To Do List for New WGSS Graduate Students

What topics are covered in this list?

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- Financial Responsibility Statement
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Activate OSU E-Mail Account

The Office of Informational Technology's (OIT) Identity and Access Management website at my.osu.edu is a one-stop shop for students to manage their OSU digital identity: username, password, e-mail delivery and more. It is required that new students activate and use their OSU email account. To activate, go to my.osu.edu and click on "Activate Now". Students are also given a more robust email account called BuckeyeMail. It is highly suggested that students forward their University e-mails to BuckeyeMail as it offers more storage.

Complete the Financial Responsibility Statement

Students must complete the financial responsibility statement before registering for courses. Students' records are updated immediately after completing the financial responsibility statement. Visit http://ssc.osu.edu/pdf/student_view.pdf for more information.

Provide Final Transcripts from all Institutions

Students admitted to OSU must submit final and official transcript(s) from the institution(s) listed on their applications. Students should request that the transcripts be sent directly to the Graduate Admissions Office. Failure to do so will result in a hold on their account.

Sign GA Contract and Employment Authorization Documents

Students will receive an email containing a link to electronically sign their GA contract via DocuSign. The Arts & Sciences Business Services Center will also be sending pertinent documents to initiate the hiring process. The week prior to classes, GTAs will be required to attend a new hire session to

complete pertinent paperwork as a new employee of OSU. Contract will detail stipend amounts, job duties, and other necessary details.

GTAs are permitted to hold multiple graduate appointments but these must not total more than 75% full-time equivalency (FTE). Graduate students should consult their WGSS advisor if they have plans to obtain outside employment that exceeds 30 hours per week as this may have an impact on their academic progress. International students may not exceed a 50% FTE appointment.

Obtain Student BUCKID

In order to receive a BUCKID, students must first be enrolled in classes for the current semester. Students will need to bring a valid photo ID such as state ID, passport, or driver's license to receive to their Buck ID. The BuckID office is located in the Ohio Union, 1739 N. High Street.

Office Space

During orientation, students will receive office assignments and keys. Please stop by the administrative office (286 University Hall) for assistance. There are three GA offices located in 30 Dulles, 37 University and 308 Dulles. Students will have access to OSU wireless from each of these offices as well as a wired PC. Please be sure to only use WGSS GA office equipment and resources for teaching-related needs.

Student Health Insurance

Graduate students registered at least half-time or more are required to have health care coverage as a condition of enrollment. Students must select or waive their coverage via BuckeyeLink each term or your account will default into the comprehensive student health plan. The spring premium also covers the summer terms. Please visit the Student Health Insurance site for more details. Please note there is a different requirement and waiver procedure for international students. Students are eligible to purchase health insurance coverage for spouse/domestic partner as well as dependents.

Payroll

Because GTA appointments are structured like faculty appointments, GTAs will be paid for nine months, August 16th – May 15th. To set-up and enroll in direct deposit, log into Employee Self-Service: eprofile.osu.edu. GTAs will receive monthly stipends on the last working day of each month. GTAs can also check monthly paystub detail, update contact information, and adjustments to W-4s as needed.

W-2 Forms
Ohio State is required to furnish all employees with a W-2 showing their yearly compensation and tax withholding amounts by January 31 of the following year. W-2s are used to complete yearly tax returns by April 15th.

By default, GTAs will receive their W-2 by U.S. Mail but may opt to receive it online by signing up at http://controller.osu.edu/pay/pay-w2.shtm.

Financial Aid

Information about fellowships and assistantships can be found via the Graduate School or the student's academic department. Information on Short-Term and Long-Term University Loans, as well as Federal Direct Loans, is available at the Student Financial Aid Office. There are a limited number of

scholarships open to graduate students. Students should file the FAFSA to be considered for Federal Direct Loans and University Loans. Students should file an Application for Special Scholarships to be considered for any special-eligibility scholarships. These applications are available after January 1st and must be completed and submitted by February 15th.

