ORIENTATION AT TEMPLE

Welcome to Temple! This guide will serve as a reference for you as you begin your graduate studies in Political Science. We hope that it will help you negotiate your move to Philadelphia and begin your life as a Temple graduate student.

TABLE OF CONTENTS:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living</td>
<td>Housing Websites</td>
<td>2</td>
</tr>
<tr>
<td>Transportation</td>
<td>Parking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Pennsylvania license/registration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Public Transportation</td>
<td>4</td>
</tr>
<tr>
<td>Classes</td>
<td>First Semester Classes</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Buying Books</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Enrollment Verification Letters</td>
<td>6</td>
</tr>
<tr>
<td>Resources</td>
<td>Photocopying</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Computing</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Phones</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Library Information</td>
<td>11</td>
</tr>
<tr>
<td>Money</td>
<td>How to Get Your Paychecks</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Taxes</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Direct Deposit</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Bills and Tuition Remission</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Summer Employment</td>
<td>14</td>
</tr>
<tr>
<td>Seminars and Socials</td>
<td>Important Meetings</td>
<td>14</td>
</tr>
<tr>
<td>People</td>
<td>Who’s Who</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Finding Contact Information</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Advice on Working with Administrators</td>
<td>15</td>
</tr>
<tr>
<td>Other Important Information</td>
<td>Resources and websites</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>School Closing</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Campus Security</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Important Web Addresses</td>
<td>17</td>
</tr>
<tr>
<td>Your First Day at Temple</td>
<td>Obtaining aPhoto ID</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Student Fees</td>
<td>17</td>
</tr>
<tr>
<td>TAs &amp; International Students</td>
<td>Info for Teaching Assistants</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Paperwork for Students with Assistantships</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Information for International Students</td>
<td>19</td>
</tr>
<tr>
<td>Future Registration</td>
<td>Future Registration Instructions</td>
<td>19</td>
</tr>
<tr>
<td>Appendix: Enrolling in a Health Plan</td>
<td>Future Registration Instructions</td>
<td>21</td>
</tr>
</tbody>
</table>
LIVING:

Almost all graduate students live off campus. Here are links to some helpful websites

HOUSING WEBSITES:

**Temple's Off-campus Housing Guide:**

http://www.temple.edu/studentaffairs/housing/off-campus-living/

**Wharton 2011 Housing Guide:**

Click on the link below and then select ‘The 2011 Housing Guide.’ This guide has a great deal of information about areas of Philadelphia where you may live and specific apartment buildings, contact information, etc. It focuses largely on Center City and West Philadelphia, and – befitting a business school – it is a bit pricey.


Also:  [http://www.business-services.upenn.edu/offcampusservices/](http://www.business-services.upenn.edu/offcampusservices/)

**UPenn’s Off-campus Living Guide and Landlord Survey:**

Click on the link below and then select the ‘graduate housing brochure.’ This is a survey that tenants fill out about their landlords. It is a good idea to check out your potential landlord here before signing a lease.

www.upenn.edu/offcampusservices

**Thomas Jefferson University’s Housing Guide:**

http://www.jefferson.edu/housing/offcampus.cfm

**Philadelphia Weekly Online:**

http://pw.kaango.com/browse/real-estate-rental-sale/residential-rentals/777

(updated every Tuesday).

**Craigslist Philadelphia:**

http://philadelphia.craigslist.org/

(on-going updates).
TRANSPORTATION:

PARKING:

Temple’s Parking Website: http://www.Temple.edu/parking

Garage/Lot Parking:
- Parking permits can be purchased at the Student Activities Center. There are several options, but guaranteed access parking costs $360 per semester.
- The Liacouras Center has guaranteed access parking and a guard booth.
- A more expensive but very safe option is the Bell Garage on 12th St. It is the only locked-down garage on campus. It costs $372 per semester.
- Lot on Cecil B. Moore Avenue (between 11th & 12th St). Unaffiliated with Temple. $10 per day. This lot is closed during the summer.

Street Parking:
- You can always find parking, but if you get to campus around 7:30, you can get spots closest to Cecil B. Moore Avenue, where Ritter Annex is located.
- There is safe and free street parking along North 13th Street. Be careful about parking across the street from Ritter Annex on Cecil B. Moore. Most of that side of the street is designated handicapped parking (a $300 fine!!).
- Good places to look are just south of Ritter Annex on 13th or 12th Streets, or on Oxford, Jefferson, or Master Streets.
- Although the neighborhood surrounding Temple is not a terrible area, it is safer on campus than off campus. A good rule of thumb is to NEVER WALK ALONE AT NIGHT. Move your car closer to campus if you plan on staying late, and let somebody know where you are.
- Most of the safety problems have been related to car break-ins. Do not leave anything of value in your car.

