

NEW GRADUATE TEACHING ASSOCIATE TO-DO LIST

TO-DO NOW

☑ **Set Up Your OSU E-Mail Account**

- Your osu.edu email address typically serves as your username and is used to access student information online.
- All university correspondence is sent to your osu.edu email address. You are responsible for the content of all official emails sent to your osu.edu account. If you forward osu.edu email to another email account, you are still responsible for those messages.
- If you are a returning student, you can reactivate your email account 24 to 48 hours after reactivating your enrollment eligibility.

Note: Ohio State will never ask for your username or password. Never reply to any email asking for your Ohio State username or password or other personal details. If you receive such a request, please report it to report-phish@osu.edu.

☑ **Submit Final Transcripts & Proof of Degrees**

- You must submit final, official transcripts & proof of degrees from the institutions listed on your application.
- You should have transcripts sent directly to the Office of Graduate & Professional Admissions.
- Paper transcripts must be in an envelope sealed by the issuing institution.
- Electronic versions must be emailed directly to gpadocs@osu.edu from the issuing institution or a verified third-party transcript provider.
- Failure to do so will result in a hold on your account.



☑ **Complete Your Financial Responsibility Statement**

- You must complete the financial responsibility statement before you can register for courses.
- Your record is updated immediately after you complete the financial responsibility statement. Visit ssc.osu.edu/pdf/student_view.pdf for more information.

Note: Scarlet & Gray Financial Coaching offers a full array of services for students. swc.osu.edu/financial-education-coaching/

☑ **Schedule Classes**

- See the document "Registration Instructions" for information on how to register for courses.
- You are responsible for knowing and observing registration and payment deadlines. Visit registrar.osu.edu for deadlines.
- GTAs must enroll in at least 8 credit hours in Autumn & Spring. Unless stipulated by an additional appointment, summer enrollment is optional.
- Jackie Stotlar, Program Coordinator, can assist with enrolling in WGSST courses. You are responsible for enrolling in courses outside the department.

Online:

OSUID and date of birth required
my.osu.edu

In Person:

072 Enarson Classrooms Building
2009 Millikin Road
Columbus, OH 43210

By Phone:

614-688-HELP (4357)

Graduate Admissions:

Email: gpadmissions@osu.edu

Phone: 614-292-9444

Fax: 614-292-3895

Email Transcripts:

gpadocs@osu.edu

Paper Transcripts:

Regular Postal Address for Mailing Within the U.S.

Graduate & Professional Admissions
P.O. Box 182004
Columbus, OH 43218-2004

Express Mail Address for Mailing from Outside the U.S.

Graduate & Professional Admissions
Student Academic Services Building
281 W. Lane Ave.
Columbus, OH 43210-1132 USA

Online:

1. Visit buckeyelink.osu.edu
2. Under **Holds**, click **Details**
3. Click **Registration Lock**
4. Follow the instructions

Questions:

Jackie Stotlar, Program Coordinator
286G University Hall

stotlar.1@osu.edu

614-292-1268

Registrar:

registrar.osu.edu



☑ International Students: Register for International Student Orientation

- As an International Student, you must attend Immigration Check-In & an International Student Orientation sponsored by the Office of International Affairs (OIA).
- You must register for the first or second Check-In and Orientation sessions as the third conflicts with your GTA orientation (see below for the GTA orientation schedule)



Registration for International Check-In & Orientation Schedule:

<https://oia.osu.edu/pre-arrival-and-orientation/graduate-pre-arrival/autumn-semester-2.html>

Pre-Arrival FAQ:

<https://oia.osu.edu/pre-arrival-and-orientation/pre-arrival-faq.html>

Office of International Affairs:

oia.osu.edu
300 Oxley Hall,
1712 Neil Avenue
Columbus, Ohio 43210
Phone: 614-292-6101
Email: oia@osu.edu

TO-DO BY ORIENTATION

☑ Plan for Orientation

- Orientation for GTAs will run Tuesday-Friday, August 15-18, Sunday, August 20 & Monday, August 21.
- Tuesday-Thursday will be GTA training run by the University Center for the Advancement of Teaching (UCAT).
- Friday will be graduate student & department orientation run by WGSS.
- Sunday will be graduate student orientation run by the Graduate School.
- Monday will be the annual welcome picnic hosted by Intersections & WGSS.
- Classes begin Tuesday, August 22.

