Wesleyan University
Office of Graduate Student Services

Fall 2016
New BA/MA Graduate Student Packet
TABLE OF CONTENTS

Welcome Letter ........................................................................................................................................2
Orientation Schedule ..............................................................................................................................3-4
Housing ..................................................................................................................................................5
Health Insurance ...................................................................................................................................6
Health Forms/Vaccination Information .................................................................................................7
WesCard (Student ID) ...........................................................................................................................8
Electronic Communication/Information Technology Services ............................................................9
Welcome to graduate student life at Wesleyan! The graduate community is made up of approximately 200 students working toward PhD or MA degrees in Astronomy, Biology, Chemistry, Earth and Environmental Sciences, Mathematics and Computer Science, Molecular Biology and Biochemistry, Music and Ethnomusicology, and Physics. Also part of the graduate community is a group of non-degree seeking students who are spending time at Wesleyan as Foreign Language Teaching Assistants, German Exchange students, and Writing Fellows.

The Office of Graduate Student Services will be your primary administrative office. Staffed by Cheryl-Ann Hagner (Director) and Barbara Schukoske (Administrative Assistant V), the office is open Monday through Friday 8:30am-5pm. The office is located on the first floor of the Exley Science Center, rooms 128-132. The office suite includes a small lounge that is available to graduate students 24 hours per day, seven days per week. We are here to help you and hope you will not hesitate to contact us if you have a question before you arrive or to stop in once you have arrived.

This packet includes important information related to your arrival at Wesleyan. Please review the information and contact us if you have any questions.

**Arrival Dates:** Please plan to arrive between Tuesday August 23, 2016 and Monday August 29, 2016.

**Travel Arrangements:** Notify your department of your expected arrival day/time. Information on getting to Wesleyan from an airport or train/bus station is available: [http://www.wesleyan.edu/about/visitors/transpor.html](http://www.wesleyan.edu/about/visitors/transpor.html)

**Housing:** Review the Wesleyan-owned graduate housing options and submit an application not later than July 1, 2016. [http://www.wesleyan.edu/reslife/grad_housing/index.html](http://www.wesleyan.edu/reslife/grad_housing/index.html) Graduate student housing opens on Tuesday August 23, 2016. Please do not arrive before this date.

**Orientation:** Orientation is scheduled to begin at 9am on Tuesday August 30, 2016. Review the enclosed Orientation schedule and plan to be at all mandatory sessions. Orientation will include opportunities to get to know other graduate students, to learn more about Wesleyan, to receive instructions on enrolling in the university and registering for classes, and to process paperwork related to stipend payments and tax forms.

**Immigration:** International students will receive a questionnaire via email from Ms. Janice Watson, the Coordinator of International Students during the first week of May. Please return the questionnaire as soon as possible. This is the first step in the visa application process. NOTE: Visas for international students who are sponsored by an organization outside of Wesleyan such as Fulbright or USAID will not receive a questionnaire from Wesleyan. The sponsoring organization will process the visa. Foreign Language Teaching Assistants will receive information from Ms. Eloise Glick.

**Wesleyan Email Username:** An email will be sent in June to your personal email address with your Wesleyan email username, a temporary password, and instructions on how to access Wesleyan email from off-campus.

We look forward to meeting you and helping you with a smooth transition to life at Wesleyan.

