

Orientation Guide

#	Web Page	For each web page find the answers and/or complete the tasks:	Print Your Answers Here
1	Page 2: Welcome to Texas A&M University!	Who is the Dean of Graduate Studies, what is the name of his office and what is their phone number?	
2	Page 3: Department & Program Info	Who is your academic advisor and what is their office location, phone number and email address?	
3	Page 4: Graduate Student Resources	For your upcoming or current fall semester, according to the University Academic Calendar, find the last day to register for fall semester classes and pay fees and write it down. (Hint: Under the Office of Graduate Studies section, click on 'Calendars' link)	
4	""	...find the first day of fall semester classes and write it down.	
5	""	...find the last day for adding/dropping classes for the fall semester and write it down.	
6	Page 5: Student Rights & Responsibilities	If you have a question about your student records which office should you call and what is their phone number?	
7	Page 6: Intro to Distance Learning	Which characteristic of distance learners will you need to improve upon the most?	
8	Page 7: Computer Basics	Which basic computer skills do you need to learn more about, if any?	

#	Web Page	For each web page find the answers and/or complete the tasks:	Print Your Answers Here
9	Page 8: Computing and Information Services	Activate your Neo Account and write down your UIN and NetID.	
10	""	When is the Help Desk Central open and what is the phone number?	
11	Page 9: WebCT Essentials	If you are taking WebCT classes, write down your WebCT username and password.	
12	Page 10: Videoconference Basics	If you are taking a TTVN class, what should you remember to do before speaking in class?	
13	Page 11: Online Communication Tips	Which online communication skill will you need to improve upon the most?	
14	Page 12: Time Management	Complete your Time Management Chart and write down how many study hours you have available each week?	
15	Page 13: More Student Resources & Services	Would you like a Grad Mentor? If yes, follow the instructions on this web page and register for one.	
16	Page 14: Join the Online Community!	Would you like to join the online community? If yes, log in to the forum, register, introduce yourself in the "casual café" and look around.	
17	Page 15: Give feedback!	How can we make this orientation better for future Aggies? Please submit your answers online.	Congratulations on completing the orientation and thank you for your feedback!

