

NEXT STEPS

For Admitted Graduate Students

HOW TO USE THIS CHECKLIST

This document is a guide to help you keep track of and complete steps necessary to start as a USM student. Please read each item on both sides carefully and promptly direct any questions to the offices listed.

STAGE 1: SECURING YOUR SPOT

- Activate Your University Email and MaineStreet Account** *(required)*
Use the activation code and directions that were sent to you after you submitted your application. Your University of Maine System student account gives you access to your University email, MaineStreet, and many other programs. University Email is used to communicate official University business (to both accepted and enrolled students) and should be activated as soon as possible. MaineStreet is the online system where you access your University records. If you need a new activation code, contact: usm.maine.edu/helpdesk | usm-helpdesk@maine.edu | (207) 780-4029

- Confirm your enrollment** *(required)*
To secure your spot in your program, you will need to confirm your enrollment. This will matriculate you and reserve your space. You can confirm your enrollment here: usm.maine.edu/confirm
The following programs require you to pay an enrollment deposit of \$100 to hold your space in the program.
- Creative Writing
 - Extended Teacher Education Program (ETEP)
 - Occupational Therapy (except undergraduate students in the Accelerated Graduate Pathway)
 - Social Work

This deposit is required to matriculate at USM and reserve your place in the entering class. It will be credited to your student account. The deposit will be your confirmation of enrollment. Online payment is also accepted on MaineStreet. Refunds are available for fall semester until May 1, for spring semester until January 2, and for summer term until April 1. Pay your deposit: usm.maine.edu/deposit

- Apply for Financial Aid** *(required to be considered for Federal Financial Aid and most scholarships)*
To apply for financial aid and most scholarships, you must complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Priority consideration for financial aid is given to applications received by USM by February 1. The Federal Processor must receive your completed FAFSA data by January 15 to reach USM by our priority deadline. USM may request additional documentation for your financial aid application after receiving your FAFSA. Be sure to check your USM email and your "To Do List" on MaineStreet Student Center regularly. USM Federal School Code — **009762**
Financial Aid Office: usm.maine.edu/sfs | usm.finaid@maine.edu | (207) 780-5250

STAGE 2: ENROLLING IN COURSES

- After you have met with your faculty advisor and selected your courses, you are all set to register!
You may self-register online via MaineStreet. Registration & Scheduling Services has provided this helpful guide on When & How to Register: usm.maine.edu/registration
Registration & Scheduling Services: registerusm@maine.edu | 207-780-5230

STAGE 3: GETTING READY FOR COURSES

- Provide Immunization Records** *(required)*
Students born after 1956 must comply with the Maine Post-Secondary Immunization Law. Documentation of your immunization compliance should be submitted before registering for classes. Students in a fully online program are exempt from this requirement. To learn how to provide your records or to find more information, contact University Health & Counseling: usm.maine.edu/immunization | usmhealthcounseling@maine.edu | (207) 780-5411
- Conditional Admission Requirements** *(if applicable)*
If you were admitted conditionally, you need to meet the conditions by the time dated in your admissions letter. Request your official transcripts to be sent to Admissions for proof of degree completed or prerequisite courses. Other items required may be sent to edocs@maine.edu
Transcripts can be sent by the university via physical mail: **UMS Application Processing Center, P.O. Box 412, Bangor, ME 04402** or via official electronic submission to edocs@maine.edu

Work on Checklist for Students Registered for Courses *(required)*
Items on this checklist include things such as purchasing textbooks, paying your tuition bill, managing emergency notification preferences, obtaining your student ID card, attending an orientation session, and more.
Next Steps for Registered Students: usm.maine.edu/finalsteps

Connect with Veterans Services *(if applicable)*
Veterans, servicemembers, dependents, and survivors using the GI Bill must submit a copy of your Certificate of Eligibility to our office.
Veterans Services: usm.maine.edu/veterans | usm.veterans@maine.edu | (207) 780-4471

Connect with the Disabilities Services Center *(if applicable)*
Did you have a 504/IEP in high school or receive accommodations at your last college/university? Do you have a documented disability? Contact the Disability Services Center (DSC) as soon as possible to request a meeting to learn about our services and request accommodations. To set up an appointment, complete the form at usm.maine.edu/accommodations or call the number listed below.
Disability Services Center: usm.maine.edu/dsc | dsc-usm@maine.edu | (207) 780-4706 | TTY: (207) 780-4395

OTHER INFORMATION:

Apply to Live On Campus & Pay Housing Deposit *(if applicable)*
If you plan to live in on campus housing, you are required to:
 complete our online housing application: usm.maine.edu/housing
 pay a housing deposit (via check, money order, or through MaineStreet.) Housing assignments are made based on completed housing application date and course registration date, so you are encouraged to apply and enroll in courses as soon as possible.
Residential Life: usm.maine.edu/reslife | usm.reslife@maine.edu | (207) 780-5240
Information on how to request disability-related housing or meal plan accommodations: usm.maine.edu/residents

QUESTIONS?

Contact the Office of Admissions for assistance!

usm.maine.edu/admit | admitusm@maine.edu | (207) 780-5670 or 1 (800) 800-4USM

View this checklist online: usm.maine.edu/nextsteps

Tobacco-Free Campus

The University of Southern Maine has adopted a 100% Tobacco-Free policy. This policy prohibits the use of all tobacco products on campus grounds, including personally owned vehicles in USM parking lots. Thank you for your cooperation with University Policy.

View USM's Tobacco-Free Campus Policy: usm.maine.edu/tobacco

Higher Education Opportunity Act (HEOA) Disclosures

The HEOA of 2008 revises and reauthorizes the Higher Education Act (HEA) of 1965. In compliance with HEOA, USM provides specific disclosures to all students, faculty, staff, and others with information that can be made to make sound decisions about their education. To review HEOA disclosures:

usm.maine.edu/heoa

Campus Safety and Security

The Clery Act of 1998 requires universities to disclose three-year statistics of campus crime.

View USM's report and learn more about Campus Safety and Security: usm.maine.edu/safetyreports