Sincerely,
Cheryl-Ann Hagner Barbara W. Schukoske
Director, Graduate Student Services Administrative Assistant V
chagner@wesleyan.edu bschukoske@wesleyan.edu
# TENTATIVE
## New Graduate Student Orientation Schedule - Fall 2016
**ESC = Exley Science Center**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>EVENT</th>
<th>LOCATION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue Aug 23</td>
<td>8:30am-5pm</td>
<td>Grad Stu Housing Opens</td>
<td>Pick up keys in Office of Residential Life, North College, Room 019, (lower level)</td>
<td>Mandatory for all new graduate students, BA/MA students, and non-degree seeking students</td>
</tr>
<tr>
<td>Tue Aug 30</td>
<td>9am-12pm</td>
<td>New Grad Student Orientation</td>
<td>Woodhead Lounge, ESC Room 184</td>
<td>Mandatory for all new graduate students and non-degree seeking students. Optional for BA/MA students.</td>
</tr>
<tr>
<td>Tue Aug 30</td>
<td>12pm-1:15pm</td>
<td>All Grad Student Picnic Lunch</td>
<td>ESC Patio, Lawn Ave (Rain Site: ESC Lobby)</td>
<td>Optional</td>
</tr>
<tr>
<td>Tue Aug 30</td>
<td>1:15pm-4pm</td>
<td>New Grad Student Orientation</td>
<td>Woodhead Lounge, ESC Room 184</td>
<td>Mandatory for all new graduate students and non-degree seeking students. Optional for BA/MA students.</td>
</tr>
<tr>
<td>Tue Aug 30</td>
<td>4pm-5pm</td>
<td>New International Students</td>
<td>Woodhead Lounge, ESC Room 184</td>
<td>Mandatory for all new international students</td>
</tr>
<tr>
<td>Wed Aug 31</td>
<td>9am-12pm</td>
<td>Pedagogy</td>
<td>Woodhead Lounge, ESC Room 184</td>
<td>Mandatory for all new graduate students, BA/MA students, and non-degree seeking students</td>
</tr>
<tr>
<td>Wed Aug 31</td>
<td>2pm</td>
<td>Campus Tour</td>
<td>Meet at Office of Graduate Student Services, ESC Rooms 128-132</td>
<td>Optional</td>
</tr>
<tr>
<td>Thu Sept 1</td>
<td>10am-1pm</td>
<td>Chemical Hygiene</td>
<td>ESC Room 58 (lower level)</td>
<td>Mandatory for all new graduate students in the lab sciences, including BA/MA students.</td>
</tr>
</tbody>
</table>

Continued on Next Page
<table>
<thead>
<tr>
<th>Fri Sept 2</th>
<th>By appointment during the hours of 9am-5pm</th>
<th>Forms Collection</th>
<th>Office of Graduate Student Services, ESC Rooms 128-132</th>
<th>Mandatory for all new graduate students, BA/MAs, and non-degree seeking students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Important Dates</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri Sept 2</td>
<td>8:30am</td>
<td>On-Campus Enrollment Begins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon Sept 5</td>
<td>5pm</td>
<td>On-Campus Enrollment Ends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon Sept 5</td>
<td>8:30am</td>
<td>Drop-Add Period Begins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon Sept 5</td>
<td>8am</td>
<td>Classes Begin</td>
<td></td>
<td></td>
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</tbody>
</table>
Office of Graduate Student Services  
Housing for BA/MA Students

BA/MA students are eligible to apply for Wesleyan graduate student housing. Graduate student housing generally becomes available in late August.

BA/MA students who are required by their academic department to be on campus conducting research in the summer between the completion of the BA and the start of the MA who wish to live in Wesleyan graduate student housing in the Fall, may apply to live in graduate student housing during the summer. Residential Life will make every effort to accommodate these requests.

The deadline for applying for Wesleyan housing is July 1. Residential Life makes every effort to match a graduate student’s preference for housing with the available housing stock and considers requests in the order in which applications are received.

BA/MA students who are required by their academic department to be on campus conducting research in the summer between the completion of the BA and the start of the MA who do not plan to live in Wesleyan graduate student housing in the Fall, should make arrangements to move into an off-campus location for the summer.

**Lease**

Students must sign a binding lease with the University upon receiving keys for their unit. A security deposit of $200 is required upon signing the lease. Signing the lease indicates an agreement to live in Graduate Housing for the duration of one academic year. All leases end on May 31st of each year.

**Rental Insurance**

We highly recommend that each resident of Wesleyan graduate housing consider purchasing a rental insurance policy. Information on a commonly used rental insurance policy can be found here: [http://www.nssi.com/](http://www.nssi.com/)

**Important Dates**

Applications for Wesleyan graduate housing are due before July 1. Assignments for Wesleyan graduate housing will be made by mid-July. Wesleyan graduate housing will open on Tuesday Aug 23, 2016

**Contact Information**

Wesleyan Graduate Housing Options: [http://www.wesleyan.edu/reslife/grad_housing/grad_options.html](http://www.wesleyan.edu/reslife/grad_housing/grad_options.html)

Wesleyan Graduate Housing Application: [http://www.wesleyan.edu/reslife/grad_housing/grad_housing_app.html](http://www.wesleyan.edu/reslife/grad_housing/grad_housing_app.html)

If you have any questions, please contact Amy Miller in the Office of Residential Life at 860-685-3550 or resife@wesleyan.edu
Wesleyan University
Health Insurance

University policy mandates that all students maintain health insurance in order to avoid potentially difficult and costly medical situations and to ensure that medical services outside the University Health Center are covered. Wesleyan provides the following options for health insurance coverage.

