

## CHECKLIST FOR INCOMING GRADUATE STUDENTS

- Meet with your Graduate Adviser/Academic Department.
- UANet ID (university e-mail address allows you to register on the web) and password may be obtained in-person at the Bierce Library on the first floor at the Media Tech Desk. You may also contact the Help Desk at 330-972-6888.
- Register for classes and pay bill:
  - Go to <http://www.uakron.edu/>
  - Click: “My Akron” link at the top of the page
  - Log on: UA Net ID and Password
  - Click: My Experience
  - Click: Student Center
  - Registration and billing information can be found on this page
- Note: Additional billing information and due dates may be found at: <http://www.uakron.edu/student-accounts/>
- Check your University email account for your Financial Aid award. You may also log into MyAkron to see if you have been awarded Financial Aid.
- Zip Card (student identification card) can be obtained in the Honors Complex, Room 142.
  - Note: You **MUST** be registered for classes before you can obtain your Zip Card
- Parking permit can be obtained in the Office of Parking Services.
- Buy books at either the Barnes & Noble Bookstore in the Polsky Building, or in the 3<sup>rd</sup> floor or at the Student Union.
- International Students must visit the Office of International Programs (OIP) and provide passport & immigration information.
  - Office of International Programs is on the third floor of Simmons Hall, in room 301
  - To provide information and documentation online, you can email [immigration@uakron.edu](mailto:immigration@uakron.edu)
  - For OIP questions, call 330-972-6349

## **CAMPUS MAP, DIRECTIONS & PARKING**

See [http://www.uakron.edu/about\\_ua/visiting/parking.dot](http://www.uakron.edu/about_ua/visiting/parking.dot)

### **TYPES OF REGISTRATION**

(You **MUST** be registered by the 14<sup>th</sup> day of classes)

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

### **IMPORTANT PHONE NUMBERS**

Bierce Library 330-972-7234  
Cashier's Office 330-972-7214  
Financial Aid 330-972-7032  
Graduate School 330-972-7663  
Parking 330-972-7213  
Payroll 330-972-7205  
Registrar 330-972-8300  
Student Union 330-972-4636

### **Changing UGRD/GRAD Career Online (for Registration)**

- Go to <http://www.uakron.edu/>
- Click: "My Akron" link at top of page
- Log on: UA Net ID and Password
- Click: My Experience
- 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