

EARTH & ENVIRONMENTAL SCIENCE DEPARTMENT
FALL 2008 WELCOME

YOU NEED TO KNOW

IDENTIFICATION

Social Security Card (**original**) is required. This is a Federal requirement. Bring it with you.
Don't have one? Obtain a replacement now and bring it with you.

Foreign students only: You will be assisted in getting one in Socorro. The Social Security Office comes to Socorro on the second Tuesday of each month.. Leigh can help you with this.

MANDATORY MEETINGS

TA, RA and Grad student group meetings – flyers for time and place are posted on MSEC bulletin boards

INTERNATIONAL STUDENTS

Please take your documents to the Director of International Students **first**. (Sharon Spurgin in Fidel 262 will assist you.) When you have time, make an appointment with Sherry Rodriguez (5122) in Wells 121

GRADUATE OFFICE

Located upstairs in Fitch Hall. See Debbie Wallace (ext 5513) to sign your RA/TA contract

REGISTRAR'S OFFICE

Located in Fidel Center, second floor at the top of the stairs

EES MAIN OFFICE

MSEC, room 208, second floor.

To locate your advisor, obtain a key form, find the lounge, a smile and answers to your questions by
Barbara, 835-5635, Colleen 835-5634 or Leigh 835-5634 Office Fax: (575) 835-6436

BEFORE REGISTERING (RIGHT AWAY)

SIGN YOUR CONTRACT

RA/TA assistantship contracts are signed in the Grad Office. If there is a problem or your contract isn't there, please

see

Barbara in MSEC 210. .New students must positively identify with original Social Security card + driver's license or only a Passport.

DEFERRED PAYMENT

A deferred payment plan is available for RA/TAs. Pays tuition/fees via payroll deduction. Many take advantage of this plan. Grad office will direct you to Student Accounts for deferred payment enrollment. (Fidel, 2nd floor)

HEALTH INSURANCE

Must *prove or purchase* valid health insurance in order to register. Andrea Jojola's office located in Fidel 150

ADVISOR/REGISTRATION CONSULTATION (IN MSEC)

- 1) Take a registration form (from the office) to your advisor to construct your enrollment
- 2) Alt Pin Number: must have this in order to register. Give your Tech ID number (assigned by the Grad Office), starts with 900... to your advisor. They will ask the Registrar to assign your Alt Pin number. With this number you and your advisor are able to register on-line.
- 3) Go to cashiers to validate (Fidel, 2nd floor)

To obtain an office:

Talk to your advisor

To obtain an office/lab key:

Get a blank key request form from EES office, MSEC 208, and take to your advisor for consultation and signature

AFTER REGISTRATION

Once you have registered, you will be in the system and can complete these details:

Keys: After you have completed and had your advisor sign the key form, take your form to the cashier in Fidel Center (you will need to pay a \$5 deposit for each key). Take deposit receipt and the form to Campus Police to obtain your keys.

(Campus Police office is located past the Golf Course on the west side of Facilities Mgmt building)

Email: Go to Spear Hall, room 5 to the TCC computer center Help Desk, to obtain an NMT email address. Send an email to earthenv@nmt.edu with your new NMT address so EES can communicate with you – **this is important!**

Network in office: Network connection costs \$14/month. Speak to your advisor about it. Preference is a wireless card

Computer lab: MSEC 239 – EES computer lab for EES students. Obtain an NMT EES email address. See next step.

EES network password: Obtain an EES network password from John at johnw@nmt.edu

(this is separate from your NMT email account password and necessary to use EES network)

Post Office Box: To obtain a US PO box campus address, visit campus post office in Fidel Center – west end, first floor.

EES Mail Box: Your EES internal/official mail and message box is located in MSEC 234 break room.

Break Room: MSEC 234 has fridge, microwave, newspaper, conference table, local telephone and your mailbox.

Health Services: Located on the first floor, NW corner of Fidel Center. There is a separate outside entrance.

Paycheck: Your first paycheck will be available for pick up at the Cashier. (Fidel Center) You will need to show ID.

Direct Deposit: If you wish to have this service, take a deposit slip to the Payroll Office, located in Wells Hall on the second floor, to institute a direct-deposit.

Pay Days: Pay days are alternate Fridays. See the schedule on the bulletin board outside MSEC 208.

WEBSITES

EES Department

<http://www.ees.nmt.edu>

Click miscellaneous links for real estate info

<http://externalweb.nmt.edu/reslife/> for on-campus and off-campus rental information

Graduate Studies

<http://www.nmt.edu>

Click on Graduate Studies link for comprehensive graduate information

Catalog

<http://infohost.nmt.edu/mainpage/catalog>

Click current class schedule for Fall 2008

Or, select catalog to view all course offerings/program requirements

PLEASE GIVE LEIGH YOUR NMT EMAIL ADDRESS AS SOON AS YOU GET IT. THIS IS IMPORTANT!

GRADUATE STUDENT LOCATOR SLIP

NAME _____

ADDRESS IN SOCORRO _____

OFFICE NUMBER AND BUILDING _____

CAMPUS BOX NUMBER _____

OFFICE PHONE _____

TELEPHONE _____

ADVISOR _____

EMAIL _____

ARE YOU A TA _____ RA _____

PLEASE BRING THIS WITH YOU AND FILL IT OUT AS YOU GET THE INFORMATION.

GIVE IT TO LEIGH WELCOME TO E&ES WHEN IT IS COMPLETE.

THANK YOU.