



## Life Sciences Communication

UNIVERSITY OF WISCONSIN-MADISON

### Checklist for New LSC Grad Students

- **Meet with your (orientation) advisor about course selection for your first semester**, if you haven't done so already. Your advisor is your primary resource for all academic questions. All new graduate students should enroll in the LSC Theory course, which is a core requirement of both the Master's program. Verify the rest of your courses and schedule with your advisor. To ensure that you are making satisfactory progress toward a degree, you are encouraged to meet with your advisor(s) on a regular basis.
  
- **Review the LSC M.S. Handbook** <https://lsc.wisc.edu/resources-2/>
  
- **Activate your NetID to gain access to various campus services such as My UW-Madison, WiscMail, and WiscCal.** To activate your NetID, go [myetid.wisc.edu/activate](https://myetid.wisc.edu/activate) and follow the instructions. (You will need your student ID number and your date of birth.) Your NetID verifies your identity, ensures the privacy of your personal information, and limits use of campus resources to those who are authorized. If you have problems accessing any of these services, please contact the DoIT HELP desk at 608.264.4357.
  
- **Enroll for fall semester classes** using the Course Guide (in your MyUW) and Timetable (in your Student Center). For general enrollment information and assistance with enrollment see the "Enrollment Information" page on the Office of the Registrar's website at [registrar.wisc.edu/enrollment\\_information.htm](https://registrar.wisc.edu/enrollment_information.htm) or call the Registrar's Enrollment Helpline at 608.262.0920, Monday through Friday, 7:45 A.M. to 4:30 P.M. \*Please note: you'll receive information about enrollment via the graduate school and you'll be notified via email when your enrollment time (the day and time you're first able to enroll) is posted in your Student Center.
  - For specific course availability, permission to enroll, and wait lists, contact the academic department offering the course (listed with each course in the Schedule of Classes). For courses offered in Life Sciences Communication, contact the Student Services Coordinator.
  - For enrollment deadlines, see the Office of the Registrar's website at [registrar.wisc.edu](https://registrar.wisc.edu).
  - Ensure you're enrolled for the required amount of credits [lsc.wisc.edu](https://lsc.wisc.edu) (graduate → enrollment requirements) and at <http://grad.wisc.edu/acadpolicy/>
  
- **Update your contact information.** You can view and update your address and telephone information through your MyUW/Student Center. For more information or instructions, go to

[wisc.edu/directories/corrections.php](http://wisc.edu/directories/corrections.php). You will need your NetID and password to access your MyUW. You are responsible for maintaining appropriate billing, home, and mailing addresses at all times.

- Understand your right to privacy with your information by reviewing **FERPA guidelines for students** [http://www.registrar.wisc.edu/ferpa\\_overview.htm](http://www.registrar.wisc.edu/ferpa_overview.htm)

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— **Get your Wiscard—your official University of Wisconsin-Madison photo identification card.**

New, continuing, or returning students may obtain a Wiscard after they have enrolled for classes. You will need to present some form of personal photo identification, such as a valid U.S. driver's license, a state/federal ID card, or a passport.

- Your Wiscard/ID should be carried at all times and presented upon request. Your Wiscard provides access to libraries, computer labs, recreation facilities and other campus services. A Wiscard may also be used as a debit card at over 45 locations on campus.
- The student campus ID number is an essential part of your record at UW-Madison and will be listed on your Wiscard. Your student campus ID number is a university generated ten digit number (e.g. 9060001234) and is associated with your permanent student record.
- The Wiscard Office, [wiscard.wisc.edu/](http://wiscard.wisc.edu/) is located in room 149 Union South. Normal office hours are Monday through Friday, 8:30 A.M to 5:00 P.M.

— **Secure adequate health insurance coverage.** Graduate students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits. *If you have been hired with an assistantship in LSC*, contact Sandra Bennett, our department's staff benefits and payroll coordinator, at [skbennett@wisc.edu](mailto:skbennett@wisc.edu) or 608.262.9928, to select one of several health care plans within 30 days of your hire date.

- Grad students without an assistantship or fellowship who are currently enrolled can use the services of University Health Services (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608.265.5000. For more info, visit the UHS web site at [uhs.wisc.edu](http://uhs.wisc.edu).
- Prescription medications, emergency room visits and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608.265.5600 for more information.

— **Get your free bus pass.** One of the perks of being a student at UW-Madison is an ASM bus pass, good for unlimited rides on Madison Metro, the city's local bus and paratransit system. Bus

passes will be available at the beginning of the semester. Go to <https://www.asm.wisc.edu/resources/buspass/> for more information.

