THINGS YOU SHOULD DO NOW (BEFORE STARTING CLASSES AT UT):

**All STUDENTS - Please Review Carefully**

1. **Activate your University of Toledo Account (UTAD).** To do this, refer to the instructions on page 4. You will need an activated UTAD account in order to register for classes and to activate your UT Rocket e-mail address, and obtain an ID Badge.

2. **Register for Fall semester classes by August 1st** if you are able. **Some of you will not be able to register until after you arrive and satisfy medical and/or visa clearances** (see instructions 1-5 on page 5).

3. **Obtain your student I.D. badge (you will need to be registered for fall classes to obtain the I.D. badge).** To request your I.D. badge, right click to open this ID Badge link. Then select “Health Science Campus” for the badge pick-up location and upload a photo of yourself.
   - You may pick up your Student I.D. at the Employee I.D. station located in the basement of the Mulford Building, across from the UT Federal Credit Union on the UT Health Science Campus. The office hours vary.
   - If you did not upload a picture, you may go to the Employee I.D. station after you arrive and have your picture taken. The office hours vary.
   - To receive your Student I.D. card, you will be asked for your Rocket number and also must provide personal identification (e.g., passport or driver’s license).

4. **Health Requirements (all students):**
   - Review the information form at the end of this document (page 6), call the telephone number and request an appointment to complete all of the medical requirements for as soon as possible after you arrive.
   - In consultation with your health care provider, it will help if you obtain an attested/certified copy of your medical records, including all of your immunizations.

5. **Request official copies of your final transcripts confirming degree/certificate sent in sealed envelopes to the UT College of Graduate Studies (if you have not already done so).** You cannot start classes without official proof that you completed your previous degree program. The address for the UT College of Graduate Studies is:
   - UT College of Graduate Studies
   - Health Science Campus
   - 3000 Arlington Avenue
   - Mailstop 1042
   - Toledo, OH 43614

6. **Paying Your Registration Fees** (after you register for classes). All Biomedical Ph.D. students have a tuition scholarship that will pay tuition but not fees. The University offers an Installment Payment Plan (IPP) to make payment of fees more convenient for students. A four-month payment option is offered for fall and spring semesters. A 3-month payment plan is offered for the summer semester. To take advantage of the IPP:
   - Right click on [myUT portal](https://www.myutportal.com) and login
   - Select the “Student” tab
• Select “My Accounts”
• Select “More Account Options”
• Select “Installment Payment Plan Application” and complete the online form

7. Parking Permit
If you have a car and wish to park on the Health Science Campus, you must have a University parking permit. To request a permit:
• Right click on myUT portal and login
• Select the “Student” tab
• Select “My Accounts”
• Select “More Account Options”
• Select “Parking Permit” and follow the online instructions to apply for the permit.

INTERNATIONAL STUDENTS - Please Review Carefully

• Obtaining a Social Security Number. If you are an international student and do not have a U.S. Social Security Number, you must obtain one in order to receive your stipend. To do this:
  o Determine the address of your U.S. residency, even if it is temporary (for example, if you are sharing an apartment with someone until you have your own apartment). You need a U.S. address to obtain a Social Security Number, even if the address is temporary.
  o Before August 1, enter your permanent or temporary U.S. address into the UT database:
    ▪ Right click on myUT portal and login
    ▪ Select the “Student” tab
    ▪ Select “My Records”
    ▪ Select “Update Directory Information/Release Status”
    ▪ Select the “Personal Information” tab at the top to update your information.
    ▪ When you have moved into your own house or apartment, be sure to go back into the myUT portal and update your directory information.
  • You will need to visit the Social Security office in downtown Toledo to obtain your Social Security Number. You will be given instructions on how and when to do this at the International Student Workshop or Orientation, Monday August 10

(TENTATIVE) IMPORTANT EVENTS AND DATES FOR ALL STUDENTS – Please Review Carefully

Monday, August 8, 2016
• International Student Orientation and check in
  o All International Students must attend
  o 8:30 a.m. -10:30 a.m. Block Health Science Bldg Rm 480 on the UT Health Science Campus.
    ▪ Please bring your passport, I-94, and I-20!!!
• Domestic Student Assistant/Fellowship Workshop
  o All Domestic Students receiving a stipend (not just a tuition scholarship) must attend
  o 10:30 a.m.–12 noon Block Health Science Bldg Rm 480 on the UT Health Science Campus.
    ▪ Please bring Drivers License and Birth Certificate OR Passport
• International Student Assistant/Fellowship Workshop
  o All International Students receiving a stipend (not just a tuition scholarship) must attend
  o 10:30 – 12 noon., Block Health Science Bldg Rm 480 on the UT Health Science Campus.
Please bring your passport, I-94, and I-20!!!

**Monday, August 15, 2016**
- **Human Resources Orientation**
  - All Domestic and International Students receiving a Masters or PhD level stipend (not just a tuition scholarship) must attend
  - 8:30 a.m.-12:00 p.m., TBD on the UT Health Science Campus.
- **Biomedical Science Program Orientation**
  - All Domestic and International Students must attend
  - 2:00 p.m.-4:00 p.m., Health Science Building, Room 436 on the UT Health Science Campus.