PENNSYLVANIA LICENSE AND REGISTRATION:
- You can get a Pennsylvania license at PENNDot (Pennsylvania Department of Transportation).
- For information, see: http://www.dmv.state.pa.us/
- Information for new Pennsylvania residents: http://www.dmv.state.pa.us/new_residents/index.shtml
- Obtain Pennsylvania registration and license plates at Nelson’s Auto Tags at 21 South 12th Street. If you expect to park on the street in your home neighborhood in Philadelphia, you should obtain a parking sticker from the Philadelphia Parking Authority. It costs $35 for the first year and $20/year thereafter, and you need proof of residency and valid PA license plates.
PUBLIC TRANSPORTATION
(Southeastern Pennsylvania Transportation Authority, SEPTA):

- SEPTA trains come into Philly from the suburbs, and the city has extensive subway and bus lines.

- Maps and information are available at http://www.septa.org. You can also get schedules in the Student Activity Center and at the Temple train station.

- **Bus** stops are located at several places on and near campus.

- The **Subway** Station is located at Broad and Cecil B. Moore. The orange line runs North and South along Broad Street and is ideal if you live in Center City. The Blue Line runs East-West along Market Street in Center City. There are three main stations in Center City: 30th Street, Suburban Station, and Market East Station. All other train stations will depend on where you live.
  - You can buy tokens for each individual ride in most SEPTA stations.
  - You can also buy tokens or monthly passes in the basement of the Student Activity Center.

- The **Temple Train Station** is located at 10th and Berks Streets, northeast of Ritter Annex. Allow 10 to 15 minutes from Ritter Annex to make your train.
  - You can pay on the train, or buy tickets at most SEPTA stations. Buying tickets on the train is typically more expensive. If you plan to take the train regularly, you should purchase Monthly or Weekly passes. Prices depend on the Zone of your train station.
  - Weekly and Monthly passes also allow you to ride SEPTA subways and buses.

- You can buy a subsidized monthly pass for SEPTA at the Student Activities Center. Temple offers a 10% discount off the SEPTA monthly pass, but you must be registered for at least 9 credits and you must buy a pass for the entire semester. It is best to calculate the cost of the semester pass and an estimated cost of simply purchasing ten-packs of tokens and compare. Please see the following link: http://www.temple.edu/studentaffairs/deanofstudents/student_resources/septa_pass.html
CLASSES:

CLASSES YOU WILL TAKE YOUR FIRST SEMESTER:

First semester classes are largely the same for all students. In the fall 2011 semester, the standard load consists of:

- **Microeconomic Analysis** with Professor Moritz Ritter
- **Econometrics I** with Professor Douglas Webber
- **Mathematics for Economists** with Professor Dai Zusai

Students with weaker math backgrounds should prepare for classes by reviewing calculus and linear algebra. We strongly recommend that these students take advantage of the MIT free on-line courseware. Math courses are available at: [http://ocw.mit.edu/courses/mathematics/](http://ocw.mit.edu/courses/mathematics/). We particularly recommend course 18.02 (multivariate calculus) and 18.06 (linear algebra). On-line economics courses are available at [http://ocw.mit.edu/courses/economics/](http://ocw.mit.edu/courses/economics/).

Students with unusually strong backgrounds, typically those who have taken classes at other graduate programs, may place out of one or more of the above classes. They do so by achieving an acceptable score (as determined by the course instructor and the Graduate Affairs Committee) on a placement exam. The placement exams will be given the week of orientation.

A) To find information on courses that are offered, you can search Temple’s course schedule website to obtain information about the classes offered and who will teach them ([https://prod-ssb.temple.edu/prod8/bwckschd.p_disp_dvn_sched](https://prod-ssb.temple.edu/prod8/bwckschd.p_disp_dvn_sched))

B) The Economics website ([http://www.cla.temple.edu/politicalscience](http://www.cla.temple.edu/politicalscience)) has more information about instructors.
   a. The Graduate Program Website ([http://sites.temple.edu/politicalsciencegraduateprogram/](http://sites.temple.edu/politicalsciencegraduateprogram/)) has more information about requirements for the MA and Ph.D. degrees.

BUYING BOOKS:

Bookstore is located in the basement of the student center.