— **Pay your tuition and fees.** Tuition and fee bills for fall semester are mailed out the last week in August, about three weeks prior to the due date. If you do not receive an invoice, contact the Bursar's Office, 608.262.3611. For current tuition account information, check your MyUW. Your tuition balances will be under the 'Account Summary' box. For more information and instructions regarding ePayments, go to [bussvc.wisc.edu/bursar/tuiteck.html](https://bussvc.wisc.edu/bursar/tuiteck.html).

- Graduate students that have an assistantship of at least 33.33% are eligible to receive remission of full tuition. Check with LSC's department administrator, Sandra Bennett, to determine your eligibility. ***All teaching, project, and research assistants are responsible for paying their segregated fees (funds dedicated to supporting various student service programs and organizations).*** Direct tuition remission questions go to the Registrar's Tuition Assessment Section, 333 East Campus Mall, room 10301, 608.262.4031, or [tuition@bussvc.wisc.edu](mailto:tuition@bussvc.wisc.edu)
- If you have been notified that you will receive financial aid, your financial aid award will automatically be applied to your student account to pay tuition and fees. The Bursar's Office will send any remaining amount in the form of a check to your mailing address. Contact the Bursar's Office at [bussvc.wisc.edu/bursar/](https://bussvc.wisc.edu/bursar/) with any additional questions.

— **Check out these important resources—which link you to your new community as an LSC grad student:**

- **Watch for e-mails from [lsc\\_gradprog@lists.wisc.edu](mailto:lsc_gradprog@lists.wisc.edu).** This listserv is used to reach all of the LSC graduate students as a group. Important announcements including funding opportunities, student job announcements, special events, critical deadlines, and more, are all sent via the listserv. Inform the Student Services Coordinator of any desired changes to your preferred email address for the listserv. \*Please note that all official correspondence from the university will be sent to your wisc.edu address so you should still check it regularly or forward it to an e-mail you do check regularly.
- **Follow LSC on social media** facebook.com/UWMadisonLSC & @UW\_LSC
- **Join the LSC Grad Student Facebook group** to connect with current students
- <https://cals.wisc.edu/academics/graduate-students/>  
**The College of Agricultural & Life Sciences (CALs) Office of Graduate Studies and Professional Development** maintains a website with information on graduate programs, scholarships and fellowships, professional development, and ethics in research.

- [grad.wisc.edu/pd/](http://grad.wisc.edu/pd/)  
**Graduate Student Professional Development** opportunities are vast and offered year-round. One of the best options to stay on top of all the opportunities is to subscribe to **GradConnections Weekly** (via the “professional development” link).

GradConnections is an email newsletter which includes workshop announcements, fellowship opportunities, academic deadlines, volunteer opportunities, social events, and community events likely to be of broad interest to most graduate students.

- <https://grad.wisc.edu/studentlife/>  
**The UW-Madison Graduate School Guide to Student Life**
- [grad.wisc.edu/studentlife/involvement/](http://grad.wisc.edu/studentlife/involvement/)  
**Graduate Student Opportunities for Involvement** is a resource page for the various opportunities to get involved at the Graduate Student level.
- [news.wisc.edu/](http://news.wisc.edu/)  
UW-Madison News provides stories indexed under ‘Life Sciences Communication’.

— **Plan for your upcoming semester(s) by referencing the UW-Madison Academic Calendar**  
<http://www.secfac.wisc.edu/acadcal/>

— **Fill out an application form for a College of Agricultural & Life Sciences’ scholarship.** Completing this application will establish your eligibility for a number of scholarships, awards, and internships including those that are exclusively for students in the Department of Life Sciences Communication. **Applications are opened to students in October and reviewed once a year in February.** For more information and instructions, go to <https://cals.wisc.edu/academics/graduate-students/scholarships-fellowships/>

- For more information on funding and financial aid, go to the ‘Graduate’ page on the LSC website [lsc.wisc.edu](http://lsc.wisc.edu) (graduate → resources → LSC funding and financial aid)

— **Professional development/travel funding:**

- Every student is encouraged to apply for the Graduate School’s [Student Research Grants Competition](#) (formerly known as the Vilas Travel Grants) each year. These grants are intended to support both Conference Presentation Funds and Research Travel Awards. It’s critical that students plan to apply early and follow campus travel policies for transportation and travel.
- Graduate students are also eligible for LSC’s professional development awards for academic conference travel. Details will be sent out by the graduate program coordinator during the year.