

MSGSA NEW STUDENT VIRTUAL ORIENTATION

CHECKLIST:

- BEAR CARD
- CHANGE OF ADDRESS FORMS
- SET UP MYMAIL ACCOUNT
- PARKING PERMIT
- REFUND REQUEST FORMS
- TRANSFER FUNDS TO BOOKSTORE, CANTEEN ACCOUNTS
- MEET WITH A DEPARTMENT ADVISOR TO MAP OUT YOUR DEGREE REQUIREMENTS
- LIBRARY BARCODE
- REGISTER FOR COURSES
- HOUSING
- BOOKSTORE

*Welcome Graduate Students!
The Morgan State Graduate Student Association (MSGSA) would like
to extend a warm welcome and a helping hand!*

*This **NEW STUDENT VIRTUAL ORIENTATION** is a compilation
of all of the things we wished we knew in our first days and
weeks of grad school at Morgan. Good luck!
If you still have questions, don't hesitate to contact us.*

*~ **MSGSA Executive Board, www.msgsa.org, info@msgsa.org***

BEAR CARD (STUDENT ID)

Once you've cleared registration and paid all tuition and fees or signed up for a deferred payment plan you can come to the **Bear Necessity Card Center** located in the **Montebello Complex, Room D-128** to receive your ID card. Please be sure to bring a valid form of ID, such as driver license, state photo ID, military ID or passport.

How Does It Work?

Your card allows you access to University activities and services. After applying cash to your spending accounts, your card becomes a debit card and you can begin making cash-free purchases at the print shop, bookstore, vending machines, canteen and other locations on campus. You can add money to your Limited General and Retail accounts through the Morgan Value Terminal (MVT) by following the step-by-step instructions displayed on the screen. You cannot transfer funds between accounts at the MVT machines, but you can come into the Bear Necessity Card Center and we will gladly, at your request, transfer funds for you.

Bear Necessity Card Center

Montebello Complex 128-D wing

Phone: (410) 319-4045 or 4046

Customer Service Phone #: 1-888-319-BEAR

Fax: (410) 319-4346

Email address: bnc@moac.morgan.edu

Hours of Operation:

Monday through Friday, 8:00 am - 5:00 pm

Extended hours during registration and first week of classes.

Tip #1 – Set aside a day to handle administrative business at Montebello. Obviously, the beginning of the semester means a ton of activity there, so it's best to allot a large block of time to completing these tasks. You'll want to hit up:

BURSAR – To fill out necessary forms if you're expecting a loan refund check. The office is on the left when you enter through the main entrance. They will also be set up in the auditorium, which is to the right (from the main entrance) and around the corner. This is also where you can add money to your bookstore or food accounts - http://www.morgan.edu/admin/bursar/BNC_Funds_Trnsfr_Request.pdf

BEAR CARD – To take your ID (Bear Card) picture and receive your card. Bring your driver's license or other valid ID. From the main entrance, you'll go to the right, and the office is directly in front of the coffee kiosk.

REGISTRAR – To fill out your CHANGE OF ADDRESS form. Find it around the corner from the Bursar and cashiers.

PARKING PERMIT – Pay at the cashier. Then **fill out the parking registration application. Bring it to the registration site.**

<http://www.morgan.edu/admin/busserv/prk-regs.asp#rates>

CHANGE OF ADDRESS

You don't want to miss any correspondence from the university. Many students have settled into Baltimore, yet their permanent addresses remain on file. That means that updates about orientation or other important info may be going back home instead of to your new local address.

Visit the Graduate School office (McKeldin 310) to have your address changed in the banner system. You'll also need to fill out a Change of Address form. According to the Registrar's office, currently enrolled students may go to WebSIS under personal information to update their address.

However, new students need to visit the Registrar's office on the first floor of Montebello to fill out and submit the form. Forms are available right there in the office.

Tip #2

Get to know WEBSIS (Student Information System) <http://websis1.morgan.edu/>

You should have received a BANNER NUMBER in a letter from the University. Remember it! It is the Morgan equivalent of a "SS #." You will use it for example, to log into WEBSIS. Your pin # is your birthday month day year (example: Dec. 12, 1981 – 121081).

WebSIS is where you will register for classes, check your tuition bill, find your grades, and other important records.

MYMAIL

Mymail is your Morgan student email account. Many students choose to maintain email accounts by providers such as Hotmail or Yahoo. That's fine. But it is also important to set up your Mymail account to receive all of your Morgan-related email. The School of Graduate Studies, Financial Aid, your professors and all administrative departments will communicate to you using MyMail, so be sure to set it up immediately and check it often.

To get your user name and password, access WebSIS. Go to the PERSONAL INFORMATION area. Your username is the entire address, including the portion following the "@" (ex. - johnsmith2@mymail.morgan.edu). Your password follows this format: Joh1980ith, or first three letter of your first name (first letter capitalized), the year you were born, the last three letters of your last name).

