



New Graduate Student Orientation

Fall 2018

Department of Chemistry, West Virginia University

Date arrive: For international students, before **Wednesday August 1st, 2018**.
For domestic students, before **Friday August 3rd, 2018**.

IMPORTANT: Check in with Ms. Rebecca Secrist immediately after you arrive WVU @ Clark Hall 222

For important information regarding issues to take care of prior to your arrival refer to **Attachment 1**.

Prior to arrival:

A. Graduate Teaching Assistant Orientation - Introduction to Effective Teaching

All new Graduate Teaching Assistants (GTAs) should complete the Graduate Teaching Assistant Orientation, parts 1 and 2 below. For more information about this orientation, go to <https://tlcommons.wvu.edu/iteach/gta-orientation>

Part 1: Online Modules

These modules provide essential information and resources that will help GTAs to navigate FERPA guidelines, apply academic integrity policies, adhere to Title IX regulations, and connect students with wellness resources and academic support. These modules are available in eCampus. Directions for accessing them are available at <https://tlcommons.wvu.edu/iteach/gtaorientation>.

New GTAs should complete these modules by the beginning of the Fall semester.

Part 2: Face-to-Face Orientation

Friday, August 10, 2018, 7:30 am - 2:30 pm (continental breakfast and lunch are provided)

Ming Hsieh Hall G20

New GTAs should attend the face-to-face orientation in addition to completing the online modules. This orientation provides an introduction to effective teaching practices and covers the following in the morning:

- Engaging Students/Active Learning

- Classroom Management
- Common Challenges
- Motivating Students

During the afternoon, the GTAs practice teaching mini-lessons.

B. International Student and Scholar Services activities

Note: This information is pertinent to all new international students

Updated information for International student orientation activities and important information about immunizations, health insurance, and SEVIS Check-in can be found here: <https://iss.wvu.edu/students/on-boarding/new-student-orientation>

International student orientation will be held on **August 9-10, 2018**.

SEVIS Check-in (International students)

Location: Wise Library (Main Campus), Room 136

Friday, August 10, 2018

9:00am - 12:00pm

1:00pm - 4:00pm

You can do your SEVIS check in early by going to do ISSS office.

As an international student, you are required by the United States Department of Homeland Security to report to the International Students and Scholars Services (ISSS) at the beginning of your academic program for validation of your SEVIS record, to maintain legal status. In order to assist you in complying with this requirement, you are required to bring the following documents with you to do SEVIS check-in:

- Admission letter to West Virginia University (WVU)
- Current Passport, with your U.S visa
- I-94 (found here - <https://i94.cbp.dhs.gov>)
- Passport copies for dependents (spouse and children) if applicable
- WVU Form I-20 or Form DS-2019 (Note: if you have an active immigration record that is being transferred from another college or university in the U.S. to WVU, please also bring your Form I-20 or Form DS-2019 from your previous school.)
- Form I-20(s) or Form DS-2019(s) of your dependents (spouse and children), if applicable

Important Note: It may take multiple days to complete all new student requirements, to include your academic college orientation, payroll processing etc. where applicable. Please schedule your travel plans accordingly so that you arrive in a timely manner.

C. Schedule of other orientation events

Fri. August 3rd, 2018

Event: International GTA speaking exam review.

Time: **2:00 pm** to 4:00 pm

Location: CLK 312

Who should come: **All International students (Mandatory)**

Contact information: Dr. Mingming Xu.

Email: Mingming.Xu@mail.wvu.edu

Mon. August 6th, 2018

Event: Chemistry Orientation

Time: **9:00 am** – 12:00 pm (see details in **Attachment 2**)

Location: CLK 312

Who should come: **All graduate students (Mandatory)**

Event: International GTA speaking exam workshop II – discussion with current International Graduate Students.

Time: **1:00 pm** – 2:00 pm

Location: CLK 414

Who should come: **All International students (Mandatory)**

Tue. August 7th, 2018

Event: Organic Guidance Exam (Professor Popp)

Time: **8:00 am** – 11:00 am

Location: CLK 312

Who should come: **All graduate students (Mandatory)**

Wed. August 8th, 2018

Event: Analytical Guidance Exam (Professor Valentine)

Time: **8:00 am** – 11:00 am

Location: CLK 312

Who should come: **All graduate students (Mandatory)**

Event: Inorganic Guidance Exam (Professor Milsman)

Time: **2:00 pm** – 5:00 pm

Location: CLK 312

Who should come: **All graduate students (Mandatory)**

Thu. August 9th, 2018

Event: New International Student Orientation
(<https://isss.wvu.edu/students/on-boarding/new-student-orientation>)

Time: **7:30 pm** – 8:30 am (Check-in)
8:30 – 9:00 am (Welcome)
9:00-10:30 am (Being an International Student)
12:00-1:00 pm (Lunch)

Location: WVU Mountainlair and Mountainlair ballroom
Who should come: **All International students (Highly recommended)**

Event: Physical Chemistry Guidance Exam (Professor Legleiter)

Time: **2:00 pm** – 5:00 pm

Location: CLK 312

Who should come: **All graduate students (Mandatory)**

Event: PLU Pizza Party

Time: 5:00 pm

Location: Chemistry Learning Center

Who should come: **All graduate students (Highly recommended)**

Fri. August 10th, 2018

Event: New GTA Orientation (Face-to-Face portion, University required)

Time: **7:30 am - 2:30 pm**

Location: Ming Hsieh Hall G20.

