

New Student Checklist / Helpful Information

☐ University photo identification

Student IDs may be used by students to withdraw books from libraries, ride the UM Shuttle buses, gain admission to most athletic, social, and cultural events, use it as a UMD prepaid debit card for food establishments and printing services and as a general form of identification on campus. Student IDs are available in the Mitchell Building. To obtain an ID, you must have proof of identity, such as a valid driver's license or passport. The fee for replacing a lost or stolen ID is \$20. Questions concerning the identification system should be directed to the Office of the Registrar: (301) 314-8240.

☐ University Directory ID / University e-mail account

Your Directory ID is used to log into various online systems in the university, including Workstations at Maryland (WAM), ELMS (Blackboard), and your e-mail account. To create your Directory ID and set up your e-mail account, visit www.oit.umd.edu/new/student.html. Your e-mail account will use your directory id: <DirectoryID@umd.edu> The address for e-mail is <http://mail.umd.edu>. For more detailed information about University e-mail, go here: <http://www.helpdesk.umd.edu/systems/mailatumd/>.

☐ Immunization Records and Final Transcripts

If you have not done so already, turn in the required immunization records to the University Health Center. You can find the required form here: <http://www.health.umd.edu/forms/#immu> . If you have any questions regarding immunization, please call (301) 314-8135.

If you applied to the University using an in-progress transcript, please drop off a final transcript that has your degree posted to the Graduate School.

If you fail to turn in these required documents, you will be blocked from registering for the next semester.

☐ iSchool listservs

There are two listservs that all students should be subscribed to: 'ischoolannouncements' and 'ischooldiscussion'.

ISCHOOLANNOUNCEMENTS is the listserv for all current students and faculty that serves as the main vehicle of communication for administrative information, such as registration and graduation instructions. Students are automatically subscribed to the 'ischoolannouncements' listserv by the Student Services Office near the beginning of their first semester. This listserv is only sent to the student's university e-mail account. If you prefer to use a different e-mail account, you will need to set your university e-mail account to forward to your preferred account.

The **ISCHOOLDISCUSSION** listserv carries news of jobs, internships, and ischool-related discussion. Anyone may subscribe to 'ischooldiscussion' from any e-mail account. To subscribe to 'ischooldiscussion', send an e-mail to

LISTSERV@LISTSERV.UMD.EDU and include as the first line in the message: SUBSCRIBE ISCHOOLDISCUSSION your name. When you are sending a message to LISTSERV to subscribe, the subject line of your e-mail should be left blank.

□ **Enterprise Learning Management System (ELMS)**

Many professors will use ELMS, an online system used to supplement course communications. ELMS uses the Blackboard Academic Suite. Professors may not post anything of relevance until the first week or two BEFORE classes begin. ELMS can be found here: <http://www.elms.umd.edu>. You log in using your Directory ID and password. Also, remember to check your university e-mail account as professors will also use this as a means for communication before the start of class.

□ **Setting up a Terrapin Express Account / Print Account**

Setting up a Terrapin Express account enables you to use your Student Identification Card as a debit card. It can be used for printing, copying (at McKeldin), and also for purchases at most University food establishments and stores. There are several ways to open this account (you will need your University ID Card for all):

- A. Visit or call the contract office in the South Campus Dining Hall (Mon-Fri, 8:00am-5:00pm, 301-314-8068). You will need to make a minimum deposit of \$20 (cash, check or credit card) in order to open the account.
- B. Go to the Copy Shop in McKeldin Library (1st floor, 301-405-9057) and open an account with cash or credit card.
- C. Go to www.testudo.umd.edu, click on financials and then Terrapin Account Inquiry.

After you have deposited money in your Terrapin Express Account, you can set up your print account. In order to set up your print account, you will need to visit the Office of Information Technology, 1400 Computer & Space Sciences Building 301-405-1500. They will give you the ID and password you will need for printing from WAM (Workstations at Maryland) computer labs.

After you get your Print Account, you must transfer money from your Terrapin Express account into your Print Account in order to be able to print.

To transfer money:

1. Visit the <http://bank.umd.edu/> website.
2. Click on the Connect to the LPCR Teller link.
3. Type your Print Account Login ID (usually your SSN or SID) in the Print Account box and type your print account password in the Print Account Password box. Then click Submit.
4. To add money to your Print Account, click on the Transfer button. This will take you to the transfer screen. Type in the number of cents you'd like to transfer (for \$1 type 100, for \$5 type 500, etc.) and click Submit. You will see a confirmation screen indicating that your transfer was successful.

❑ **Printing and copying pre-arrangements**

You will need to be familiar with McKeldin's library policies. McKeldin Library is the main campus library, located a five-minute walk from Hornbake.

- Photocopying at McKeldin Library: Drawing on your Terrapin Express Account, you will swipe your university identification card.
- Printing from computers at McKeldin will draw from your Terrapin Express account.

Useful link: <http://www.lib.umd.edu/PUBSERV/printing/>

❑ **Glue Account**

Glue is a multi-platform computing environment. iSchool students can use their Glue accounts to set up webpages, among other functions. A Glue account can be activated through www.oit.umd.edu/new/student. For more information, visit <http://www.helpdesk.umd.edu/systems/glue/>. If you are familiar with or have used the WAM environment, please be aware that WAM will be completely merged into Glue by the end of summer 2008.

❑ **Computer Labs / Wireless / Free Dial-Up Account**

Computer Lab Locations can be found via this link:

<http://www.oit.umd.edu/wheretogo/showLoc.cfm>

Hornbake has WiFi accessibility on all floors. For more information and registration information, visit:

<http://www.helpdesk.umd.edu/topics/communication/ethernet/wireless/>

❑ **Parking / UM Shuttle**

You will need a parking permit to park on campus, particularly if you need to park on campus during the day. The Campus Parking Office is located in Regents Drive Garage, Building #202 (Mon-Fri, 8:15am-4:00pm). Please note that there are several 15- minute free parking spots available in case you stop by the Campus Parking Office. You can also apply for parking online through Testudo. Choose Campus Services and then Apply for Permit. Information can be found at www.transportation.umd.edu. This website is also where you can find UM Shuttle Schedules and Route maps.

❑ **Book Order**

Textbooks for iSchool courses are only officially available at the University Bookstore in the Stamp Student Union. You can explore online at www.ubc.umd.edu.