

New Graduate Student Checklist

*L. Douglas Wilder School of Government and Public Affairs
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Welcome to the Wilder School at VCU! To aid with your transition to graduate school, we have developed the following checklist. If you have questions, please contact the Wilder School's Graduate Student Services and Advising (GSSA) office at (804) 828-6837, email wsgradvise@vcu.edu, or stop by the office (1001 W. Franklin Street, Raleigh Building, Rooms 1007 and 1009).

<input type="checkbox"/>	<p>1. Accept your offer of admission from VCU's Graduate School. Once you receive your decision notification email, click on the link to your applicant status page. From your applicant status page click on and complete the "graduate reply to offer of admission form" to accept your offer.</p>
<input type="checkbox"/>	<p>2. Obtain your VCU eID and set up your email account. All accepted students are assigned an eID that authorizes use of VCU's electronic services and web applications. Email is the official means of university communication with students and should be set up as soon as possible. VCU email accounts operate through Google Mail.</p> <ul style="list-style-type: none"> - To setup your first eID password, use the online eID Finder website: https://eidfinder.vcu.edu - Use the following website for information on setting up your VCU email account (through Google): https://mymail.vcu.edu/new-students
<input type="checkbox"/>	<p>3. For information on and to register for Wilder School New Graduate Student Orientation please complete the form at the following link: https://forms.gle/PGkvgU1gBGeQVC6h8</p>
<input type="checkbox"/>	<p>4. Download a copy of the GSSA Office's "Policies and Procedures Guide." This document has important details about each graduate program and a summary of key policies. Website: https://wilder.vcu.edu/students/grad-advise/new-students/</p> <p>Take special note of the following sections of the Guide:</p> <ul style="list-style-type: none"> • Grade Point Average (GPA) • Time Allowed for Completion of the Degree • Continuous Enrollment • Leave of Absence

<input type="checkbox"/>	<p>5. Register for classes. You may register for classes on your own or work with the GSSA office on program planning.</p> <ul style="list-style-type: none"> - You can schedule a new student advising appointment with the Wilder School Graduate Advisor Jill Scharling, by visiting our campus Navigate website, linked here: https://vcu.campus.eab.com/pal/KOEwy6BTbQ - Register for classes online through <i>eServices</i> (http://www.eservices.vcu.edu) - Be sure to review the academic calendar and note final add/drop and withdrawal policies and deadlines. - General registration information is available through the Enrollment Services website (http://www.enrollment.vcu.edu) or at the Student Services Center located in the Office of Records and Registration. <p style="text-align: center;">Records and Registration – Student Services Center Harris Hall; 1015 Floyd Avenue, 1st Floor; (804) 828-1349</p>
<input type="checkbox"/>	<p>6. Obtain your VCUCard. Your VCUCard is your student ID and should be obtained for the first semester in which you are enrolled for classes.</p> <p>Please bring a picture ID and a copy of your student schedule (to verify your enrollment) to the VCUCard Office at Technology Administration Building: 701 West Broad Street; (804) 827-CARD (2273). Website: https://vcucard.vcu.edu</p>
<input type="checkbox"/>	<p>7. Connect with your Financial Counselor at VCU’s Student Financial Management Center (if applicable) for any questions concerning your application for financial aid or your benefits. You may reach them at sfmc@vcu.edu or (804) 828-6669. Website: https://sfs.vcu.edu/</p>
<input type="checkbox"/>	<p>8. Purchase a parking subscription or obtain housing (if applicable).</p> <ul style="list-style-type: none"> - Parking subscriptions may be purchased online (http://www.parking.vcu.edu) or at the Parking and Transportation Office; Ackell Residence Center; 1108 West Broad Street; (804) 828-7275. - There is limited <u>on-campus</u> housing available for graduate students. For the latest information, please contact the Residential Life & Housing office: 301 W. Cary Street, (804) 828-7666, vcuhousing@vcu.edu, or http://www.housing.vcu.edu - The Off-Campus Student Services Office provides information about apartments and other <u>off-campus housing</u> options near VCU and around the Richmond area: 1101 W. Marshall St. (by appointment only), (804) 828-4514, offcampus@vcu.edu. Their main website and the off-campus housing searchable database is at http://offcampus.housing.vcu.edu.