☑ Know the Program Requirements

- You are responsible for keeping track of all deadlines & program requirements.
- The department has no obligation to make special arrangements for you if you fail to complete a requirement by the deadline.
- Read the Graduate Student Handbook, the WGSS Graduate Program Handbook & the WGSS Graduate Teaching Associate Handbook before orientation.
- There will be an overview of the WGSS Graduate Program Handbook & the WGSS Graduate Teaching Associate Handbook at orientation.

Note: The WGSS Handbooks are updated every summer with current information. Jackie will send a link to this year's edition of the handbooks before orientation.

☑ Get Familiar with Carmen

- Carmen Canvas is OSU's learning & course management system.
- You'll have access to Carmen as a student & an instructor.
- Carmen is where you'll access any posted materials & assignments for the courses you take & where you'll share information with your class as an instructor.
- Prepare for orientation by visiting the website for Office of Distance Education & eLearning (ODEE) & checking out their instructional videos & help articles on Carmen.

☑ Sign GTA Contract & Employment Authorization Documents

- Your Graduate Teaching Associate appointment is considered 50% full-time equivalency (FTE).
- You'll receive an email to your OSU account containing a link to electronically sign your GTA contract via DocuSign.
- The contract will detail stipend amounts, job duties, & other necessary details.
- Contracts are usually due the second week in July.
- The Arts & Sciences Business Services Center will also send pertinent documents to initiate the hiring process through DocuSign.
- During orientation, you'll be required to attend a new hire session to complete final paperwork as a new employee of OSU.
- **Domestic Students:** You are permitted to hold multiple graduate appointments but these must not total more than 75% (FTE). You should consult with your WGSS advisor if you plan on obtaining outside employment that exceeds 30 hours per week as this may have an impact on your academic progress.
- **International Students:** Due to visa restrictions, you may not exceed a 50% FTE appointment.

Orientation Schedule:

Tuesday-Friday, August 15-18, Sunday, August 20 & Monday, August 22

GTA Training: August 15-17

WGSS Orientation: August 18

Graduate School Orientation: August 20

WGSS Picnic: August 21

Classes Begin: August 22

Graduate School Handbook:

<https://gradsch.osu.edu/handbook>

Last Year's WGSS Graduate Program Handbook:

<https://wgss.osu.edu/graduate-student-handbook>

Online:

resourcecenter.odee.osu.edu/carmen

ODEE:

odee.osu.edu/

Lynaya Elliott, WGSS Administrative Manager:

286K University Hall
elliott.255@osu.edu
614-688-4712

OSU Human Resources:

hr.osu.edu/
1590 North High Street
Suite 300
Columbus, OH 43201
614-292-1050



☑ **Select GTA Student Health Insurance**

- Graduate students enrolled at least half-time or more are required to have health care coverage as a condition of enrollment.
- **International Students:** You are required to enroll in the Student Health Insurance Plan.
- **Domestic Students:** You have to select or waive your coverage via BuckeyeLink each term or your account will default into the Student Health Insurance Plan.
- The spring premium also covers the summer term, even if you don't enroll in courses or don't hold a summer appointment.
- You may also enroll in a Faculty & Staff Health Plan within 31 days of your appointment date instead of the Student Health Plan.
- You may waive OSU health insurance coverage if you plan to be covered under your parents'/guardians'/partner's plans.
- You're eligible to purchase health insurance coverage for spouse/domestic partner as well as dependents.

☑ **International Students: Schedule Your Oral Proficiency Assessment**

- The Oral Proficiency Assessment (OPA) is required for all international GTAs who:
 - Do not speak English as a first language.
 - Have not taken the TOEFL iBT, or have taken the TOEFL iBT & received a Speaking score below a 28.
 - Have not taken the IELTS, or have taken the IELTS & received a score below 8.5.
- The department will pay all fees associated with your OPA.
- Depending on your score, you may need to enroll in a required ESL course before you are certified for independent teaching.
- Contact Jackie Stotlar, Program Coordinator, to schedule your test.



