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New Graduate Students: Post-Arrival Checklist¹²

Once you arrive at Auburn University, use this checklist to help you acclimate to campus

Welcome to the HDFS Auburn family! We're glad you're here!

ALL GRADUATE STUDENTS

☐ **ACTIVATE AND CHECK YOUR EMAIL ACCOUNT**

Every student is assigned an Auburn University account by the Office of Information Technology (OIT).

Visit auburn.edu/activate for instructions to enable your Auburn account. Once your account is activated, you will be able to log in to AU Access. You will also be able to log in to your Auburn email account, which will be the official form of communication from the university. It is important to activate your account first in this process, as you will need access to these tools to complete your admission acceptance.

Auburn email: auburn.edu

AU Access: auaccess.auburn.edu

☐ **GET YOUR TIGER CARD**

As soon as possible, go to the Tiger Card office, located in 261 Foy Hall to get your Tiger Card (student ID). Tiger Card office hours are Monday through Friday from 7:45am to 4:45pm.

☐ **FIND HOUSING** (if you have not already obtained and secured housing)

Auburn housing guide for international graduate students: The most up to date pdf will be linked directly from their webpage: <https://graduate.auburn.edu/orientation/international-graduate-students/>

-Click on "International Student Relocation Guide YY-YY"

☐ **REGISTER FOR CLASSES** (if you have not already done so)

☐ **ATTEND THE GRADUATE STUDENT WELCOME BREAKFAST & RESOURCE FAIR** (watch email for more information on location and time)

☐ **CHECK IN WITH Sybil Lewis** (Program Administer – email: syl0004@auburn.edu) as she handles the paperwork (international individuals' tax information) for international students' assistantships to make sure your paperwork is in order so you can receive your stipend on time.

☐ **GRADUATE STUDENT FEES** graduate students are charged fees in addition to tuition that are not covered by assistantships or tuition waivers. For a list of fees, click [here](#).



¹ Although this document was originally created for our international graduate students, it is our hope that our domestic graduate students find it useful, too. If you think of additional information that would be helpful to include, please reach out Dr. Lisa Moyer (lmt0045@auburn.edu) or another member of the HDFS Quality of Life and Solidarity Committee.

² Document created by Lisa Moyer, CFLE, PhD, Menglin Wei, MS, Bruno Ache Akua, M.Ed

INTERNATIONAL GRADUATE STUDENTS

For students coming to the U.S. from another country, we realize there can be specific concerns, not only as you prepare for your journey to Auburn, but also once you arrive and are living in a culture different from your own. In addition to the many resources below, Auburn offers this comprehensive [International Student Relocation Guide 23-24](#) for our international students.

- ☐ **CHECK IN WITH THE OFFICE OF INTERNATIONAL PROGRAMS.** *Upon initial arrival, all international students must check in at the [Office of International Programs \(OIP\)](#) at Auburn University.*
 - Secondly, international students must [pre-register for a check-in and orientation session](#).
 - Location: Foy Hall – Computer Lab 213 ([see Google map](#))
 - Sessions start exactly at 9:00am. Please plan to arrive to Foy Hall about 15 minutes prior to the start of the session you select.
 - Students are required to bring their original I-20/DS-2019, passport, visa and acceptance letter to their check-in session. Students with accompanying dependents in F-2 or J-2 visa status should bring their dependents and their documents with them to ISSS to check-in as well. Only the primary F-1/J-1 should sign up to register.

- ☐ Complete the [required medical documents and proof of immunizations](#). The online portal is only accessible from a US IP address, so prepare your documents in advance and complete this step once you are in the U.S. Please note, a medical records hold prevents course registration, so complete this as soon as possible.

- ☐ *International students must sign up for at least 9 credits in the Fall and Spring semesters, with at least 6 of those credits being in person. They do not have to sign up for any summer credits, but they can if they want (i.e., if they have the assistantship funding, they must; many take 1-2 credits of research/thesis or research/dissertation to move projects forward).*

- ☐ **Mandatory Health Insurance Plan**

All registered students and dependents at the Auburn University are required to meet the university's health insurance mandate. Registered international Auburn University undergraduate and graduate students are automatically enrolled in the Auburn University International Student Health Insurance Plan as a way to meet this mandate.

Auburn University SHIP is a medical insurance plan, providing medical, counseling, and prescription services. [Learn about how to use SHIP here \(including claims and billing\)](#). Remember, all students can use the AUMC, whether you waive SHIP or not.

The Health Insurance Plan is offered by United Healthcare. This plan is designed to be used in conjunction with the services of the Auburn University Medical Clinic. To obtain greatest benefits, you will need to utilize the [Student Health Service](#) first, where treatment will be administered or referral issued, except in the case of medical emergency, maternity, when away from campus or when the Student Health Service is closed.