You may find it less expensive to buy your books online (e.g., on Amazon [http://www.amazon.com](http://www.amazon.com)).
ENROLLMENT VERIFICATION LETTERS:
- Enrollment verification provides information regarding a student's enrollment status (full-time or part-time), dates of attendance, degrees sought or awarded, and program of study.
- This service is provided free of charge to students.
- This information is often needed by the student's lender, insurance carrier, sponsor, etc. to determine eligibility for loan deferment or other in-school benefits.
- Enrollment verification letters can be requested in the ‘additional services’ section of TU Portal (see “Computing at Temple” in the Resources section below for information on TU Portal).

RESOURCES:
(COMPUTERS/PHOTOCOPYING/LIBRARY/PHONE)

PHOTOCOPYING:
- Most of your classes will have supplemental readings from journals.
- Students can pay for copies at campus copy machines using Diamond Dollars. Diamond Dollars are linked to student ID cards. Valued can be added to your card at http://www.temple.edu/diamonddollars/. Diamond dollars may also be used to make a number of purchases on and around campus.
- Students can make copies at the copy center on the 2nd floor of Ritter Hall. There is a small cost for each black and white 8.5” x 11” copy. The copy machines in the copy room there are great.
- Copy machines are also available at the main campus library. There are also fees for copying at the library. The library copy machines don’t have sheet feeders and aren’t good for large jobs.
- Copying in Center City:
  - Staples, at 15th and Chestnut Sts. (215-864-9520), has copy-machines available.
  - FedEx, in Center City at 1816 Spring Garden (215-567-2679), 1101 Arch Street (215-925-1218), and 12th and Market (215-923-2520), also offers copying services.
COMPUTING AT TEMPLE:
The computer lab in Ritter Annex is in room 844. It is available weekdays from 7:30am to 9:30pm

Computer Services: http://www.temple.edu/cs/

TECH CENTER: http://www.temple.edu/cs/techcenter/index.html

The TECH (Teaching, Education, Collaboration and Help) Center is a 75,000-square-ft., state-of-the-art technology facility with resources that cater to current learning styles. Designed with a variety of workspaces to enable students to work collaboratively or individually, the Center is the largest of its kind in the nation. This dynamic facility allows students to meet, study, collaborate, relax, and take advantage of the following resources:

- Student computer center with **700 computers** (up to 600 fixed workstations and 100 wireless loaner laptops)
- **24-hour Help Desk** for students, faculty, and staff.
- 13 breakout rooms for collaboration and group study.
- 6 specialized labs including video editing, graphic design, music composition, language, “quiet” zone, and software development facility.
- Faculty Wing including resources such as the Teaching and Learning Center and the Instructional Support Center.
- Social space for students with lounge areas and plasma TVs.
- Starbucks Café serving coffee and light refreshments.
- Temple’s Welcome Center: 4,260-ft. facility to host University visits by prospective students.

- **NOTE:** Hours may be subject to change. If you are travelling any significant distance to visit the TECH Center, please call 215-204-8000 to confirm open hours.

- **Fall and Spring Semesters (30 weeks)**
  Open 24 hours from 11:00 am Sunday through 7:30 p.m. Friday
  Saturday hours 10:00 a.m. to 7:30 p.m.
  (Extended hours may be added during Final Exam periods.)

- **Summer Semester Hours (15 weeks)**
  Monday to Thursday 8:00 a.m. to 9:30 p.m.
  Friday 8:00 a.m. to 5:00 p.m.
  Saturday 10:00 a.m. to 6:30 p.m.
  Sunday 11:00 a.m. to 6:30 p.m.
- **Intersessions and Spring Break**  
  Monday to Friday 8:30 a.m. to 5:00 p.m.  
  Closed Saturday and Sunday.

- **Holidays**  
  Building would be closed on University holidays beginning at 5:00 p.m. the night before, unless otherwise directed.

- **Welcome Center Hours**  
  The Welcome Center is open weekdays from 8:30 a.m. to 4:30 p.m.

- **Teaching and Learning Center Hours**  
  The Teaching and Learning Center is open on weekdays from 8:30 a.m. to 5:00 p.m.

- **Instructional Support Center Hours**  
  The Instructional Support Center is open weekdays from 8:30 a.m. to 5:00 p.m.

**Printing @ TECH Center**

All currently-enrolled Temple University students receive a free printing quota. This quota may be used for standard (8.5" x 11" black and white) laser printing only. There is a charge for all color printing and specialty printing. The amount of your quota depends on the amount of tech fee paid (based on credit hours) for the semester in which you are enrolled. Other labs that are currently included in this program are The Education Computing Center (310 Ritter), and the College of Liberal Arts computer labs. Other labs may be added to this program in the future.