**Wednesday, August 17, 2016**
- **Health Science Campus Fall 2015 Kickoff**
  - All Domestic and International Students must attend
  - 8:30 a.m.-11:00 a.m. in Collier Building, Room 1000 on the UT Health Science Campus.
  - HIPAA training 11:00 A.m. – 12:00 p.m. in Collier Building, Room 1200 on the UT Health Science Campus.
  - Lunch, photos, and Resource Fair to follow

**Thursday, August 18, 2016**
- **Biomedical Welcome Reception/Luncheon**
  - All Domestic and International Students must attend
  - 12:00 p.m.-1:00 p.m. in Health Science Building, Room 436 on the UT Health Science Campus.

**Friday, August 19, 2016**
- **Radioactive Material and Lab Safety Training class**
  - All Domestic and International Students must attend
  - 9:30 a.m.-11:30 a.m. in Health Science Building, Room 480 on the UT Health Science Campus.

**Monday, August 22, 2016**
- **Classes start today!! – check orientation handout for times and locations**
- **Lab Coat Ceremony**
  - All Domestic and International Students must attend
  - 3:15 p.m.-5:00 p.m. in Health Education Building, Room 105 on the UT Health Science Campus.

**Wednesday, August 24, 2016**
- **Animal Safety Training Class**
  - All Domestic and International Students must attend
  - 3:00-5:00 p.m. in Health Science Building, Room 436 on the UT Health Science Campus.
To be recognized as University of Toledo Student you will need to activate your UTAD account and set up an email address (your.name)@rocket.utoledo.edu

- To activate your UTAD Account
- Go to the website address https://myutaccount.utoledo.edu/
- Enter in the **Rocket ID number** field your Rocket number (refer to the “R number” above).
- Enter in the **Birthdate** field your birthdate, it **MUST** be entered as **MM/DD/YYYY**
- Click on the **Find Account** icon/button
- Once you activate your UTAD Account, you have to wait 24 hours before you can access it.
- After activating your UTAD Account, you will have activate your Rocket e-mail account
- Your **UTAD username** is located in the left most column and is labeled “**User Name.**”
REGISTRATION FOR CLASSES FOR FALL SEMESTER 2016

1. All Domestic and International Students should register for classes online before August 3th
   - It is important to do this so that you can obtain your I.D. badge during the first week of August when you arrive at UT and so that you can pay your fees before the university deadlines.

2. Instructions to register online:
   - Login to the myUT portal
   - Select the “Student” tab
   - Under “My Registration Steps”, watch the Tutorial Video at the top
   - Select “Register/Drop/Withdraw Courses” and register for Fall Semester 2015.

3. If you are a full-time PhD or Masters student in the Biomedical Science Program, register for all the courses listed below for a total of 14 credits. If you are a Masters student in the Bioinformatics, Proteomics/Genomics Program, Jo Anne Gray (Joanne.Gray@utoledo.edu) will be sending your fall course registration information.

4. If you do not have a prior Masters degree, you should select the “6xxx”-numbered courses and their corresponding CRN number.

5. If you have a prior Masters degree, you should select the “8xxx”-numbered courses and their corresponding CRN number.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Number</th>
<th>Course name</th>
<th>Course Director</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>
| 56093 | BMSP 6330  
56106 | BMSP 8330  | BMSP 6330 CPRA in Protein Structure  | Modyanov        | 2.5          |
| 56097 | BMSP 6340  
56108 | BMSP 8340  | BMSP 6340 CPRA in Genes and Genomes  | Trumbly         | 2.5          |
| 56192 | BMSP 6360  
56113 | BMSP 8360  | BMSP 6360 CPRA in Cell Membranes     | Margiotta       | 3            |
| 56101 | BMSP 6380  
56117 | BMSP 8380  | BMSP 6380 Methods in Biomedical Sciences | Smas             | 3            |
| 56103 | BMSP 6390  
56116 | BMSP 8390  | BMSP 6390 Mentored Research**        | Ruch            | 2            |
| 56562 | INDI 6020  
56560 | INDI 8020  | INDI 6020 On Being a Scientist       | Ruch            | 1            |

TOTAL FULL-TIME CREDIT HOURS..................................................................................14

IF YOU HAVE QUESTIONS ABOUT REGISTRATION:
Contact Dr. Williams (kandace.williams@utoledo.edu)
For graduate students receiving stipends on the Health Science Campus:

Please contact Employee Health immediately by calling 419-383-5000 to schedule your appointment with them as soon as possible after you arrive. When you call, please state the following:

“I am calling to schedule my new pre-employment screening”

Please take this form with you to Employee Health. You must have this form in order to be seen free of charge.

(Check in at main registration desk in the Ruppert Health Center)

http://www.utoledo.edu/campus/directions/pdfs/HealthScienceCampus.pdf

Your first appointment must be scheduled for 3 weeks before the start of the semester or there may be a delay in your first paycheck. This will be a 4 appointment process if you require the 2-step PPD. Please bring a copy of your immunization and/or health records with you to your first appointment, otherwise immunizations will be provided free of charge.

You will be required to complete the following:

☐ Pre-employment drug screen
☐ Verification of Immunizations including:
  o 2 MMR vaccinations OR positive titers
  o 2 Varicella vaccinations OR history of chickenpox OR positive titer
  o TDAP vaccination within last 10 years
☐ 2-step PPD or Quantiferon Gold depending on your home country.

Appointment 1: ____________________  Date
Appointment 2: ____________________  Date
Appointment 3: ____________________  Date
Appointment 4: ____________________  Date

All Employee health requirements completed ____________________  Date