The Auburn University Insurance Office can assist students and scholars with important services and information related to their health care plan, including: billing questions, policy questions, claim assistance, adding dependents, and insurance card distribution. For more information [click here](#)

WE ENCOURAGE YOU TO GET INVOLVED WHILE YOU'RE HERE!

Engagement with organizations helps college students achieve success and happiness by fostering a sense of belonging and community. It allows students to build social connections, develop leadership and teamwork skills, and find support networks that can enhance their academic and personal growth. Involvement in organizations also provides opportunities for professional development, helping students explore interests, build their resumes, and gain real-world experience, which contributes to both their short-term satisfaction and long-term success.

The **Auburn University Human Development and Family Science Graduate Student Organization (GSO)** is an officially recognized student-led organization for HDFS graduate students. The GSO hosts social events, provides support and resources for HDFS graduate students, and other academic and professional activities.

The **Graduate Student Council (GSC)** is the only student-led organization representing the entirety of Auburn's graduate student population. The GSC serves as a liaison for graduate students to communicate with university administration and the Student Government Association, and provides both social and research showcase opportunities for a diverse graduate student body. The GSC is an advocate for graduate students on multiple issues, including health insurance, housing, and funding for academic-related travel. For more information about joining the GSC, visit the Graduate Student Council's page through AUIvolve, or follow the GSC on Facebook, Twitter, and Instagram.

The **Auburn University Black Graduate and Professional Student Association (BGPSA)** is a chapter of the National Black Graduate Student Association (NBGSA). The Auburn University BGPSA is an academic and professional organization that exists to address the unique needs and concerns of minority graduate and professional students, and to promote diversity within the Auburn community. The mission of the Auburn BGPSA is to advance the scholarly activity of minority students and to improve conditions of the social environment. Through the use of consistent social interaction and multi-cultural programming geared largely toward scholarship, career, and community assistance, the BGPSA fosters academic achievement, understanding of and respect for differences, and ultimately, the development of future minority leadership. For more information about joining the BGPSA, visit the BGPSA website or follow the BGPSA on Instagram or Twitter.

The **International Student Organization's (ISO)** mission is to improve multinational understanding and promote relationships between people of different cultures. The ISO is an umbrella organization to many other International Student Organizations. See the list of specific International Student Organizations at Auburn, their contacts, and links to their social media.

African Students' Association (ASA) helps newly arriving international students from the continent of Africa transition to academic life in Auburn and where African students meet to showcase their culture and find resources.

<https://auburn.campuslabs.com/engage/organization/asa>

Spectrum: The gender and sexuality alliance at Auburn University: promotes mutually supportive relationships among all students in the interest of advancing campus and community diversity. Spectrum serves as a safe place for students who are part of gender, sexual, and romantic minorities (GSRMs), those who are still discovering themselves, and their allies to gather and discuss topics that relate to them, as well as establish an environment free from discrimination based on sexual orientation as well as gender identity and expression. *All are welcome, and all meetings are confidential!*

<https://auburnspectrum.wixsite.com/auburnspectrum>

Other international student organizations can be found [here](#).

IMPORTANT CAMPUS RESOURCES:

- **Auburn University Food Pantry:**
UFWH Auburn has established a Campus Food Pantry in the RBD Library Parking Lot entrance. This mini food pantry is free for use by students, staff, and faculty. Please support this initiative by contributing food items and if you need food, help yourself.
- **The Auburn University Student Affairs also maintains a food pantry:**
for students on campus. Students are able to access the Campus Food Pantry once a week by visiting Lupton Hall. Check out the highlight "Get Here" on our **Instagram: @au_campusfoodpantry** for assistance finding the location.

Hours for the Spring 2023 semester are Mondays from 11:30 am – 3:30 pm, Tuesdays from 1:00 pm – 5:00 pm, Wednesdays from 8:00 am – 12:00 pm, and Thursdays from 1:00 pm – 5:00 pm.

