CHECKLIST FOR INCOMING GRADUATE STUDENTS

- Register for classes! See “My Akron” on the UA home page.
- Zip Card (student identification card) can be obtained in the Student Union or Simmons Hall (you **MUST** be registered for classes before you can obtain your Zip Card).
- Parking permit can be obtained in the Office of Parking Services, which is located in the front of the North Campus Parking Deck. It can also be obtained by ordering online, which can be done by clicking the Parking Services Icon on the “My Akron” home page.
- Buy books at either the Barnes & Noble Bookstore in the Polsky Building on the 3rd floor or at the Student Union. Using the Universities Online Bookstore will tell you what books you will need for each class (ISBN #); this will help you search for books at other off campus retailers.
- International Students must visit the Office of International Programs (OIP) and provide passport, immigration and insurance information. The OIP Office is located on the 4th floor of the Polsky Building Room 483.
- Applying for graduation: **Go to URL:** [http://www.uakron.edu/registrar/graduation/](http://www.uakron.edu/registrar/graduation/) for complete information on this process. Graduation apparel is located at the University Bookstore (Student Union and the Polsky Bldg).

CAMPUS MAP, DIRECTIONS & PARKING

See [http://www.uakron.edu/resources/campusMapNew/](http://www.uakron.edu/resources/campusMapNew/)

TYPES OF REGISTRATION

(You **MUST** be registered by the 14th day of classes)

- In person at Simmons Hall
- Internet Registration at [www.uakron.edu](http://www.uakron.edu) (click on Online Information Center)
  - You will need both your UA Net ID and password to register.
  - If you obtained your undergraduate degree at The University of Akron, and plan to register online, you will need to change your career from undergraduate to graduate (see instructions below).

FINANCIAL AID

- Loans and work study are awarded through the Office of Student Financial Aid.
- CBA Graduate Assistantships are awarded through the CBA Graduate Programs office.

IMPORTANT PHONE NUMBERS

- CBA Graduate Programs: 330-972-7043
- Cashiers Office: 330-972-7214
- Graduate School: 330-972-7663
- Registration: 330-972-8300
- Financial Aid: 330-972-7032
- Parking Services: 330-972-7213
- Bierce Library: 330-972-7234
- Student Union: 330-972-4636
- Payroll: 330-972-7205
**Changing UGRD or LAW to GRAD Career**

*(For Registration)*

- Go to [https://my.uakron.edu/](https://my.uakron.edu/)
- Log on: UA Net ID and Password
- Click: Student Center
- Click: User Preferences
- Go to <Select your institution> and select <The University of Akron>
- Go to <Select your academic career> and select <Graduate>
- Click: Save