Even though some graduate students may not be informed of admissions decisions prior to the financial aid priority deadline, they should still apply for financial aid by the priority deadline listed above.

Payment of Student Fees

Although instructional, general and non-resident fees are waived for GAs, there will still be some fees to pay each term. The estimated semester fees are: $40 Student Activity Fee, $50 Student Union Fee, $14 COTA Bus Fee, $125 RPAC Fee, and $175 Student Health Insurance Fee (if elected into coverage). These fees will automatically deduct from monthly stipends in four installments (~$100 per month) during the months of September – December for autumn semester and January – April for spring. Please note that this automatic payroll deduction is not optional. The above fees are not covered by WGSS, which only covers instructional and general fees. For an explanation of fees, visit registrar.osu.edu/.

Parking Permits

OSU's parking permits are handled by a private enterprise called CampusParc. Eligibility for permits is based on student status. For graduate students, the popular option is a "C" pass for parking on central and west campus surface lots. There are garage pass lotteries for graduate students and the option to upgrade to a "B" comes with a GA appointment. Students can use their BuckID on any COTA bus because tuition includes a non-optional COTA fee each term.

Read The Graduate Handbook

Read the Graduate School Handbook and the WGSS graduate program handbook thoroughly. They will details all policies, procedures, deadlines, and other important information pertaining to the graduate program, academic requirements and employment as a graduate associate. Any questions should be directed to the Program Coordinator, Graduate Studies Chair, or the Graduate School.

Scheduling Classes

Students are responsible for knowing and observing registration, enrollment and payment deadlines available on the Registrar's website at registrar.osu.edu and the Graduate School's website at gradsch.osu.edu. Students will be required to enroll in courses via BuckeyeLink. GTAs must enroll for at least eight credit hours in autumn and spring. Course registration during the summer is not required unless graduate students plan to take exams or defend dissertations or theses. The Program Coordinator can assist with enrolling into WGSS courses if needed. Students are responsible for enrolling into courses outside of the department. After enrolling, tuition waivers will be applied and fees will be subsidized to reflect the balance GAs are responsible for paying.

Be Aware of Program Requirements

Graduate students must take personal responsibility to keep on track by being aware of all deadlines. The Department has no obligation to make special arrangements for those who failed to complete a requirement by the deadline.

Meet With WGSS Advisor

Students should make an appointment with their WGSS advisor to discuss the program timeline, coursework, and other necessary tasks and details as needed. Students should make appointments to meet with their advisor semesterly to ensure all requirements have been met and progress is being made towards the degree.

Helpful Reminders & Registration Instructions

Annual Reminders
- Sign contract and employment documents
- Update program plan and keep on file in Program Coordinator's office
- Look into fellowship opportunities and deadlines
- Obtain office keys and arrange space suitable for student visits
- Ensure paycheck direct deposit account is correct and up to date
- Update contact information in eProfile

Semesterly Reminders
- Enroll in at least 8 hours of credit in AU, SP and 4 hours in SU if needed (fellowship recipients must enroll in 12 hours of credit in SU and SP)
- Submit book orders for Reading Women's Lives, if needed, to Program Assistant
- Submit other book orders to SBX and course pack orders to Uniprint or Grade A Notes
- Schedule a meeting with WGSS advisor and/or committee members
- Prepare for teaching and verify classroom assignment on the first day of classes
- Check and use Carmen
- Meet with WGSS advisor to discuss program plan and progress towards degree
- Submit travel grant applications
- Elect or waive health coverage each time to register for classes

Registering for Courses

- Go to http://buckeyelink.osu.edu/
- Log in under My Student Center (enter OSU username and password)
- Click green "Search for Classes" button on top right
- Select the appropriate term and level of instruction
- Browse courses (departments are listed alphabetically)
- Select courses to add to schedule
- Follow the prompts and click "finish enrolling" to see the confirmation page
- If an error message appears, check to see which type of error is indicated (prerequisites required, permission required, if class is full, etc.) Students should contact the professor of the course if permission needs to be granted before enrolling.