

❑ **Bookmark MyUSM Campus Portal** (recommended)

The MyUSM campus portal site is **your single sign-on point of entry to the MaineStreet student center, Blackboard, University Email and more**. Logging into MyUSM means you're automatically logged into multiple systems automatically.

To access: usm.maine.edu/computing/myusm-campus-portal

For assistance: usm.maine.edu/computing/helpdesk | helpdesk@usm.maine.edu | (207) 780-4029

The MyUSM Campus Portal gives you access to MaineStreet:

MaineStreet is your access to student records, finances, forms, and course planning and registration. For a step-by-step instruction booklet, log on to MaineStreet and click on 'Links to all student self-service training guides.

Once in MaineStreet, you can:

❑ **Meet with faculty/academic advisor to determine what courses to take** (recommended)

Your advisor's name is listed on MaineStreet. It is recommended to put together a wish list of classes on MaineStreet, to have as a starting point for your meeting. For help understanding who your advisor is, please reach out to your department's chair.

For assistance: usm.maine.edu/grad | usmgradstudies@maine.edu | (207) 780-4872

❑ **Enroll in your first semester of USM courses** (required)

This can be done directly through MaineStreet or by calling the Office of Registration & Scheduling Services. You **need to enroll in a minimum of three credits** to maintain any federal financial aid. If you are receiving any University scholarships or graduate assistantships, **you must be registered for a minimum of six credits** to maintain eligibility.

For assistance: usm.maine.edu/registration-services | registerusm@maine.edu | (207) 780-5230

❑ **Verify financial aid** (if applicable)

Visit MaineStreet to accept or decline any student loan offer for the upcoming academic year and report your enrollment plan. The **amount of federal direct loans you are eligible to receive will be impacted** by your enrollment plan, and/or any tuition waivers or scholarships you may have accepted. You must be **matriculated in a graduate degree program, enrolled in a minimum of three graduate credits per semester, and maintain a minimum 3.0 GPA** to be eligible for financial aid.

For questions about FAFSA or Federal Student Aid, contact your Financial Aid Counselor: usm.maine.edu/student-financial-services/people | usm.finaid@maine.edu | (207) 780-5250

❑ **Check student bill and arrange for payment** (required)

Your student bill can be viewed via MaineStreet approximately 6 weeks prior to the start of the semester. One paper bill per semester will be mailed to the address on file. The payment due date is August 15th for the Fall semester and January 15th for the Spring semester. For summer session, payment is due on May 15th. Payment options include Financial Aid sufficient to cover all charges, payment in full, enrollment in a payment plan, confirmation of 3rd party payment, or purchase order authorizing payment. Payment plans are available with up to five installments. If your employer will reimburse you for all charges after the semester is successfully completed, USM offers a deferred billing option.

For assistance: usm.maine.edu/sfs | usm.studentaccounts@maine.edu | (207) 780-5250

The MyUSM Campus Portal also gives you easy access to your University Email and Blackboard:

❑ **Check your University Email regularly** (required)

University Email is the official and primary means of communication to all of its students (both accepted and enrolled), and **should be activated as soon as possible**. Official University assigned email accounts are created for all accepted and/or enrolled students usually in the form of FirstName.LastName@maine.edu.

The complete Email Communication Policy: usm.maine.edu/computing/email-communication-policy

For assistance: usm.maine.edu/computing/helpdesk | helpdesk@usm.maine.edu | (207) 780-4029

❑ **Visit Blackboard and prepare for your classes** (strongly recommended)

Blackboard is used for most online and face-to-face courses, and includes course announcements, grades, discussion boards, assignments, materials, and more. Most classes use blackboard to post course-specific information including the syllabus and textbooks. Be sure to check your University email regularly for any communications from your professors.

Blackboard Help for Students: usm.maine.edu/ctel/blackboard-student-documentation

For assistance: usm.maine.edu/computing/helpdesk | helpdesk@usm.maine.edu | (207) 780-4029

❑ **Purchase Textbooks and Course Materials** (required)

Before your course starts, you can find out what your required textbooks are by going to the USM Bookstore website:

<https://usm.ecampus.com/>

For assistance: usm.maine.edu/bookstore | (207) 780-4070

❑ **Review Financial Adjustment Policy & Understand Impact of Dropping Courses on Any Financial Support** (recommended)

Review deadlines under Student Account Information on <https://usm.maine.edu/sfs>. If you are changing enrollment before the semester starts or during the add/drop period, please check MaineStreet to view changes to your bill and be aware it can impact your financial aid package. Please contact your financial aid counselor to report changes to enrollment plan.

For assistance: usm.maine.edu/sfs | usm.finaid@maine.edu | (207) 780-5250

❑ **Waive or Enroll in Health Insurance** (required)

You are required to provide proof of insurance as a condition of enrollment for graduate students enrolled in six or more credits, doing clinical coursework, or enrolled in the Occupational Therapy Program. **A charge is automatically posted to your student account if your enrollment meets these requirements.** For new students in the fall: the enrollment coverage is effective August 1st to July 31st, the charge to your student account is \$2,157, and the waiver must be submitted by October 1st. **Please note, you must enroll in or waive this coverage.**

To waive or enroll visit: <https://usm.maine.edu/uhrs/student-health-insurance-plan-ship>

For questions on plan benefits or coverage: www.crossagency.com/usm | collegehealth@crossagency.com | (877) 480-4161 (Aetna Student Health)

For questions about the waiver process: usm.maine.edu/sfs | usm.studentaccounts@maine.edu | (207) 780-5250

On campus, you are able to:

❑ **Obtain your USM Student ID** (required)

This is needed for **accessing the fitness center, library, printing services, and using husky bucks.** You can pick up your **free** USM ID in Portland at 142 Luther Bonney Hall, in Gorham in the basement of Upton hall, or in Lewiston in room 119. There will be extended hours during the first week of the semester, as well as the night of the fall 2019 orientation. You will need to provide identification (license or passport), complete a form, and have your photo taken. **Your USM Card will be printed & issued while you wait.**

For assistance: usm.maine.edu/usmcard/first-card | card.services@maine.edu | (207) 780-5600

❑ **Obtain Parking Pass** (if applicable)

A parking permit is required for any vehicle parked on a surface lot. Parking permits can be obtained at the Parking office in Portland on the first floor of the Garage or at the USM Public Safety office in Gorham.

For assistance: usm.maine.edu/police/parking-and-transportation | usmparking@usm.maine.edu | (207) 780-4718

❑ **Attend Orientation** (strongly recommended)

Make sure to RSVP to the Office of Graduate Studies, for the Graduate New Student Orientation, Wednesday, August 28th from 12:00pm-3:00pm in the Abromson Center on the Portland campus. Here you will have the opportunity to meet faculty, classmates, and USM leadership over lunch, and will get important information about academic resources, registration and finances, student life, and more.

To RSVP: usm.maine.edu/gradrsvp

For assistance: usm.maine.edu/grad | usmgradstudies@maine.edu | (207) 780-4872