

July, 2005

Dear New Graduate Students:

I hope that you are enjoying a pleasant and productive summer. We are very pleased that you have decided to continue your studies in the School of Mathematics at Georgia Tech.

In this letter I would like to pass on to you some information which you will need as you make the rest of your preparations for the Fall Semester. The final page is a calendar of events leading up to the first day of classes. I recommend that you make a copy of this letter and bring it with you to use as a reference. A copy will be kept on the World Wide Web, linked from the Math Graduate Programs website at <http://www.math.gatech.edu/~harrell/GP/>.

Please let me know if I can be of any further assistance, and please keep us advised of any change in your postal address, telephone number or e-mail address.

-Immunization Documents and Medical Entrance Form

Please note that the Institute requires documentation of a recent tuberculosis screening and various immunizations, as described at this Web site: http://www.health.gatech.edu/main/10_new_students/.

The required screening and immunizations are available in Atlanta at a modest cost, but you may wish to have them done before you leave home. Please check the requirements at the web site mentioned above, since the Institute will not allow any student to register until the immunization and screening medical entrance form is accepted by the Student Health Service. This applies to US citizens as well as international students. The immunization form and the medical entrance form will be available at the download site: <http://www.health.gatech.edu/>

-Vehicle regulations

All students who will park a car or motorcycle on campus at Georgia Tech must apply for a campus parking permit, and if Graduate Admissions has processed your file, you may already be able to do this. To preserve your priority, you should make sure your request is received as early as possible. If you intend to apply for a parking permit and have not already done so, you should make this application as soon as possible at the Web site <http://www.parking.gatech.edu/>.

-Housing

If you want to live on campus your first semester beginning August 20, you will need to go ahead and **apply for graduate student housing as soon as possible**. If you have not already contacted the Housing Office, please telephone them at 404-894-2471 or write to them at your earliest convenience. (The email address is: information@housing.gatech.edu) The application form can be downloaded from the Housing Web site <http://www.housing.gatech.edu/> and faxed to the Housing Office at 404-894-6573.

Note that it is the current policy of the Housing Office to collect payment for the four and a half months of the Fall Semester at the time of registration, so you should bring sufficient funds to cover this expense. (Some funds for short term loans are available in the event that this should create a hardship.) OIE has a list of some temporary places to stay during the Orientation in their welcome letter. There may be other options later on and we will inform you if and when they materialize.

Residents of on-campus housing will be able to move into their housing unit on **Saturday, August 20, 2004**, without an early arrival charge, or as early as **Monday, August 15, 2004**, for an early arrival charge of \$45 per night.

-Graduate Orientations

Just before the beginning of the Fall term there will be several orientation programs for new graduate students which I recommend to you. Participation in these Institute-wide programs will save you a great deal of time and effort in doing the many startup tasks that you must complete before classes begin.

-Student Employment Services

By law, all students who are employed on campus must visit Human Resources before beginning work. You will need to present proof of citizenship and your social security card, or proof (a receipt) of having applied for a social security card.

During registration, Human Resources personnel will be available to assist you in filling out forms required for employment. If you will be supported as a teaching or research assistant, you should bring your social security card or receipt, and a form from Ms. Christy Dalton's office (Skiles 123), which the Office of Human

Resources will ask you for. You will then be able to fill out the personnel papers that the Institute needs in order to pay you your stipend.

-Student ID (Buzzcard) and Computer Accounts

We expect that you will be able to get a computer account and a student identification card in advance of registration; see the Web site mentioned below for details when they become available. In addition to a campus computer account you will have a mathematics account (yourname@math.gatech.edu), which is more important, because it is the one to which all departmental notices will be sent. As soon as you are on campus, please see Mr. Justin Filoseta in Skiles 158 to activate this account. The complete schedule for the Institute's program, plus a great deal of other useful information, will be available at the web site; <http://www.grad.gatech.edu/>.

You may wish to participate in the CETL or OMED sessions listed on the schedule.

-Registration

Please consult the academic advisor who will be assigned to you, or me (Evans Harrell in room 218D of the Skiles Building) about your class selection before registration. Registration begins on August 16, and will continue through August 26. You will need to check for your time ticket on line beginning at **6:00 pm on Friday, August 12**. Classes will begin on **Monday, August 22**. A listing entitled "OSCAR" (Online Student Computer Assisted Registration) of the Institute's course offerings for the Fall will be available at <https://oscar.gatech.edu/> .

The on-line version of the Georgia Tech General Catalog is at http://www.gatech.edu/gen_catalog/.

Degree requirements, course syllabi, and other detailed information specific to the School of Mathematics can be found at <http://www.math.gatech.edu/academic/graduate/>.

All fees are due by **4 PM on Friday, August 19**. If you have received your degree since you last sent us your transcript, you will need to bring or send to us a final transcript with proof of receipt of the degree, so that you will be cleared to register.

-Comprehensive Exam

In order to make quicker progress toward their degrees, well prepared students are encouraged to take the examination upon arrival. A description of the examination is available on the Web at the School's site <http://www.math.gatech.edu/>. Past examinations are available at <http://www.math.gatech.edu/~harrell/GP/Comp/>.

-Teaching Assistants Development Seminar

The School of Mathematics conducts a seminar for Mathematics Teaching Assistants (TAs) both fall and spring semesters, which is mandatory for all new Graduate Teaching Assistants. All new students are cordially invited, even if they are not currently supported as Teaching Assistants. The seminar will feature faculty and experienced teaching assistants who will offer guidance and tips on conducting your classes. The TA Development Seminar meets throughout the term on Thursdays at 11 am.

-Teaching Preference Form

If you are going to be a Teaching Assistant (TA), you will receive a “teaching preference form” by email from Mrs. Rena Brakebill, Math TA Coordinator. You will be asked to return the course selections by **July 31**. She will also need to know which courses you are planning to register for in order to coordinate schedules.

-Health Insurance

Your health fee will give you access to the student health center. Please note that **supplemental health insurance is available**. An affordable plan is available to Georgia Tech students, and I strongly recommend this plan to all students who do not already have coverage for hospitalization and serious illness. This coverage can be obtained during the graduate orientation, and I can provide further information about it if you need it. For more information about this insurance and its carrier see this Web site

<http://www.health.gatech.edu/insurance/>

I look forward to seeing you when you arrive. Please contact me at your earliest convenience if I can be of further assistance.

Sincerely yours,
Evans M Harrell
Associate Chair for Graduate Studies

Calendar to date (as of July, 2005):

Friday, August 12 – Registration time ticket information available using Web Student Access System

Monday, August 15 - Early residence hall move-in day. (This will cost \$48 per night until Saturday, August 20.)

Wednesday, August 17 - Grad Expo and new student employment services open in the Press Area of the Bill Moore Success Center – all day Payroll processing, Social Security, Health records, Graduate Expo (Apply for Social Security number; bring a copy of your receipt to Ms. Christy Dalton, Skiles 123)

Saturday, August 20. First day to live in GT residence halls without a nightly fee.

Sunday, August 21. School of Math TA orientation: 2:00 –5:00 PM, Skiles 202.

Monday, August 22. First day of classes.

Wednesday, August 31. First paychecks issued.