See information under Graduate Teaching Assistant Orientation - Introduction to Effective Teaching on the first page of this schedule for details

Who should come: **All graduate students (Mandatory)**

Event: Course selection

Time: **3:00 pm** – 6:00 pm

Location: CLK 414

Who should come: **All graduate students (Mandatory)**

You will sign up for a specific time and be provided assistance registering for classes.

Mon. August 13th, 2018

Event: **Speak Exam**

Time: **9:30 am** and **10:15 am**

Location: IEP laboratory

Who should come: **All International students (Mandatory)**

A schedule will be generated.

Event: Departmental picnic

Time: **5:00 pm** – 8:00 pm

Location: TBD

Who should come: **All graduate students (Highly recommended)**

Tues. August 14th, 2018

Event: Departmental Teaching Assistant Workshop

Time: 2:00 pm – 5:00 pm

Location: Chemistry Learning Center

Who should come: **All graduate students (Mandatory)**

Wed. August 15th, 2018

First day of classes.

Attachment 1:

Helpful information to consider before orientation week

1) Office of International Students and Scholars Services

International students need to register at OISS (Office of International Students and Scholars), understand the policy about SSN (Social Security Number), and get the SSN application document

Website: <https://iss.wvu.edu/>

Location:

101 Purinton House

PO Box 6313

Morgantown, WV 26506

fax: 304-293-7511

phone: 304-293-3519

email: iss-students@mail.wvu.edu

Office hours: 8:15 am to 4:45 pm

2) Chemistry Department

All graduate students need to register with the Chemistry Department at WVU. International students need to get the SSN application document as well.

Website: <http://chemistry.wvu.edu>

Location:

217 Clark Hall

Prospect Street PO Box 6045

West Virginia University

Morgantown, WV 26506

Office hours: 8:15 am to 4:45 pm

Phone: +1-304-293-3435

Fax: +1-304-293-4904

Email: Chemistry@mail.wvu.edu

3) SSN Card Application

Website: <http://www.ssa.gov/ssnumber/>

Location:

Social Security

Suite 100
3596 Collins Ferry Rd
Morgantown, WV 26505

Office hours: Monday-Friday 9:00 am – 4:00 pm
Except federal holidays
Phone: 1-800-772-1213 or 1-800-325-0778

4) Local Banks

There are several banks in Morgantown, WV. Please, check the website below for more information. A blank check is required for payroll.

Website:

<https://local.yahoo.com/WV/Morgantown/Legal+Financial+Services/Banks>

5) Payroll

Website: <http://payrolltaxeds.wvu.edu>

Location:

Payroll and Employee Data Services
One Waterfront Place
3rd Floor
PO Box 6005

Office hours: 8:00 am to 5:00 pm
Phone: +1-304-293-3379
Email: tax@mail.wvu.edu

6) Housing

Off-Campus Housing information provided by the university:

http://campuslife.wvu.edu/off_campus_housing

Off-Campus Housing Search site provided by the university:

<http://campuslife.wvu.edu/student-advocacy/off-campus-housing/off-campus-housing-search>

Apartments listed on Craigslist:

<https://morgantown.craigslist.org/search/apa>

Apartment Guide Listings:

<http://www.apartmentguide.com/apartments/West-Virginia/Morgantown/>

7) Information about Morgantown

<http://www.tourmorgantown.com/>

8) Tuition Payment Plans

As stated in your offer letters, there are several fees that are not covered by the tuition waivers. There are payment plans available for these fees. For information see:

<http://studentaccounts.wvu.edu/tuition-payment-plan>

9) Student Insurance Office

For information regarding student health insurance policies and procedures see:

<https://studentinsurance.wvu.edu/>

Attachment 2:

Chemistry Orientation



Chemistry Department Orientation

Monday, August 6th, 2018

Location: CLK 312

| | | |
|---------------------|------------------------|-----------------------|
| 9:00 am – 9:15 am | Welcome | Dr. Greg Dudley |
| 9:15 am – 9:30 am | Safety and keys | Ms. Barbara Foster |
| 9:30 am – 9:45 am | Who's who in chemistry | Dr. Justin Legleiter |
| 9:45 am – 10:15 am | Coffee break / photos | |
| 10:15 am – 10:35 am | Academic standards | Dr. Stephen Valentine |
| 10:35 am – 10:55 am | Ethics and plagiarism | Dr. Brian Popp |
| 10:55 am – 11:15 am | Steps to PhD and MS | Dr. Carsten Milsmann |
| 11:15 am – 11:30 am | The first week | Dr. Justin Legleiter |
| 11:30 am – 12:00 pm | Department tour | Dr. Carsten Milsmann |