



To-Do List for New CECS Graduate Students

- Contact Your Advisor.** You can find your Graduate Program Director and Graduate Program Coordinator on the contact us page. **Unless previously assigned a different faculty advisor, your Program's Graduate Director will serve as your initial advisor.**
- Identify Your UCF ID and Network ID (NID).** These are assigned to you and can be retrieved at <https://my.ucf.edu>. Most paperwork at UCF will require one or the other, so it is vital to know both ID numbers. When asked for your UCF ID, that is your numbers only ID. When asked for your NID, that will start with two letter and then 6 numbers.
- Find Out Your Enrollment Appointment.** Use your NID to log on to MyUCF. Choose "Student Self-Service" and look in the "Student Center." Your enrollment appointment is displayed in the blue box on the right side of the page.
- Update Your Personal Information.** Log into MyUCF and check the personal information section to be sure your contact information is up-to-date.
- Check for Holds on Your Student Record.** Holds can prevent you from enrolling for classes. Your record may be placed on hold because of financial, academic, missing immunization forms or other obligations to the university. A hold will prevent registration, the release of grades and transcripts, etc. until you clear the obligation and the office that placed the hold removes it. **Our college cannot remove holds not placed by the CECS Graduate Affairs Office.**
- View the Academic Calendar.** For a full schedule of important academic dates and deadlines, visit [UCF's Academic Calendar](#).
- Register for Classes.** Log on to MyUCF and use the Class Search/Browse Catalog area to view courses. If you need assistance enrolling, refer to the Registration Overview.
- Get a UCF Card.** Stop by the UCF Card Office across from the Barnes & Noble Bookstore to get your UCF Card. You will need your driver's license and a copy of your class schedule (print it from MyUCF).
- Set up Your UCF Email Account.** You must use your UCF email (XXX@ucf.edu) when communicating with UCF faculty and staff. Visit: webmail.ucf.edu to set up this account.
- Get a Parking Decal.** If you plan to have a vehicle on campus, you will need to purchase a parking permit. This can only be done online at <https://parking.ucf.edu>. You can pay online or in person from Parking Services (across from the UCF Student Recreation & Wellness Center).
- Pay Your Tuition and Fees.** Obtain your Fee Invoice through MyUCF. Login and choose "Student Self-Service" and look at "My Account" under "Finances" in the Student Center. If you are expecting financial aid, check the Estimated Aid. If you are expecting other payments (for example, graduate tuition remission), check them as well. If you have no Estimated Aid, then pay the "AMOUNT DUE" on the bottom right of the Fee Invoice. A 2 % convenience fee is charged for online and credit card payments. To avoid this fee, please visit the Cashier's Office in Millican Hall, Room 109 and pay using the electronic check option.
- Purchase Your Textbooks.** You can visit the UCF Bookstore in person or at <http://ucf.bncollege.com>. If you choose to buy your books elsewhere, make sure you match the book's ISBN number to ensure that you have the correct edition of the book. Sometimes earlier editions of a book may be cheaper, but may not cover the correct information that your professor will require.
- Check Your Registration Before Classes Begin.** Shortly before classes begin, be sure to check your registration on MyUCF. Sometimes classrooms change and it is a good idea to check there location before reporting to class the first time.

