

CHEMISTRY AND BIOCHEMISTRY

GRADUATE ORIENTATION

FREQUENTLY ASKED QUESTIONS

1. When do I receive my stipend? fellowship check? How about taxes? For students offered an assistantship, upon successful completion and approval of hiring paperwork by the GT Office of Human Resources, you are eligible to receive an assistantship. Note: Please bring a (1) valid identification card (driver's license or passport), (2) social security card or verification that you have applied for one, (3) and immigration documents (if a student on F1 visa) when submitting hiring forms (application packet) to GT Human Resources at GT GradExpo.

Graduate teaching and research assistants receive stipends at the end of each month. For new graduate assistants, the stipend for August will be prorated for approximately ½ month. Fellowships (unlike stipends which are paid from the GT payroll department) are disbursed the by GT bursar's office at the beginning of each term unless otherwise specified. Fellowship awards and financial aid are available at oscar.gatech.edu. Stipends can be viewed at www.techworks.gatech.edu.

Graduate teaching and research assistants may elect to have their tuition, fees, housing, etc deducted in three installments from their paychecks. For more information see: <http://www.bursar.gatech.edu/content/gra-gta-payroll-deduction>

Taxes are deducted from your stipend prior to disbursement. The amount of tax withheld is determined by how your complete the United States Federal Government W4 form during the hiring process.

Taxes are not withheld prior to disbursement of fellowships. However, you are responsible for reporting these monies each year to the US federal government. Please see the following website to understand tax implications:

<http://www.finaid.gatech.edu/taxes/>

2. How do I setup direct deposit for the stipend? Your first check will be mailed to the mailing address provided on the Human Resources hiring packet. For future stipend deposits, you may elect to set up for direct deposit of these funds into a bank account. Please provide a canceled check or deposit slip with the direct deposit form to Human Resources representatives when submitting the hiring packet.

3. If I am receiving a fellowship or financial aid loan, how do I setup for direct deposit for these funds? If you would like to have your refunds deposited directly to your account, please register on Oscar (oscar.gatech.edu). The path is:

Secured Access Login

Student Services and Financial Aid

Campus Services

Update Direct Deposit Data.

4. How do I receive health insurance? All chemistry and biochemistry graduate teaching or research assistants (GTAs or GRAs) receive a supplement (included in your stipend) to be used towards health insurance costs. The supplement is disbursed over the 12 month assistantship appointment.

All F-1 visa holders, GRAs, and GTAs are required to have health insurance coverage. Health insurance is directly charged to your student account at the start of each term. You may apply for waiver of the insurance charge by showing proof of comparable insurance coverage. Please go to <http://health.gatech.edu/finance/Pages/SHIP/Mandatory-Plan-Waiver-Information.aspx> to file a waiver. Information on the policy and coverage can be found at this website (<http://health.gatech.edu/finance/Pages/SHIP/Student-Health-Insurance-Program.aspx>).

5. What is my email address? All official communication is handled via email on the GT campus. You can check email at webmail.mail.gatech.edu (no www) OR www.buzzport.gatech.edu. Computers in the third floor reading room in the M Building (as well as Chemistry Annex 50) are available for general graduate student use and require your email login and password. To activate your email account, please go to <https://passport.gatech.edu/>, login, and then choose change my password on the left. Make sure the Active Directory box is checked as well as the change my password box is checked. This will activate your gt account for all computers on campus.

YOU SHOULD CHECK YOUR EMAIL AT LEAST TWICE DAILY FOR MESSAGES. THIS IS THE OFFICIAL FORM OF COMMUNICATION ON CAMPUS.

6. What is my mailing address? Each student in the School of Chemistry and Biochemistry receives a mailbox in the Chemistry Main Office. You should check this box daily for mail. You may receive business mail (*not personal mail*) at the department at the following address:

Your Name
School of Chemistry and Biochemistry
Georgia Tech
901 Atlantic Drive, NW.
Atlanta, GA 30332

7. What the requirements for registration, e.g. immunization, transcripts? All graduate students are required to submit final official transcripts from prior college/institutions to:

Graduate Admissions
Georgia Institute of Technology
631 Cherry Street, Room 318
Atlanta, GA 30332-0321

Or: you may supply your official transcripts to Graduate Admission representatives at the GradExpo.

Georgia Tech requires all students to be immunized for measles, mumps, rubella (MMR) and have a tuberculosis (TB) examination prior to matriculation (i.e. registration for classes). Forms available at www.health.gatech.edu must be completed and returned to GT Health Services before registration is allowed. You will NOT be allowed to register till these health records are received. Immunizations and tuberculosis tests will also be performed on-campus at Gradexpo.

8. How do I receive parking? Please see www.parking.gatech.edu to apply online.

9. Do I have a assigned desk? How do I join a group and when can I join a group? On the first day of class, graduate students have access to the Molecular Science graduate reading room on the Molecular Science and Engineering Building third floor for use as a study area or office hours with students. Temporary desk assignments will be issued the first week of classes. Permanent desk assignments are determined once you join a research group. To aid in selection of a research advisor, Chemistry 8901-First year seminar will be offered. Faculty will present brief overviews of projects currently offered. You should follow up discussion with those faculty members that you are interested in working under as a student (in addition, speak with their current graduate students and inquire about attending their group meetings to aid in your decision).

Research rotations will also be offered in the fall to aid in research advisor selection. Students in the rotation program will be assigned (by his/her preference) to two research groups in the fall semester. Participation in the research program is optional.

Selection of a research advisor is a mutual decision between you and the faculty member. The advisor selection form (available in the graduate student handbook) must be completed between Nov. 15 and Feb. 11 of the first year. The Chair of the department has final approval on all research group assignments.

10. Do I receive vacation? How about midterm break? spring break? winter break? Graduate teaching and research assistants must receive prior approval from your research advisor (graduate director if you have not selected a research advisor) **AND** teaching supervisor (if a teaching assistant) prior to taking vacation. As employees, you should expect to be on-campus during campus breaks (midterm and spring break!) unless you have approval to take vacation during these periods.

Semester breaks (e.g. Winter break in December) should be planned so that you finish all teaching or research assignments prior to leaving (with approval from the above persons). In addition, all students should return approximately 3 business days prior to the start of the next term to allow for orientation and training as a TA for the coming semester. Graduate students do not accrue formal vacation or sick leave hours, however, scheduled time off should be communicated effectively with the above persons.