1. Gallagher Student Health & Special Risk: Please see the Gallagher web site for policy information and rates: https://www.gallagherstudent.com/. Graduate students selecting this plan are responsible for enrolling by the enrollment deadlines posted on the University Health Services web site http://www.wesleyan.edu/healthservices/geninfo/insurance.html.

2. CIGNA: This plan is limited to full-time, degree-seeking graduate students who receive a stipend. It is not available for non-degree seeking students such as foreign language teaching assistants, German exchange students, Ford Fellows, etc. Enrollment is processed through the Wesleyan Office of Human Resources. For information about the CIGNA plan and rates: http://www.wesleyan.edu/hr/health/health.html. Please note that graduate students are not eligible for Delta dental insurance.

3. Wesleyan graduate students are eligible to access healthcare services at the University's Davison Health Center. Services are available during academic sessions. For more information about the Davison Health Center: Davison Health Center Services.

Students may elect to provide their own insurance and must submit proof of insurance to the Office of Graduate Student Services. Students will be required to sign an insurance waiver form. Failure to provide proof of insurance and submit a signed waiver form will result in automatic enrollment in the Gallagher health plan. This one-time charge will be billed to the student’s account.
To: All incoming Graduate Students
From: Joyce Walter, Director of Davison Health Center
Re: Vaccination Compliance

BA/MA student health records from undergraduate years will be carried over while students are pursuing the MA degree. To fully qualify for enrollment, all incoming students must meet certain health standards set by the State of Connecticut and the university. These include compliance with vaccination against Measles, Mumps, Rubella, Varicella, Meningitis and Tuberculosis blood testing and possible testing for Hepatitis B. Immunization records on file will be reviewed for compliance with State of CT guidelines. The Davison Health Center will notify students of any missing immunizations.
WesCard
BA/MA students must get an updated Wesleyan ID card that indicates status as a graduate student. Please visit the WesCard office in North College soon after beginning the MA portion of the program.

Electronic Portfolio
Students must change their Custom Electronic Portfolio to their Graduate Student Electronic Portfolio. You will not be able to see your graduate course history or graduate course grades without doing this. It is recommended that this be done soon after completing the BA.

- Click yellow “My Custom” tab in header.
- Click “Make this my default Portfolio”.
- Click “Add Stuff”.
- Click the plus sign to the left of “Graduate Student”.
- Click “Add” to the right of each bucket.
Office of Graduate Student Services
Electronic Communication

There are three list-serves available for communication within the graduate community. In early June, new graduate students will receive a Wesleyan email address, username and password. This information will be sent to your personal email address. Your personal email address has been added to the list-serve for new graduate students (#1 below). You may use this list serve to ask questions. All new graduate students are on this list and will see emails sent to this address.

1. new_graduates_q_a@wesleyan.edu
   - Your personal email address was added to this list upon your acceptance.
   - All new, incoming students, administrators in the Office of Graduate Student Services, and a few current graduate student volunteers receive this list.
   - We use this list to communicate information to new incoming students.
   - You may not unsubscribe from this list.
   - You may post any questions you have about Wesleyan to this list.

2. GSA-Announce@wesleyan.edu
   - This list is comprised of the Wesleyan email address of all graduate students.
   - This list will be used for important announcements from the Office of Graduate Student Services or from Wesleyan.
   - This list is not used to communicate information that is not official Wesleyan business i.e. rental advertisements and rideshare requests.
   - You may not unsubscribe from this list.
   - You may not post notices to this list.

3. gsa@wesleyan.edu
   - This list is used for messages that are not official announcements from this office or from Wesleyan. It is for sharing informal information such as rental opportunities or rideshare requests.
   - The Wesleyan email addresses of all new incoming graduate students are added to this list.
   - You may unsubscribe from this list.
   - You may post to this list.
   - Students who have unsubscribed and would like to re-subscribe may contact Barbara Schukoske at bschukoske@wesleyan.edu.

Information Technology Services (ITS)

Wesleyan’s investment in Information Technology is part of the overall commitment to the well-rounded liberal arts education for all students. We regard the ability to engage technology as one of the essential capabilities that Wesleyan graduates must develop for the 21st century. For more information about the technology and services offered to Wesleyan’s students, staff and faculty click on the following link: http://www.wesleyan.edu/its/