

**Please Note: If you have not received your Student System ID or your University ID, please contact one of the staff persons listed below.**

## **Welcome to the University of Virginia!**

The next phase of your academic career is about to begin, and we are pleased that you have chosen U.Va. for your graduate studies. The School of Engineering and Applied Sciences continues to enhance its research opportunities and space for the best possible experience and greatest chance of success for our outstanding faculty and students, such as you. We are very pleased that you have decided to come to the University of Virginia and we look forward to working with you throughout your graduate career.

Please keep your contact information current on your application. We will be using this email address «**Email\_Address\_PREFERRED**» to contact you throughout the summer. To update your information, log into your account, view your application and follow the “Edit Contact Information” link. If you change your mailing address, please notify either Sara Thacker ([ser9y@virginia.edu](mailto:ser9y@virginia.edu)) or Iva Gillett ([igm5m@virginia.edu](mailto:igm5m@virginia.edu)) so we can update your university records.

### **All students prior to arrival in Charlottesville:**

Download the pre-entrance Health Form at [http://www.virginia.edu/studenthealth/PEHF\\_2009-10\\_online.pdf](http://www.virginia.edu/studenthealth/PEHF_2009-10_online.pdf). Please complete and return as soon as possible but not later than August 31, 2009. You do not need to worry about an initial deposit which applies only to undergraduate students.

All students are required to have health insurance. If you wish to purchase health insurance through the University sponsored health plan, you should go to [http://www.aetnastudenthealth.com/stu\\_conn/stuconn.aspx](http://www.aetnastudenthealth.com/stu_conn/stuconn.aspx) and answer some questions to evaluate your health insurance needs. If health insurance subsidy is included in your Financial Aid package, please go to [http://www.aetnastudenthealth.com/stu\\_conn/student\\_connection.aspx?groupID=812806](http://www.aetnastudenthealth.com/stu_conn/student_connection.aspx?groupID=812806) to complete the Aetna Health Plan enrollment. The enrollment period begins June 3<sup>rd</sup> and continues through October 2, 2009 with coverage beginning August 14, 2009

In order to access your UVa Student Center account and to activate your email, you must first obtain your password by going to <https://whois.virginia.edu/applicants/> and completing the information form. This form requires you to fill out your UVa Computing ID, Last Name, First Name, Date of Birth, UVa Student System ID Number, and Electronic Mailing Address exactly as you gave it on your application. Your UVa Student System ID Number is «**Student\_System\_Id**» and your University Computing ID is «**University\_Computing\_Id**». Your password will be sent to the email address you provided.

You must also get your University ID number. **This 9-digit number is the one that you should save in a safe place and remember as your identifying number.** Please go to <https://whois.virginia.edu/uid/> to get your University ID number. Again you must use your UVa Student System ID number given above and the email address as you provided on your application. Your University ID number will be sent to you by email.

To activate your UVa email account you will need to go online to <http://itc.virginia.edu/accounts/studentaccounts.html>. Complete the steps under **The Activation Process**. Under **Get Started Now**, click on **Newly-Admitted Graduate Students** or **All Other New Students** in order to start your process. On the NetBadge login screen (<https://netbadge.virginia.edu/>), enter your Computing ID and the password you received by email. Questions concerning your University Computing ID can be found online at <http://itc.virginia.edu/gethelp.html> or you can call the ITC Help Desk at 434-924-4357. NetBadge questions can be emailed to [consult@virginia.edu](mailto:consult@virginia.edu).

### **All Students prior to classes:**

To receive your University ID card you will need to go to the University ID Card Office, Observatory Hill Dining Hall. For information regarding the University ID Card Office visit <http://www.virginia.edu/idoffice/>.

ID card pick up will start:

- August 3<sup>rd</sup> – 7<sup>th</sup> (Monday – Friday) from 8:00 a.m. – 5:00 p.m.
- August 10<sup>th</sup> – 14<sup>th</sup> (Monday – Friday) from 8:00 – 5:00 p.m.
- August 17<sup>th</sup> – 21<sup>st</sup> (Monday – Friday) from 8:30 a.m. – 4:30 p.m.
- August 22<sup>nd</sup> (Move-In Saturday) from 9:00 a.m. – 4:00 p.m.
- August 23<sup>rd</sup> (Move-In Sunday) from 10:00 a.m. – 3:00 p.m.
- August 24<sup>th</sup> – 28<sup>th</sup> (Monday – Friday) from 8:30 a.m. – 4:30 p.m.