If you exhaust your quota, your Diamond Dollars account will be automatically charged for any printing. At the end of each six-month printing period, any unused quota is deleted. The quota has no cash value, and there are no refunds or transfers for unused quotas. You are given a new quota for the next semester in which you are enrolled. If you are not currently enrolled in a course (during summer or Intersession, for example) you will be charged for any printing. The free printing quota is funded by the Student Technology Fee. If you do not pay a Student Technology Fee, you do not receive a quota.

The amount of your quota depends on the number of credit hours for which you are enrolled. To see the balance of your printing quota, swipe your ID in one of the terminals adjacent to the TECH Center printers, and then touch the “Account Balances” button.

You are charged for any printing beyond your allotted quota. If you exhaust your quota, your Diamond Dollars account will be automatically charged for any printing. Some
students have reported that they had to ADD money to their account through the website http://www.temple.edu/diamonddollars/ and click on the “Credit Card Deposits and Online Account Management” in the upper left corner, and then log-in. Then, you can add money.

- Temple faculty and staff do not receive a free quota unless they are enrolled in a credited course for which they have paid a Student Technology Fee. Temple faculty and staff may pay for printing through their Diamond Dollars account.
- Persons enrolled only in special programs which do not charge a Student Technology Fee (such as non-credit programs) are not eligible for the free quota.

There is a charge for all color printing and specialty printing. The free quota applies only to standard B&W printing. All charges are made through your Diamond Dollars account. There is a machine in the TECH Center that allows you to add cash ($1 to $20 bills) to your Diamond Dollars account.

Prices for printing are subject to change. You can find current price lists posted at printing locations. The free quota does not apply to color or specialized printing.

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard laser printing (8.5”x11”, B&amp;W)</td>
<td>7 cents per page (after free quota is exhausted)</td>
</tr>
<tr>
<td>Oversized laser printing (11”x17”, B&amp;W)</td>
<td>15 cents per page</td>
</tr>
<tr>
<td>Color laser printing*</td>
<td>50 cents per page</td>
</tr>
<tr>
<td>Color InkJet printing*</td>
<td>$1 per page</td>
</tr>
<tr>
<td>Plotter/poster printer*</td>
<td>Charges are ~ 70 cents per square foot for standard sizes, w/ flat fee ($60) for custom sizes The width of a poster is unlimited, but the height is limited to 40”</td>
</tr>
</tbody>
</table>

For a full explanation of printing policies, time periods, and quotas, go to:

www.temple.edu/cs/policies/printingpolicy.pdf
Temple University Computer Services:

Your Temple University's computer account includes entry into the TUportal website, a streamlined method for accessing various Temple computer resources without having to log in separately to each one. In TUportal, if you click on the Student Tools link at the top you will find, among other things:

- **TUmail**, a web-based e-mail service for sending and receiving your @temple.edu e-mail.
- **Blackboard**, an online course management system where faculty and students share course assignments, participate in discussion groups, and more.
- **Self-Service Banner**, a web-based student system where you can pay your bills, get tuition refunds, check your grades, and more.
- **Your Entry in the Cherry & White Pages**, Temple’s online directory, where you can manage your Temple e-mail and directory information.
- **University Announcements and Related Links**
- You can also register for classes (add/drop) in Student Tools

To set up an email account, go to:

http://www.temple.edu/cs/students/student_accounts.htm

- Click on: Obtain an AccessNet account for e-mail, access to TUportal, Blackboard, and other Temple resources

Once you have an account, you can login to the TUPortal by going to http://tuportal.temple.edu.

Virus Protection:
Students can purchase Symantec antivirus software at a reduced fee ($8) through the Bursar's office or at the information center at the Student Activities Center.

**CHANGING YOUR E-MAIL ADDRESS:**
- Log in to TUPortal; click on Student Tools tab.
- Select “Update Address and Phone” and update your permanent address, mailing address, and billing addresses.

**Phones on campus:**

On main campus phones, instead of dialing 215-204-xxxx, dial 1-xxxx. For the Health Sciences Campus, dial 2-xxxx instead of 215-707-xxxx. If dialing off campus from an on-campus phone, dial 9+1+area code and phone number.
LIBRARY INFORMATION:

- It is easy to do library research using Temple’s web site: [http://library.temple.edu](http://library.temple.edu) (also available via a link on TUPortal). The directions below will help you learn to use the library’s services. For most things that you’ll do, directions can be found on the main library website, and may be more up-to-date than the directions in this guide.

- You must have a valid student ID to use the Paley Library on the main campus.

- Links to all of Temple’s libraries can be found through the main library webpage (Click on “About the Libraries” and then click on “The Libraries”)

- Temple students also have access to the libraries at University of Pennsylvania and Thomas Jefferson University. If Temple doesn’t have what you’re looking for, you can go there. Be sure to bring your Temple ID and your current semester’s confirmation card.

