

# First Semester Tasks

**Memorize your Student Number [Eight Digits!]**

Including your student number on all of your communication allows University faculty and staff to quickly and accurately process your request. One option would be to include it in the signature line of your UMSL email address.

**Set up UMSL Email**

<http://www.umsl.edu/technology/email>

Each student, upon being admitted, is issued an UMSL e-mail account with an address in the umsl.edu domain. This is the account used for University business and official University communications to students via e-mail. Students are expected to regularly check their UMSL account for University communications and are responsible for communications sent to this account. **Communications sent to this account will be considered to have fulfilled any University obligation for notification.**

**Transfer Coursework from Colleges & Universities**

Check with your Program Director to see what coursework is eligible for transfer.

File a G3 form to ensure that courses are accepted for transfer and officially incorporate them into your program of study. <http://www.umsl.edu/gradschool/forms.html>

**Bookmark the Graduate School Handbook**

<http://www.umsl.edu/gradschool/admitted/graduatehandbook.html>

Here, you'll find a handbook for how the Graduate School works with students, faculty and within the framework of Graduate School policies.

Welcome to  
UMSL  
Graduate School