

CHS New Student Instruction Sheet

Congratulations on your acceptance to the UIC School of Public Health! This checklist will help guide you through some of the steps that need to be completed prior to registering for classes.

Before you can begin the registration process you must first complete the admissions process

- If you have not already done so, you must provide evidence of an earned Baccalaureate from an accredited institution. If you are currently enrolled in a program, a final transcript must be sent to the Office of Admissions and Records (MC 018), University of Illinois at Chicago, Box 5220, Chicago, Illinois 60680-5220, immediately upon completion of the term. You will need to complete all of OAR's admissions requirements prior to registering for your courses.
- Notify the School of Public Health of any changes in your application information that would be pertinent to the CHS Admissions Committee.
- International students must return the Declaration and Certification of Finances form to the UIC Office of Admissions and Records to determine eligibility for a Certificate of Eligibility (I-20), which can be downloaded at <http://www.uic.edu/depts/oar/forms/finchnge.pdf>. Please check the OIS website for details on deadlines so that an I-20 can be processed in time. <http://www.ois.uic.edu/>
- Comply with the Office of Medical Immunization requirements. In your admission packet from the Office of Admissions and Records, you should have received notification from the Medical Immunization Office. You will be required to present documented proof of immunity before your second term of enrollment or the Medical Immunization Office will place a registration hold on your account. As a student in the School of Public Health you may be required to fulfill more than the standard requirements for a normal UIC student. Please review the information found in your admissions packet from UIC or call their office directly for assistance (312-413-0464)

PROCESS TO REGISTERING FOR CLASSES)

Before you can register, make sure that you have paid your tuition deposit as described in your SPH Acceptance letter and that you have also received an official letter of admission from the Office of Admissions and Records confirming your admission to SPH. PhD and MS Students will also receive a letter from the Graduate College.

To register for classes and access different sections of your student profile, you will use the UI-Integrate Self-Service system. To use this system, you will first need to establish two IDs with passwords: a NetID and an Enterprise ID. Before you begin, gather the following information:

- University Identification Number (UIN) or Application ID - this has been provided to you in your Notice of Admissions Letter. My UIN is: _____
- Social Security Number (SSN) OR, If you did not provide your SSN during the admissions process, a Temporary Control Number (TCN) has been provided to you on your Notice of Admissions Letter. My TCN is: _____

ESTABLISHING A NetID AND PASSWORD

The NetID gives you access to your email and other online resources. New Students can establish their NetID by going to the following link:
<http://activatenetid.accc.uic.edu/>

Follow the instructions listed for establishing a NetID and password.

Note: When prompted to choose the server, always choose the *mailserv* option

My NetID is: _____ Please remember your password as you will need it for the next step.

ESTABLISHING YOUR UIC EMAIL ADDRESS

The NetID that you just setup will be used as part of your UIC email address, as well as your login name for various computer services. Once setup, you'll have general access to ACCC services that require logging in, such as computer labs etc.

Your UIC email id will be in the following form: NetID@uic.edu.

To access your email account, you will need to go to: <http://webmail.uic.edu/> and login with your NetID and password.

Why you need to activate your UIC email:

- Access to SPH listservs
- Access to any UIC public lab on campus
- Network Services Kit (NSKIT) usage
- You will be able to access the university system and the Internet from an off-campus site through dial-up telephone lines; no additional Internet provider is necessary.

- Online course access - All MPH students will take at least one online course during their academic career at SPH. In order to access the course you must establish a UIC account.
- Access to thousands of online journals through the e-library
- Keep updated on university happenings.
- YOU CANNOT REGISTER WITHOUT IT!

If you'd prefer to use an alternative email account (e.g., a hotmail or yahoo address, rather than the UIC account) you can set up the mail forwarding mechanism for your UIC email address. To do this, visit: <http://www.uic.edu/depts/accc/home/EMAIL.html>.

If you have any problems establishing your NetID and password, contact:
ACCC Help Desk at 312.413.8080 Email: consult@uic.edu

Now that you have established your NetID, the system will take you to the next step where you will setup your enterprise ID.