- **Career Clothes Closet:**
Students have access to free professional attire for career affairs, interviews, networking events, and the workplace. Students wishing to visit the clothes closet should call (334) 844-4744 to schedule an appointment.
- **Mental Health and Stress Management:**
Many students experience difficulties during college, either due to academic or personal reasons. Common stressors include medical issues, mental health problems, difficulty managing time effectively, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating, lack of motivation, personal or family crisis, illness, and/or injury. These life events can interfere with a student's ability to attain their goals, both inside and outside the classroom. Auburn Cares (aucares.auburn.edu) is designed to support students throughout their college career in order to best achieve their academic and co-curricular goals. In addition, Auburn University Student Counseling and Psychological Services (SCPS) provides brief, time-limited, and goal-oriented counseling and psychiatric services to the AU student community. Please contact the SCPS for more information or to schedule an appointment at 334-844-5123. Website: <http://wp.auburn.edu/scs/>
- **Auburn Campus Kitchen:**
Provides free take-home or sit-down meals for Auburn communities every Friday
<https://auburn.campuslabs.com/engage/organization/thecampuskitchenatau>
- **The Shared Meal app:**
Connects students to free food events on campus <https://sharemeals.org/>
- **Office of Global Education (Spidle 334):**
Provides snacks and instant meals in their office; anybody is welcome to just drop by and grab something - part of their mission is to raise awareness of student hunger on campus.
- **The Auburn University Ralph Brown Draughon Library** rents laptop computers, long-term (1 year) and short-term (4 hours). <https://www.lib.auburn.edu/>
- **Substance Use Services** students are able to explore how their substance use may be impacting other areas of their life in a non-judgmental and safe environment. Furthermore, students are able to learn skills to reduce their risk for substance related consequences, including negative effects on health, academic performance, and finances.
<https://auburn.edu/administration/campus-safety/prevention.php>
- **Alcoholics Anonymous** is a fellowship of people who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism. <https://aaauburn.org/>
- [Campus Safety and Security](#)
- [Graduate student calendar](#)
- [Human Development and Family Science](#)
- [Graduate Student Handbook](#)
- [AU Office of Accessibility](#)
- [All gender restroom map](#)
- [AU COVID Resource Center](#)
- [How to update preferred name and personal pronouns in AU Banner](#)
- [Graduate School's Professional Development workshops & resources](#)
- [Graduate Student Council \(GSC\)](#)
- [Career Center](#)
- [Biggio Center](#)
- [Miller Writing Center](#)
- [ePortfolio Studio](#)
- [Auburn University Human Resources](#)
- [AU Libraries](#)
- [Health promotion and wellness services](#)
- [Fair Labor Standards Act](#)
- [Employee Rights](#)
- [United Campus Workers of Alabama](#)

OTHER HELPFUL INFORMATION

Hotels within walking distance of campus

- [The Hotel at Auburn University](#)
- [The Collegiate Hotel](#)
- [The Graduate](#)

Area Transportation Information

- [Lee County Transit](#)
- [Tiger Transit](#)
- [Auburn shopping shuttle](#)
- [Auto License Tags](#)
- [Alabama Driver Manuals](#)
- [Drivers Licenses](#)³

GET OUT AND EXPLORE YOUR NEW HOME!

- [About the University](#)
- [Campus map](#)
- [Visitors Guide to campus](#)
- [About the Auburn Area](#)
- [City of Auburn](#)
- [Auburn Chamber of Commerce](#)
- [City of Opelika](#)
- [Opelika Chamber of Commerce](#)
- [AO Tourism](#)
- [Chewacla State Park](#)
- [Opelika Sportsplex](#)
- [Shopping](#)
- [Music and night life](#)
- [Recreation](#)
- [Arts and culture](#)

HOW TO REPORT A CRIME OR INCIDENT

- [Where to report an incident](#) - It is your right – your choice – to report an incident to the police or not. Reports made to the university and reports made to the police are separate and parallel. Utilizing campus resources, such as Safe Harbor or Student Counseling and Psychological Services, does not automatically require a report of the incident be made to the police. The Title IX Coordinator will not notify police, unless directed by the victim or if the victim is a minor (as required by Alabama law) but may conduct an investigation that could lead to university action. Students can report acts such as sexual harassment or assault, relationship or interpersonal violence, hazing, academic dishonesty, concerning or worrisome behaviors, or a violation of student conduct.
- [Where to report a bias based incident](#) - A bias-related incident involves conduct (acts, behaviors, or communications) against a person, motivated by the offender's biases regarding age, disability, ethnicity, gender, gender identity/expression, nation origin/nationality, race, religion, sex, sexual orientation, veteran status or other identity. These acts, behaviors, conduct or communications may produce an unwelcoming environment. A bias incident may involve behavior which does not rise to the level of a violation of Auburn University policy, including legally protected free speech. The [Bias Education and Response Team \(BERT\)](#) is the organization to report such incidents.
- [Department of Campus Safety and Security](#) - The Auburn University Department of Campus Safety & Security is responsible for ensuring the university is prepared and capable of responding to all emergencies and issues that happen

³ In order to obtain an Alabama driver's license, you must have at least 160 days remaining on your status. You will also need to obtain a letter from International Student and Scholar Services verifying your status.

on our campus. Our partnership with the Auburn Police Division, the Auburn Fire Division, East Alabama Medical Center and other essential university as well as non-university partners and contractors helps ensure that we have the very best resources available at all times. Our security team along with the night security shuttle and security monitors help ensure safe travel during the evening hours across campus and around the residence halls.

- [Auburn safety app](#) - A personal safety app, Auburn Safety, is available at no cost to Auburn University students and employees. This app allows students to have their friends monitor their location temporarily ("Friend Walk") or send messages about general safety or security concerns to Campus Safety & Security. Simply download the Auburn Safety app for iPhone or Android. For emergencies and crimes in progress, students or employees should always dial 911 as opposed to sending a message through the Auburn Safety app. The app also includes useful information such as emergency guidelines and resources for sexual assault and other interpersonal violence.