

Important Information for New Graduate Students

Department of Mathematics

Fall 2017

University of Kansas



Jayhawk Mascot
KU University Relations Photo

Important Contacts:

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Resources for New Graduate Students

Welcome!

We are happy to hear that you have decided to begin graduate studies in Mathematics at the University of Kansas. The first day of classes is August 21. The department has a full schedule of activities to orient you to your academic and (for those of you who are GTAs) teaching responsibilities. The Mathematics Department office is located in 405 Snow Hall. Please check in with the Department Office Staff to complete your paperwork prior to August 18. They can assist you with any questions about department procedures.

Academic Advising

Professor Weishi Liu, Academic Director of Graduate Studies, will be your initial academic advisor and he will help you choose appropriate courses and map out a course study. Your advisor is an important resource for you as you move through the program. Your academic advisor is not necessarily your thesis advisor. You will find a thesis advisor later as your interests become clearer.

Enrollment for Fall 2017

Enrollment is completed online. Before you enroll, contact Lori Springs at lsprings@ku.edu to make an appointment with Prof. Liu. The steps for enrollment for new students can be found at <http://www.registrar.ku.edu/new-students>.

Department Procedures

You will be provided with a hard copy of the *Handbook of the Department of Mathematics, 2017-18*. There is also a copy available online to current members of the department at www.math.ku.edu. You will be responsible for reading the handbook as it contains department policy and procedures. *Part 10: Advanced Degrees in Mathematics* is of particular importance to our graduate students.

The department provides office space and a mailbox for all graduate teaching assistants (GTAs), graduate research assistants (GRAs), and fellows. If space is available, we will also provide a mailbox to our graduate students who are not receiving support. Office assignments will be placed in your mailbox. There is a \$10 key deposit (cash only) for office keys. You will be given a department computer account in addition to your KU Online ID. It is your responsibility to check your email and mailbox everyday. Office and mailbox assignments will be made by August 14.

Each student should keep on file with the department office a current home address, home telephone number, email address, office hours, and a schedule of classes taking and teaching. This information will be published online in a department directory.

Set up KU Online ID:

<http://technology.ku.edu/email>

Please check your email/mailboxes after you arrive for announcements for other activities/events.



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Events Open to all Graduate Students

- *Introduction to the Department's Computer System*, August 15, 2:30 pm, 455 Snow Hall Computer Lab.
- *Tour of the Math Office*, refreshments provided, August 15, 3:00 pm, 405 Snow Hall.
- *Meeting with Director of Graduate Studies and Overview of Program*, refreshments provided, August 16, 4:00 pm, 306 Snow Hall.
- *Meeting of all Graduate Students*, August 17, 1:30 pm, 120 Snow Hall.
- *Meeting of all Departmental Members—Faculty, Graduate Students and Visiting Scholars*, August 17, 3:00 pm, 120 Snow Hall, followed by a reception in 406 Snow Hall.

Mandatory Activities for All New GTAs

Posted at **Resources for New Graduate Students** is a schedule of mandatory training sessions for all new Graduate Teaching Assistants (GTAs). Failure to attend any of these activities could result in the cancellation of your GTA contract. The Provost Office requires all new GTAs to attend the *Fall 2017 About Teaching: The New GTA Conference* sponsored by the Center for Teaching Excellence. **This conference is August 14 and attendance is mandatory.** Before August 14 you will need to complete the online tutorial available through Blackboard—see announcement.

The Mathematics Department holds mandatory orientation seminars for its own GTAs from August 14-August 18.

Employment Documents for GTAs/GRAs

If you have been offered a Graduate Teaching or Research Assistantship, you should have received from Human Resources a letter detailing the procedures and required forms that are necessary to be placed on payroll. It is essential that you make an appointment and complete your paperwork as soon as you arrive in Lawrence.

For eligible GTAs and GRAs who enroll in the student health insurance plan offered by the United Healthcare Student Resources, the University makes a monthly contribution that covers part of the cost. GTAs and GRAs are eligible for coverage if they have appointments of 50% for at least eight consecutive weeks in the semester or four consecutive weeks during the summer. International students should read and follow the important information provided by KU's Office of International Student Services, <http://iss.ku.edu/insurance>.

International Students

It is required to check in with KU's Office of International Student Services (ISS), Room 2, Strong Hall. This office provides many useful services. Pre-registration is required to attend the mandatory "You at KU" (New International Student Orientation). Information is available at <https://iss.ku.edu/newly-admitted-orientation#tab1name>.

The Mathematics Department will pay the orientation and check-in fees for the New International Student Orientation. Just follow the enrollment procedures at ISS's website.