ID SETUP YOUR ENTERPRISE ID

Once you are done creating the NetID you will be taken to the Enterprise Password Reset screen. Click on the blue link at the bottom that says "Click here to authenticate via Bluestem to reset your enterprise password." and then follow these steps:

- Click the login button
- Netid (type in your NetID - netid@uic.edu)
Please note: Add @uic.edu to your UIC NetID when logging in here. For example, if your UIC NetID is joan, enter joan@uic.edu.
- You will be prompted for your NetID password. Enter the password you just established.
- You will be provided with your Enterprise ID. In many cases this will be identical to your NetID. There may be occasions where the NetID and the Enterprise ID will be different.
- Establishing your Enterprise password. Once your Enterprise ID is displayed, you will need to establish an Enterprise ID password. There are specific rules on how passwords should be created listed on the website. The password creator will not allow unauthorized passwords. *Please note: Try to use the same password as you used for your NetID.*

REVIEW YOUR DEGREE REQUIREMENTS

Review your degree requirements listed in the CHS Student Handbook on the CHS website at <http://www.uic.edu/sph/handbooks.htm#student>

You may also find the Program Proposal forms helpful in planning your first semester:
<http://www.uic.edu/sph/handbooks.htm#forms>

Also make time to review the Academic Policies and Procedures
http://www.uic.edu/sph/shandbook_sphpolicies.htm

REGISTER FOR CLASSES:

Step one: Meet with your faculty advisor. All students are required to meet with their assigned faculty advisor prior to registering for courses. Your faculty advisor is posted on your admissions letter from the CHS Division. If you have lost this information please contact the Academic Coordinator at dbrand@uic.edu or 312-996-8940.

Faculty/Staff contact information can be found here:
<http://www.uic.edu/sph/downloads/facultystaff.pdf>

Step two: Learn UIC Registration Policies and Procedures by exploring UIC Web for Student. All the policies and procedures you need to know prior to registering for courses can be found here:
<http://ossorawebprod2.admin.uillinois.edu/webforstudent/wfs3.asp>

The UIC Web for Student will supply you with information regarding the UIC Class Schedule, Tuition and Fees, and other important topics. Please take the time to explore the information found there.

Step three: Register for courses. You can register for courses by locating the Student Self Service Login or by following these instructions:

The entire registration process is done online

- Go to <https://apps.uillinois.edu/> for access to the online registration system.
- Click on the Student & Faculty Self Service link
- Choose the University of Illinois at Chicago option from the next screen
- Login using your Enterprise ID and password
- From the next screen choose the Registration & Records option
- Then click on the Registration link
- Click on the Add/Drop Courses link to register for courses
- If you are an international student, you must first contact the Office of International Services located in room 2160 of the Student Services Building to ensure compliance with governmental regulations. For more information consult the OIS website at <http://www.uic.edu/depts/ois/>

REGISTER FOR SPH LISTSERVS

There are 2 student listservs SPHNEWS and SPHVIEWS. You will also automatically be added to a CHS-only listserv based on your degree.

Registering for SPHNEWS is mandatory. This is where important notices and deadlines will be sent from faculty and staff at the school. Once you establish your UIC email, using this email send a message to listserv@listserv.uic.edu and in the body of the message type "subscribe sphnews" without using the quotation marks. Please be sure to type it in the body of the email and not the subject.

SPHVIEWS is an optional listserv which we highly recommend. This is where students can post to each other. Several job opportunities are posted here as well as events and other information. To subscribe to SPHVIEWS send a separate email to listserv@listserv.uic.edu and type in the body of the email "subscribe sphviews" without using the quotation marks. You will be asked to confirm this request by replying to the verification email that will be sent to you and typing "ok" without the quotation marks in the body of the email. If you have any difficulty, please contact Gwen Slaughter at gwens@uic.edu.

GET YOUR UIC STUDENT I-CARD

You will need to obtain a student photo identification card that will give you access to all University services available to students. This can only be done after you have registered for your courses. It will be necessary to visit the Student Services Building (SSB) at 1200 West Harrison Street to get this card. You will need your passport/state id and a copy of your class schedule.