QUICK GUIDE TO STARTING GRADUATE SCHOOL

E komo mai (Welcome) to the Zoology Graduate Program at UH Mānoa! This quick guide is designed to help you get started. If you have any questions, you should first check on-line, then ask your advisor, then ask the Zoology Graduate Chair (currently Dr. Mark Hixon, hixonm@hawaii.edu), including your advisor in your e-mail message.

(1) MyUH: Go on-line to myuh.hawaii.edu and set-up your UH e-mail and UH username accounts. This can be done as soon as you have accepted your offer to enter our program, even before you move to Hawai‘i. You will need either your UH Number (from the acceptance letter you received) or your Social Security Number. Please be sure to send your new e-mail address to the Manager of the Department of Biology Pia Dizon (pdizon@hawaiil.edu) and to Dr. Hixon (see above). Biology administers this program.

(2) Registration and Tuition: Check your MyUH account regularly for information regarding registration for courses and payment of any fees. You should also register for ZOOL 691C “Seminar: Zoology Literature,” which is a required one-credit orientation for new graduate students. (If you are in the Marine Biology Graduate Program, then the analogous course is MBIO 691I.)

(3) UH Identification Card: Once you have registered and have any printed proof of registration as well as your personal ID, go to the window at the Campus Center (above the bookstore) to obtain your UH ID card. Be sure to ask for a free bus pass sticker for your card.

(4) Teaching Assistants and Fellows: If you applied for and were granted a TA-ship, see Pia Dizon in the Biology office (Edmondson 216) for employment paperwork, which includes insurance. You will be contacted regarding a required 3-day TA training course. If you are an NSF Fellow or other fellow, contact and introduce yourself to Tasha Kawamata Ryan (tkawamat@hawaii.edu), who is the fellowship coordinator at the Office of Graduate Education.

(5) Keys and Mailbox: All Zoology (not necessarily Marine Biology) graduate students are entitled to a card key that opens the second floor door to Edmondson Hall and the mailroom (Edm 214), where you will have a mailbox. Which additional keys you are authorized to have will be determined and arranged by your advisor and your TA supervisor. Before you are authorized to have additional keys, you must have completed or be registered to take the Lab Safety Training course (contact Hans Nielsen at hansn@hawaii.edu). You will be notified when your keys can be picked-up at the Biology Office (Edm 216).

(6) Interim Committee Meeting: Your interim committee is intended to help you address any course deficiencies and plan your graduate curriculum until you have formed your specific graduate committee. You will be notified which faculty will be serving on your interim committee, and you will be responsible to schedule that meeting during your first semester.

Finally, a handy guide for moving to Hawai‘i is provided here: http://shidler.hawaii.edu/moving-guide

We seek to improve this quick guide, so please send any suggestions for improvements to Dr. Hixon.