TO FIND A JOURNAL ARTICLE:

1. If you are looking for a specific article for which you have the citation, you can begin by clicking on the “Journal Finder.” Next, type in the name of the journal that you are looking for.

2. You will next see a message, which will inform you whether or not Temple has this journal. If the university does own it, you may be able to access it online (fulltext) through the library’s ILIAD service.

3. If you do not have the precise citation information, two particularly useful search engines are Econlit and JSTOR. To get to either, click on “All Databases A-Z” and scroll down to the appropriate site. You can find a specific article by typing in citation information, or you can search more broadly by typing specific keywords.

4. If the article is available only in print form, you can obtain it from the library – signs throughout the library direct you to the appropriate stacks.
TO FIND A BOOK:

1. First, look to see if Temple owns the book by clicking on “Diamond: the libraries catalog.” Next, type in the name of the book or author.

2. You will next see a message that will inform you whether Temple has the book. If it does, signs throughout the library will direct you to the appropriate stacks.

3. If you cannot obtain the book in the Paley library on main campus, but it is available at another Temple library (e.g., Health Sciences), you can either go directly to these libraries to get the book or you can fill out an intra-library request form online.

4. Again, if you cannot obtain the book through Temple’s libraries, you can request the book from another university by completing an inter-library request online.

To Connect to Library Resources from Off-Campus:

Direct your web browser to the Temple Library website. Click on “Get Help” and then on the “Connect to Resources from Off Campus” icon. This will give instructions for how to connect to library research databases from off-campus. There are two ways to do this, and details can be found on the web site.

1. Connect using TU Portal. Go to http://tuportal.temple.edu. At the main Portal page, log in with your username and password, and then select TULibrary from the horizontal navigation bar near the top of the My Portal page. Re-enter your username and password, and the Libraries’ web site will open in a new browser window. You can connect to desired resources through this window.

2. Configure your web browser to use Temple’s proxy server. Once this is done, you will be prompted to provide your user name and password to access any Temple-restricted resources. Directions for how to configure various web browsers to use the proxy server can be found on the website.

If you have problems with either of these procedures, please contact the Computer Services Helpdesk at 215-204-8000.

MONEY

All you ever wanted to know about student finances can be found on the website for the Office of Financial Services: http://www.temple.edu/sfs

HOW TO GET YOUR PAYCHECKS:
If you are on Fellowship, your first paycheck will be ready to pick up on the last business day of August. Paychecks are picked up in Conwell/Carnell Hall Room 501.
If you are a teaching assistant (TA) or department-supported research assistant (RA), your first paycheck will be ready to pick up on the last business day of September. For the school year, the first paycheck is at the end of September, and the last is at the end of May. It is recommended that you use direct deposit of paychecks. Electronic pay stubs are available under the “Staff Tools” tab in TU Portal.

TAXES:

Any student who is not an official resident of Pennsylvania must fill out a reciprocal tax form in order to ensure that the proper amount of taxes is deducted. Go to HR at The Student Activity Center, first floor by the bookstore and fill out a Non Residence In Pennsylvania And Authorization to Withhold Other State’s Income Tax PA Department of Revenue Form (REV-420 AS). W2 tax info is also available on-line under “Staff Tools” in TU Portal.

DIRECT DEPOSIT:

If you are paid by Temple (for example, if you have a departmental teaching or research assistantship; or a faculty-grant-supported RA; or a fellowship), you will receive forms electronically (from viam@temple.edu) which you will be able to fill out for taxes and direct deposit. Most financial bookkeeping is now done electronically, so keep an eye on your in-box.

BILL AND TUITION REMISSION:

STUDENT FEES:
Students who receive TA and RA appointments are responsible for various fees each semester. TAs and RAs should check on those fees.

LOANS:
If you took out loans, you must complete an online entrance interview. Most graduate students have taken out student loans. Student Financial Services is located in the basement of Conwell Hall. Information about financial aid and student loans is located online at http://www.temple.edu/sfs/.

LOAN DEFERMENT:
While you are enrolled in graduate school, you can defer payment on any undergraduate or previous student loans. To do so, contact your loan lenders for information about deferring. You will be considered a full-time student if you take at least 9 credit hours per semester. The requirements are lower for students who have completed their comprehensive examinations.
SUMMER EMPLOYMENT:

- If you are interested in teaching over the summer, you should express interest to Dr. Leeds at the end of the fall semester.
- Students who teach need a 3.25 grade point average.
- It’s also helpful to talk to older students to find out what summer opportunities worked out best for them.
- If you are on Fellowship, you will need to contact the Ms. Cynthia Harmon-Williams in the Graduate School to ask permission to be employed during the summer.

