or ungraded, all assignments must be completed and turned in on time. Late or missing assignments are unacceptable.
* **Achieve at least a B in every course**. Grades of B- or lower cannot count toward your graduate degree and will require the creation of a remediation plan if you intend to remain in the program.
* **Fulfill your TA responsibilities.** If you have an assistantship,thenyou will likely be assigned as a teaching assistant for one or more professors. You need to complete all the TA duties they assign you, but should not exceed 10 hours per week.
* **Fulfill your RA responsibilities.** If you have an assistantship,thenyou are also assigned as a research assistant for your advisor. You need to complete all the RA duties they assign you, which should not exceed 10 hours per week.