The University ID Card Office will resume regular office hours (from 8:00 a.m. – 5:00 p.m.) Monday, August 31, 2009

Classes will begin on Tuesday, August 25, 2009.

Please remember to bring with you a valid state or government issued picture identification card (either your U.S. driver's license, passport or U.S. military ID) in order to pick up your University ID.

You must access the Student Information System (SIS) using [https://sisuva.admin.virginia.edu/psp/epprd/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://sisuva.admin.virginia.edu/psp/epprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST) between August 12<sup>th</sup> and August 28<sup>th</sup> to activate the final registration function and verify your status as a student (although you can continue to add and drop courses through the school's deadlines). If you fail to complete this step by 5:00 p.m. on Friday, August 28<sup>th</sup>, you will be dropped from all courses and your I.D. card will be deactivated. You will need your UVa Computing ID and Password in order to login to the Student Information System.

The next step is to view the course offering directory on line at <http://etg08.etc.virginia.edu/cod/pages/20093/cod.html> and discuss with an advisor the appropriate classes for the fall semester. The last day to add into classes is Tuesday, September 1, 2009.

On Monday, August 24, 2009 at 2:00 p.m., there is a mandatory orientation meeting in the Mechanical Engineering Building, Room 205. Representatives from our Dean of Student's Office, Budget Office, Office of Career Planning and Placement and Honor Committee will provide information and answer your questions.

### **All International students:**

If your native language is not English you must take the University of Virginia English Language Proficiency Exam to be given on Sunday, August 23, 2009, 9:30 a.m. to 12:00 noon in Room 130 Gilmer Hall, as part of your registration procedure. Also all international students with a VISA status **must attend one** of the special orientation sessions conducted by the International Studies Office. They are offered Wednesday, August 12<sup>th</sup> at 10:00 a.m., Monday, August 17<sup>th</sup> at 10:00 a.m., and Monday, August 24<sup>th</sup> at 10:00 a.m., all of these sessions will be held in 125 Minor Hall. You should refer to the orientation packet sent to you by the International Studies Office. Please contact the International Studies Office, P.O. Box 400165, 2<sup>nd</sup> Floor, Minor Hall, Charlottesville, VA 22903 if you have questions. Their phone number is (434)982-3010 or email [tanson@virginia.edu](mailto:tanson@virginia.edu).

If you are an international student whose native language is not English and may be serving as a Teaching Assistant, you must take the SPEAK test. If you are unsure about whether or not you may be a T.A., check with your department. The SPEAK test will be given on August 17 and 18, 2009 at 9:30 a.m. and 11:00 a.m. in 221 New Cabell Hall. A score of 55 is required for permission to begin teaching.

Foreign students receiving financial assistance must apply for a social security card as soon as possible after arrival to the University. We have enclosed information to assist you in applying for the social security card. Please be aware that you **cannot** be placed on payroll until you have received your social security card and this process can take several weeks.  
**\*Please make sure you bring enough money to help you through this waiting period.\***

### **All students who are funded as a GRA/GTA:**

Students receiving Graduate Research or Graduate Teaching Assistantships must be registered as full-time students (at least 12 hours). Students entering with certain deficiencies may be advised to carry less than nine hours of course work. Any deviation from the above guidelines requires the recommendation of your advisor and the approval of this office.