SEMINARS AND SOCIALS:

There are important meetings for you to keep in mind:

The Economics Department Seminar meets regularly during semester of each year. It features presentations by faculty and graduate students from Temple and other universities. While the seminar is not mandatory, you should make every effort to attend it, particularly if the topic is in an area related to your own research.

Specific groups might have their own informal meetings. Please check with a faculty member in your area of interest to see if there is a research group meeting in your area.

Every other Wednesday afternoon, GESA sponsors a “coffee hour” in which students and faculty can mix informally. This is a great opportunity for you to meet more experienced graduate students and professors who do not teach first-year classes.

PEOPLE:

WHO’S WHO FOR HELP IN THE ECONOMICS DEPARTMENT:

Everyone you need
http://www.cla.temple.edu/economics/faculty/index.htm

- Dr. Michael Bognanno (Room 869)
  Dr. Bognanno is the Chair of the Economics Department. He can be reached at bognanno@temple.edu or 215-204-1680.
Dr. Michael Leeds (Room 831)
Dr. Leeds is Director of Graduate Studies: if you have questions about general departmental regulations or requirements, feel free to contact him at mileeds@temple.edu or 215-204-8030.

Ms. Linda Wyatt (Room 825)
Ms Wyatt (ldwyatt@temple.edu 215-204-6638) is the Department’s Graduate Coordinator. She handles most questions about registration and tuition remission.

Ms. Janice Vincent (Room 873)
Ms Vincent (jvincent@temple.edu 215-204-8880) is the Economics Department Coordinator. She handles the department calendar and other general problems. Go to her for general paperwork issues and miscellaneous questions.

Dr. William Holmes (Room 804)
Dr. Holmes (william.holmes@temple.edu) is the undergraduate academic advisor. Go to him with questions about undergraduates you may be teaching.

James Kelly (Room 846)
James is the President of GESA (“Graduate Economics Student Association”) for the coming year. Contact him to find out about GESA activities and how you can get involved.

HOW TO FIND CONTACT INFO:

The Economics website has contact information for all faculty and staff:
- http://www.cla.temple.edu/economics/faculty/index.htm
- http://www.cla.temple.edu/economics/staff/index.htm

The Cherry and White Pages provides contact information for faculty and students. There is a link to the Cherry and White Pages in the TUPortal. There is also a link to update your Cherry and White Pages entry in the TUPortal. Please update your information in Cherry and white so that the administration and potential students can easily contact you.

ADVICE ON WORKING WITH THE ADMINISTRATION:

Dealing with administrative issues such as financial aid and degree requirements is a necessary, although sometimes frustrating, aspect of Temple graduate life. Perhaps the best advice in handling administrative issues is to remain patient. For instance, it often takes some time for student tuition remission to be processed, and you may receive notices from the University that you owe thousands of dollars. As in this example, there is occasionally a lag between different departments of the University, and it is often in your best interest to wait patiently for these issues to be resolved. That being said, it is
also important to remain aware of administrative complications that are relevant to you. It can be difficult to know when to be vigilant about an administrative issue and when to sit back and wait for them to be taken care of. In these instances, your best bet is to consult with experienced graduate students. They have all dealt with problems, delays, complications, etc., and will be more than happy to help you learn how to best handle them as well.

---

OTHER IMPORTANT INFORMATION:

RESOURCES AND WEBSITES FOR MORE INFORMATION:

Site index on Temple’s webpage: [http://www.temple.edu/site_index.htm](http://www.temple.edu/site_index.htm)

Department of Economics: [http://www.cla.temple.edu/economics](http://www.cla.temple.edu/economics)
The names, pictures, and contact info of all faculty are listed here (via the “Faculty” link), as well as the names of important people who will help you find your way around. These people are listed on the staff page of the web, and they can be found on the 8th Floor of Ritter Annex. Contact information for graduate students is available on the department website.

The Graduate studies in Economics Handbook located here and on the Graduate Information page. **Read the Handbook ASAP** and other useful information are available on the departmental website.

Graduate school website: [http://www.temple.edu/grad](http://www.temple.edu/grad)

Graduate school forms: [http://www.temple.edu/grad/forms/index.htm](http://www.temple.edu/grad/forms/index.htm) This site has most of the school-wide forms you may need.

Division of Student Affairs: [http://www.temple.edu/studentaffairs/index.htm](http://www.temple.edu/studentaffairs/index.htm) This website has links to health services, housing, international student services, counseling services, office of disability resources and services, and recreation services.