Student Health Insurance:

shi.osu.edu/

Faculty & Staff Health Insurance:

hr.osu.edu/benefits/student-employee/

hr.osu.edu/wp-content/uploads/grad-as-soc-benefits.pdf

hr.osu.edu/benefits/medical/

English as a Second Language:

esl.ehe.osu.edu/

196 Arps Hall
1945 North High Street
Columbus, OH 43210
Phone: 614-292-1364
Email: esl@osu.edu

Schedule Your OPA:

Jackie Stotlar
286G University Hall
stotlar.1@osu.edu
614-292-1268

ESL Scheduling Specialist:

Dena Naumoff
naumoff.1@osu.edu

The Oral Proficiency Assessment:

esl.ehe.osu.edu/home/testing/spoken-english/

TO-DO AT ORIENTATION

☑ **Get Your BuckID**

- You must be enrolled in classes for the current semester to get your BuckID.
- Bring a valid photo ID, such as state ID, passport, or driver's license, to the BuckID office in the Ohio Union to get your BuckID.

☑ **Secure Parking Permits & Transportation**

- OSU's parking permits are handled by a private company called CampusParc.
- Eligibility for permits is based on student status. GTAs & graduate fellows are eligible for "C" & "B" permits.
- CABS campus bus service is free to ride.
- You can use your BuckID to ride any COTA bus.

☑ **Settle into Your Office**

- You'll receive office assignments & keys at orientation.
- There are two graduate student offices located in 30 Dulles Hall & 37 University Hall.
- OSU wireless internet access is available from each of these offices as well as a shared desktop computer.
- Please stop by the main WGSS administrative office (286 University Hall) for assistance.

In Person:

Ohio Union
1739 N. High St.
3rd Floor

Online:

buckid.osu.edu

In Person:

Gateway Plaza
1560 N. High St.
Columbus, OH 43201

By Phone:

614-688-0000

Online:

osu.campusparc.com
osuinfo@campusparc.com

Office Locations:

30 Dulles Hall, osu.edu/map/building.php?building=337

37 University Hall, osu.edu/map/building.php?building=339



TO-DO AFTER ORIENTATION

☑ **Schedule Meetings with Advisory Team**

- Make an appointment to meet with your WGSS advisor & Jackie Stotlar, Program Coordinator, within the first few weeks of class to discuss your program timeline, coursework, & other necessary tasks & details as needed.
- You should meet with your faculty advisor & with Jackie once a semester.
- If you have questions before the start of term, ask Jackie.

Program Coordinator:
Jackie Stotlar
286G University Hall
stotlar.1@osu.edu
614-292-1268

WGSS Faculty:
wgss.osu.edu/directory

☑ **Set Up Payroll**

- GTA appointments are structured like faculty appointments, so you will be paid for nine months, August 16th – May 15th.
- You'll receive monthly stipends on the last working day of each month.
- Set-up & enroll in direct deposit with Employee Self-Service at eprofile.osu.edu.
- With Employee Self-Service you can also check monthly paystub detail, update contact information, & make adjustments to your W-4s as needed.

Online:
eprofile.osu.edu

☑ **Select Method to Receive W-2 Forms**

- Ohio State is required to furnish all employees with a W-2 showing your yearly compensation & tax withholding amounts of the following year by January 31.
- W-2s are used to complete yearly tax returns by April 15th.
- By default, you will receive your W-2 by U.S. Mail. You may opt to receive it online by signing up at controller.osu.edu/pay/pay-w2.shtm.

Online:
controller.osu.edu/pay/pay-w2.shtm

☑ **Pay Fees**

- WGSS covers your instructional, general & non-resident fees.
- You are responsible for the following fees each term:
 - Student Activity Fee
 - Student Union Fee
 - COTA Bus Fee
 - RPAC (gym membership) Fee
 - Remaining 15% of 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 & January – April for Spring.
- Automatic payroll deduction of fees is not optional.

Explanation of Fees:
registrar.osu.edu/policies/feesexplanation.asp