Or you can call 443.885.4357 for assistance.

Did You Know? You can check your other mail accounts (such as Yahoo, Hotmail etc.) through this account! You can use Outlook or Eudora (IMAP) to check your MyMail.

To access your MyMail: go to <http://email.morgan.edu>

Enter Your User Name (see above) and password.

“Log in to” Mymail.

Tip #3

Get to know the campus before classes begin. Study the campus map, then walk the yard to find the building(s) that house your department and your fall semester courses.

It’s also a good opportunity to survey the best parking options. If you purchase a parking permit, you will be allowed to park in most lots after 4:30pm. However, there is also parking along Hillen Road. But be sure to be cognizant of the parking rules on either side of the street and on neighboring side streets. They are enforced very strictly.

PARKING

Parking Registration Application -

http://www.morgan.edu/admin/busserv/parking_application.pdf

In order to park on any campus lot, students must purchase a parking permit. There are several different options and rates, so be sure to assess your schedule and determine which pass makes most sense for you. For example, if you work full time and only expect to be on campus for evening classes, then consider purchasing an evening pass. It will give you access to any campus lot after 4:30pm.

The new parking garage beside the New Student Center is free for under 30 minutes (perfect for running in to the bookstore or canteen). Otherwise parking there will cost you \$.50 per hour, with a maximum of \$4.00 per day.

Please be advised that new parking restrictions will be in place beginning this semester (Fall '07), so stay informed by visiting the Public Safety page, as well as the Morgan home page, which routinely posts news alerts, info, and events.

Tip #4

Add money to your accounts. If you have received financial assistance, you can transfer money to your bookstore and Canteen accounts before you receive a refund (if one is expected). During the 2006-2007 academic year, refunds were not disbursed until October in the fall and February in the spring. So if you are strapped for cash while you wait on that check, you can still purchase books and food from the food court in the New Student Center by transferring some of your refund money to your Bear Card. Here's a link to the transfer forms, which must be brought in to the Bursar (in the Montebello auditorium) during registration.

http://www.morgan.edu/admin/bursar/BNC_Funds_Trnsfr_Request.pdf

REFUND

Visit the Office of the Bursar to stay on top of your tuition and fees.

If you borrowed money and are expecting a refund, you will first need to fill out a Refund Request Form in order to get a refund check. This form can be found in the Bursar's office (at the beginning of each semester in the Montebello auditorium), or can be accessed online. http://www.morgan.edu/admin/bursar/Refund_Request.pdf

If you need a Deferred Payment Agreement, find it at -
http://www.morgan.edu/admin/bursar/Defer_Payment.pdf

Tip #5

Campus safety is a major issue at every school in the country. Grad students need to pay special attention to safety measures since a good number of our courses are held in the evening. While public safety officers are visible on campus, be sure to travel in groups to and from classes, particularly when walking from MorganView.

Also, Morgan has recently implemented an emergency alert system that will send you a text message or email, whichever you decide, in the event of an emergency on campus. Take a moment to visit <http://www.morgan.edu/emergency/textalert.asp> and fill out the alert information so that you can stay informed!

LIBRARY BARCODE

Your Bear Card also serves as your library card. However, before you can borrow from

Morgan's library or any other USMAI (University System of Maryland and Affiliated Institutions) library you must receive a barcode from the library.

All borrowers must register as a Library user in order to charge out materials. All students, faculty, and staff must present a University ID card when registering and when borrowing materials.

Circulation info - <http://library.morgan.edu/depart/circ/home1.htm#CIRCULATION>

Registration: All borrowers must register as a Library user in order to charge out materials. All students, faculty, and staff must present a University ID card when registering and when borrowing materials.

<http://library.morgan.edu/depart/circ/home1.htm>

REGISTER

Access WEBSIS from the navigation at the bottom of Morgan's main page at www.morgan.edu. Use your Banner number to log in, then click the "Student & Financial Aid" link. There you will find the "Registration" link, and you will be set to register for your classes.

HOUSING

MorganView is an independently managed housing complex that offers fully furnished, one and two-bedroom accommodations for Morgan grad students. MorganView is located directly across the street from the main campus, and many graduate students call it home.

Students searching for off-campus housing should consult the area apartment complexes listed on Morgan's Residence Life page. Please note that the rates are not updated and current.

Real estate websites like craigslist.org and apartments.com are also helpful resources. Northeast Baltimore and Charles Village are two popular, close by neighborhoods.

BOOKSTORE

Morgan's bookstore is located in the University Student Center. Hours of operation are typically extended at the beginning of each semester. Grad student books are grouped together in the far corner of the textbook section.

<http://jewel.morgan.edu/~busserv/bookstor.htm>