Temple University Map: [http://www.temple.edu/maps/index.htm](http://www.temple.edu/maps/index.htm)

SCHOOL CLOSINGS/INCLEMENT WEATHER:
Temple University’s formal policy explaining inclement weather decisions is available online [http://policies.temple.edu/getdoc.asp?policy_no=04.31.12](http://policies.temple.edu/getdoc.asp?policy_no=04.31.12). In the event of severe weather or other emergency conditions affecting University operations, information is available at each of the following:
2. The University's weather hotline at 215-204-1975.
CAMPUS SECURITY:
Temple has a very safe campus with a large security presence. There is security in all buildings and security phones on campus. However, you do need to take precautions as you would in any city. Always lock your office and keep your laptop, cell phone, and wallet with you or locked in a drawer in a locked office. Do not leave any valuables in your car and be sure to park in a safe place. The number for Temple Police is 215-204-1234.

IMPORTANT WEB ADDRESSES:

Student Health: http://www.temple.edu/studhealth
Human Resources/Health Insurance: http://www.temple.edu/hr/
Information on Benefits: http://www.temple.edu/hr/departments/benefits/index.html
Office of financial services: http://www.temple.edu/sfs

YOUR FIRST DAY AT TEMPLE:

REGISTRATION, AWARD LETTER, TUITION REMISSION, STUDENT ID

Obtaining a Photo ID
- Photo ID cards can be obtained in 1910 Liacouras Walk Room 202. Your ID must be validated, and so you will have to make sure your tuition remission was processed correctly, and you will have to pay Student Fees at Cash Operations in Conwell Hall. Go to the Bursar’s Office on the first floor of Carnell Hall, show your award letter, and get receipt. You will need to pay a fee for student activities at some point. (This fee is not covered by your tuition remission.) You can do this at the Bursar’s Office the day of orientation or get a bill sent to you. Student fees may also be paid through TU Portal via credit card (Student Tools tab, then TUPay; NOTE: EXCEPT VISA!!).

- It is important to note that you should have your TUID number with you when working with the Bursar’s office as well as when obtaining your photo ID.

Student Fees
- Student Fees include the Health Services Fee, which gets you access to the gym and running track on campus, and the Computer Services Fee, which gets you access to the computer labs on campus.

- Confirmation of registration cards are sent each semester after fees are paid. Carry this Confirmation card with your ID card. You will need it to get into libraries off campus, to purchase tickets for sporting events etc.
TAs and International Students:

TA INFORMATION:
Contact Ms. Wyatt to determine which class you will be TA-ing.

Some Advice:
Being a TA for the first time can feel overwhelming initially—that is normal. The University orientation day is pretty generic and may not be overly helpful. It is important to speak with the professor who is teaching your course to obtain some of the specific information about your role as a TA and the expectation he/she has of you (Are you teaching recitations? Must you hold office hours? Are you required to attend lectures?) Depending on the course you are TAing your responsibilities may vary—and even within a particular course you may have more flexibility about how and what to "teach" than you know what to do with. The main advice we can relay from students who have like you, felt "unprepared" to start teaching, is to realize the following:

1. The anxiety you are feeling before teaching your first recitation is normal.
2. As unprepared as you may feel, you know more than you think you know!
3. Yes, your students will take you seriously even though you may look young or be "new at this!"
4. After the first class or two you will realize that it gets much easier, and it can actually be a lot of fun.
5. Many grad students and faculty will be happy to talk with you if you have specific questions about TA-ing.
6. There will be periodic TA support meetings. Be on the lookout for them.

Paperwork for Students with Assistantships

- You should have already signed:
  - A contract (Award Letter)
  - An I-9 Form proving citizenship
  - A W-4 tax form
- If you have not, see Linda Wyatt.

- All graduate students on an Assistantship must sign an Award Letter and Contract. If you have not signed this contract or if you don’t know your assignment for the Fall, see Ms. Wyatt IMMEDIATELY.
In future semesters, it is imperative that you sign these award letters as soon as they come in. Unless you have a year appointment, you will probably have to do this each semester.

Keep in mind that the paperwork for tuition remission is not always ready prior to when the bill is due. Therefore, it is always best to make sure that fees are still paid on time. Keep track of the status of payments, etc.

INFORMATION FOR INTERNATIONAL STUDENTS:

This is the web site http://www.temple.edu/isss/
You should definitely attend the international students’ orientation (you will get info about it in the mail) and to stop by the International Students Office as soon as you arrive so that you can finish your paperwork. If you are going to be a TA (you should find out from your advisor), you should attend the international TA training (in fact, this is a requirement).

