Welcome to UConn HESA!

This guide has been made by the UConn Student Affairs Association (UCSAA). We have tried to be as comprehensive as possible, but please note that there may be changes or things that only apply to certain populations (i.e. Graduate Assistants).

The *Several* Websites of UConn

Student Admin (PeopleSoft)

- Pay your fee bill (i.e. tuition, fees, Student Health Services fees, etc.)
- Register for classes
- View final grades (i.e. at the end of the semester)
- View/request your unofficial and official UConn transcript
- Waive UConn's student insurance
    - Note: This is different from the insurance through the Graduate Student Union
- Check to see if you have "Holds" on your account (e.g., Protect Your Pack, overdue balance, etc.)
- Also commonly used by staff to look up student data, including:
    - Demographics
    - Enrollment Summary (courses they're enrolled in currently or in previous semesters)
    - Fee Bills
    - Holds
    - Grades
    - Addresses (mailing, email, etc.)

HuskyCT (Blackboard)

- Submit assignments
- View course materials (i.e., syllabi, readings, discussion boards, etc.)
- View grades (for individual assignments and your overall grade before it is entered into StudentAdmin at the end of the semester)

CoreCT

- Opting into or out of the Graduate Student Union insurance
- Viewing your paychecks if you are employed by UConn
    - Note: UConn Graduate Assistants typically do not need to submit timesheets
- Update your address and contact information

The *Several* Websites of UConn

Nexus

- Database used by several offices across UConn's campuses, primarily to schedule appointments with students
- Maintains notes regarding student meetings and/or important emails that students receive
- Maintains information regarding students (generally less than what is available in Student Admin)
  - Demographics
  - Courses the student is currently enrolled in (including course times)
  - Offices the student has "checked-in" at
  - If the student is on Scholastic Probation
  - What campus the student is affiliated with
  - Major(s)
  - Advisor(s)

Commonly Used Terms

- **NetID**
  - Letters and numbers (typically your initials and a series of numbers)
  - Typically your username to sign into most UConn websites
- **Student ID or PeopleSoft Number**
  - Just numbers (typically 7 numbers)
  - Appears on your Student ID card
  - Referred to as Empl ID in Student Admin
  - Note that your **OneCard** is your physical Student ID card

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Specific offices and departments will also often use their own databases. Some examples include **Maxient** (student conduct matters), **TerraDotta** (study abroad data), **Parchment** (transcript processing), etc.

Action Items

- **General UConn Set Up**
  - Activate your NetID
  - Activate your UConn student email
    - Typically firstname.lastname@uconn.edu
    - Note: Your UConn email is technically a GMail account, but UConn employees (including Graduate Assistants) use Outlook/Office 365.
  - Pay your fee bill in Student Admin
    - Note: Even if you have a tuition waiver, you are still charged fees
  - Submit your Student Health History Form (i.e., vaccination records) to Student Health and Wellness (SHaW))
  - Check that your mailing address is correct in Student Admin **and** CoreCT
    - Note: You may not be able to access CoreCT until you have started your Graduate Assistantship or job at UConn
  - Sign up for direct deposit in Student Admin and CoreCT
    - Direct deposit in Student Admin will apply to any refunds, reimbursements, financial aid, etc.
    - Direct deposit in CoreCT will apply to your paycheck
  - Submit a photo for your Student ID card (aka your OneCard) or have your photo taken at the OneCard Office in the Student Union
    - Pick up your One Card (required for certain events, using the Rec Center, getting tax deductions, etc.)
  - Consider attending The Graduate School orientation
- **UConn HESA Set Up**
  - Submit your HESA bio for the hesa.uconn.edu website
  - Submit a photo to accompany your bio
  - Attend the HESA program orientation

Action Items

- **Courses**
  - Register for classes in Student Admin
  - Note: The course materials and syllabi usually will not be available to you until a week or 2 prior to the start of the semester. Check HuskyCT and your UConn email for updates.
- **Graduate Assistantship/Employment**
  - Activate your work email if applicable
    - Typically YourNetIDwork@uconn.edu
    - Note: Supervisors for UConn Graduate Assistants will need to "sponsor" your work email address in order for you to activate it
  - Complete the necessary on-boarding paperwork for your assistantship, job, etc. where applicable. This may include:
    - Signing an Offer Letter
    - I-9; W-2; W-4
    - Criminal Background Check
- **Health Insurance**
  - If you do not want the UConn Student Insurance, WAIVE it in Student Admin ASAP
  - If you are a UConn Graduate Assistant, claim or waive your Graduate Student Union insurance in CoreCT within 30 days of the start of your employment.
- **Parking**
  - Select what parking permit works best for you
  - Lot parking (Area 2)
  - Garage parking (North or South Garage)
  - Note that there are different payment options depending on your employment status and parking you select including paying upfront and payroll deductions.

Preparing to Live in CT

- **Housing**
  - Consider your housing arrangements. Currently, most students live in the following towns/cities:
    - Manchester
    - Mansfield (the town within which Storrs resides)
    - Ashford
    - Stafford Springs
    - South Windsor
    - Ellington
    - Coventry
  - Finalize your start date for your Graduate Assistantship/employment, and whether you are expected to work in person, remotely, or both to determine when you want to move in.
- **Banking**
  - Consider getting set up with a local bank
- **Health Resources**
  - Consider finding a local doctor, dentist, therapist, etc. depending on your needs and insurance coverage
  - Note: Insurances often have an "in-network" requirement, so use their database to make sure you are getting set up with a provider that your insurance covers.