**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)
* Register for Fall classes (after receiving advising code)
* 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 (or make other arrangements for parking 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) for your Graduate Instructional Assistantship for details about your GIA duties

**Evidence of In-State Residency**

* Lease or purchase real estate in NC
* Register to vote in NC
* Obtain a NC driver’s license (you will have to retake a DMV test)
* Register your car in NC (NC license required first)
* Begin 12 months of continuous residence in NC. Note: These acts should be completed ASAP. Your 12-month residency requirement does not begin until ALL steps are completed.

**Course Requirements**

* Review the course requirements for the graduate curriculum
* Submit any information about previous graduate work to your advisor and the GPD for evaluation of transfer credit
* Consult with your advisor to construct a personal plan of study to meet all requirements
* 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**

* Complete Graduate Assistant Training given by the UNCG Graduate School
* Attend UNCG Graduate School Orientation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date/time)
* Attend Psychology Graduate Student Orientation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date/time)

**First Semester Requirements**

* **Begin individual research.** Begin individual research. Work with your advisor to establish a program of research, which is typically closely related to your advisor’s expertise. Completing a thesis or dissertation requires original scholarly work, so preparation should begin in your first semester. *Experimental students will formally begin this process via the PSY 605 practicum course.*
* **Attend all department colloquia.** Department colloquia are mandatory; 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 or other professional commitment (such as an academic conference).
* **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 or not they are graded, all assignments must be completed and turned in on time.
* **Earn at least a B in every course for doctoral program.** Grades of B- or lower indicate that you have not mastered the required competency and therefore cannot count toward your doctoral degree and will require the creation of a remediation plan (*B- grades do count toward the Terminal MA program*).
* **Fulfill your GIA responsibilities.** If you have an assistantship,thenyou will likely be assigned as a graduate instructional assistant for one or more professors. You must complete all assigned GIA duties, which should not exceed 20 hours per week *on average*.