International TAs (with the exception of Canadian students) have to take the speech test at Ritter Hall 453 before they can begin their TA duties. For more information, see the International Teaching Assistant Program www.temple.edu/ita

Students from China must have their transcripts and diplomas verified by the Ministry of Education no later than the end of the fall semester. You can do this by having transcripts sent by either:

- China Academic Degree and Graduate Education Development Center: http://www.cdgdc.edu.cn
- China Higher Education Student Information and Career Center: http://www.chsi.com.cn

Future Registration:

- You should register for classes online
- Wait for tuition bill in mail (electronic or snail mail). The initial tuition bill that you will see reflects tuition before any tuition remission has been deducted. Ultimately, your bill will reflect only fees for which students are responsible. Tuition is paid for you.
- If you have an assistantship:
  - You will receive an email from the Graduate Coordinator indicating that you must pick up your tuition remission.
Take a COPY of the award letter, your Temple ID, and the signed tuition remission form to the Bursar’s Office (Conwell Hall—enter from Broad Street). The teller will validate your ID and confirm your status. THIS MUST BE DONE EVERY SEMESTER!

You will either need to pay your student activities fee at this time or have it billed to you (you will have a surcharge if you have the fee billed)

If you are a fellowship student:

In the summers before your first and second years, an award letter will be mailed to you. You will need to sign and return this form to the address specified. Then, you need to send an email to Cynthia Harmon-Williams (Charm005@temple.edu) and inquire about when your Tuition Remission Form will be ready. You will need a copy of your Award Letter, so have one handy. To pick up your Tuition Remission form, you will go to Carnell Hall’s room 501, 1803 North Broad Street. Then, you will take the form to the Bursar (which is on the first floor). You may also need to pay any student fees, so take your checkbook!

Additionally, you must complete the tuition remission form EACH SEMESTER. In other words, you will need to email Ms. Harmon-Williams again each November/December to find out when your tuition remission form will be ready and repeat the process!

Bring a copy of the official bill to Cynthia Harmon-Williams in the Graduate School Office, 5th Fl Carnell Hall.

She will most likely have a tuition remission ready for you.

Tuition remission: take a COPY of the award letter, your Temple ID, and the signed tuition remission form to Cash Operations (Conwell Hall—enter from Broad Street). The teller will validate your ID and confirm your status. THIS MUST BE DONE EVERY SEMESTER!

You will either need to pay your student activities fee at this time or have it billed to you (you will have a surcharge if you have the fee billed)
Appendix: Enrolling in a Health Plan

All TAs and RAs should enroll *now* in a Health Insurance plan. The new Keystone Mid-Option Plan is now being offered, and the way to get it is to enroll in one of the three existing plans (Basic Personal Choice, Keystone "Low" Option, Keystone "High" Option), then fill out a form provided by Temple to convert your insurance to the new Keystone Mid-Plan, if that is the plan you wish to elect.

If you didn't receive Temple University's email about how to sign up for the new health insurance plan, here is the step-by-step process you will need to follow:

1. First, you need to enroll in one of the three existing plans. To do so, go here: [http://www.ibx.com/temple_students](http://www.ibx.com/temple_students). If you anticipate being a heavy user of health insurance, we recommend that you sign up for the Keystone "High" Option, and leave it at that. The "High Option" plan will cost you $25/month, but if you are someone who needs to go to the doctor frequently, it will be worth it.

   Please keep in mind that you must enroll in one of these three plans first, even if you ultimately wish to enroll in the new Keystone "Mid" Option.

2. If you are only covering yourself, and have a 20 hour/week appointment (for our purposes, full-time), and are not somebody who uses the doctor very often, you may be interested in the NEW Keystone "Mid" Option, which is the BEST FREE PLAN for single coverage, "full-time" TAs/RAs.

   If you intend to enroll in this Keystone "Mid" Option, your next step, after enrolling in one of the three options above (Basic Personal Choice, Keystone "Low" Option, and Keystone "High" Option), is to read the instructions on how to enroll in the Keystone "Mid" Option, available here: [http://www.temple.edu/hr/tugsa/documents/TUGSA4thoptionKeystoneMIidoptionPOSplanannouncement_004.pdf](http://www.temple.edu/hr/tugsa/documents/TUGSA4thoptionKeystoneMIidoptionPOSplanannouncement_004.pdf)

3. Finally, download the form for changing to the Keystone "Mid" Option, available by going to this website - [http://www.temple.edu/hr/tugsa/healthinsurance.htm](http://www.temple.edu/hr/tugsa/healthinsurance.htm) - and clicking the link that says "(Change Form)" near the top of the page, printing that form out, filling it out, and then scanning it back into your computer and emailing the form to Benefits@temple.edu, or by faxing the filled-out form to 215-926-2288.