

ORIENTATION INFORMATION for New Political Science Graduate Students

_____ **IMPORTANT**--If the transcript you sent to ISU Graduate Admissions during the admissions process was incomplete, request a final transcript from your home institution be sent to: ISU Graduate Admissions, 100 Alumni Hall, Ames, IA 50011-2011.

_____ Contact the Director of Graduate Studies for the Political Science or the Director of the Public Policy and Administration program to set up a time to discuss courses/registration for fall semester. Please contact Dr. Mack Shelley (information listed below). You can contact the Political Science Graduate Program Secretary for general assistance and to check if the advisors are in the office for summer hours (phone 515-294-3764 or email supermom@iastate.edu).

- | | |
|--|--|
| • MPA Advisor: <u>Dr. Mack Shelley</u> | • MA Advisor: <u>Dr. Mack Shelley</u> |
| • Phone: <u>515-294-1075</u> | • Phone: <u>515-294-1075</u> |
| • Email: <u>mshelley@iastate.edu</u> | • Email: <u>mshelley@iastate.edu</u> |

_____ **Before August 22**, you may register on-line through AccessPlus (see below for detailed instructions).

_____ **After August 22 a late registration fee will be charged.**

The **MA Handbook** and the **MPA Handbook** can be found on the Political Science website under the Graduate Area. The list of required classes and other valuable information can be found in the handbooks.

The Registrar's Office website –<http://www.public.iastate.edu/~registrar/registration/> -- has details about how to get started with registration. These guidelines will take you through the process of registering for classes.

(If you have already chosen your classes and wish to register using Access Plus before you get your password and ID card, the default password is your birth date: mmdd). The 2008-09 Political Science courses can be found on the home web page: <http://www.pols.iastate.edu/> under Fall 2008 and Spring 2009 in headliners. The graduate secretary should have your ID number. Email her at supermom@iastate.edu to receive it.

AccessPlus/Class Registration Instructions

1. Go to Iowa State homepage (www.iastate.edu)
2. Click on AccessPlus link on bottom left hand corner of the website
If you have not logged on to AccessPlus before, you will need to enter your ISU ID number and pin number. The default pin number is your birthday (mmdd). It will then prompt you to create a password.
3. Enter student ID or Social Security number and password
4. Click on "Student" link in upper right hand corner of the screen
5. Click on "Class Registration" on left side of the screen
6. Read announcements and click "Continue."
7. Read enrollment conditions and click "Agree/Continue."
8. Under "Search for Class" heading, go to "Pol S (Political Science)" and click on "Search"
9. Select class you are registering for
10. Repeat steps 8 and 9 until you have registered for all your classes.

Important Campus Locations