All new teaching assistants must attend the Teaching Research Center's Annual Teaching Workshop, designed especially for teaching assistants on Wednesday, August 19<sup>th</sup>, and Thursday, August 20, 2009. If there is any chance you may be a T.A. (you should check with your department if you are unsure) you must attend. If you have not received information regarding this workshop, please contact Pat Fuller by phone (434)982-2815 or email [pdf2a@virginia.edu](mailto:pdf2a@virginia.edu). Information to register can be found at [http://trc.virginia.edu/Workshops/2009/ATW\\_2009\\_TA.htm](http://trc.virginia.edu/Workshops/2009/ATW_2009_TA.htm)

**All Students receiving funding from the University:**

In order to be placed on payroll and receive your first stipend on time, you should report to Joan Wicks in our Budget Office, Room A-205 Thornton Hall as soon as possible but no later than Friday, August 21, 2009 to complete the necessary paperwork. You will be required to provide one photo ID and one additional form of identification; driver's license, original social security card, or passport or certified birth certificate. International students must also present their I-20 issued by the University of Virginia. If you have any questions regarding stipends, Joan may be reached at (434)924-4380 or [jew9s@virginia.edu](mailto:jew9s@virginia.edu)

**All Graduate students:**

As soon as possible after arrival in Charlottesville, you should arrange through your department chairperson for the assignment of an advisor to work with you in the preliminary planning of your academic program. It is your responsibility to see that your Plan of Study (Form G-101 for Masters and Form G-102 for Ph.D.) is prepared carefully and submitted promptly. You can find the G-101 Master's Degree Plan of Study from online at <http://www.seas.virginia.edu/advising/G101.pdf> and the G-102 Doctoral Degree Plan of Study at <http://www.seas.virginia.edu/advising/G102.pdf>.

Programs of Study are due no later than the beginning of the second semester for Master's candidates and no later than one semester after the Ph.D. exam for Ph.D. candidates. You should also consult the UVA Graduate Record at <http://www.seas.virginia.edu/advising/degreq.php> which specifies the official requirements for the various degree programs.

Your letter of admission may have stated admission was contingent upon some conditions, such as receipt of your final transcript conferring your bachelor's or master's degree or receipt of official Graduate Record Examination scores, etc. Please be certain that these contingencies have been satisfied or you will not be able to register for further courses without written prior approval of this office.

For useful information about living in the Charlottesville area, please visit the UVA Graduate Guide at: <http://www.virginia.edu/graduateguide/>

Below for your convenience is the 2009-2010 Graduate Students Academic Calendar. This calendar will give you important dates, so please review it carefully.

If you have any questions, please feel free to contact myself, Sara Thacker (ser9y@virginia.edu) or Iva Gillet (igm5m@virginia.edu) in the Graduate Records Office at (434)924-3897. We will be happy to assist with any questions or concerns you may have.

We look forward to having you with us.

Sincerely,

Kathryn C. Thornton

Associate Dean for Graduate Studies

KCT/set

University of Virginia

School of Engineering and Applied Sciences

2009-2010 ACADEMIC YEAR CALENDAR

GRADUATE STUDENTS ONLY

FALL 2009

Saturday, August 22 – Monday, August 24	Orientation
Monday, August 17 – Friday, August 28	Registration
Tuesday, August 25	Courses begin
Tuesday, September 1	Last day to add courses
Tuesday, October 6	Last day to drop courses
Thursday, October 1	Last day for submitting degree applications for December 2009
Saturday, October 3 – Tuesday, October 6	Reading Days
Friday, October 16 – Sunday, October 18	Convocation/ Family Weekend
Wednesday, November 25 – Sunday, November 29	Thanksgiving Recess
Tuesday, December 8	Courses end
Wednesday, December 9, Sunday, December 13, Wednesday, December 16	Reading Days
Thursday, December 10 - Friday, December 18 (No exams on Sunday, December 13, or Wednesday, December 16)	Exams
Tuesday, December 30, 2009	Fall Degrees conferred (no ceremony)

SPRING 2010

Wednesday, January 6 – Friday, January 15	Final Registration
Wednesday, January 20	Courses begin
Wednesday, January 27	Last day to add courses
Monday, February 1	Last day for submitting degree applications for May 2010
Wednesday, March 3	Last day to drop courses
Saturday, March 6 – Sunday, March 14	Spring Recess
Tuesday, May 4	Courses end
Wednesday, May 5, Sunday, May 9, Wednesday, May 12	Reading Days
Thursday, May 6 – Friday, May 14 (No exams on Sunday, May 9 or Wednesday, May 12)	Exams
Sunday, May 23	Final Exercises