ORIENTATION EVENTS.

**CMU Orientation-**
The University-wide Graduate Student Orientation will be August 14-16. For details and to register visit [http://www.cmu.edu/graduate/programs-services/orientation/index.html](http://www.cmu.edu/graduate/programs-services/orientation/index.html). Attendance is not mandatory. The deadline for registration is August 9th.

**EPP Orientation-**

**August 21-23 (not mandatory).** The second-year EPP doctoral students will host a ‘Welcome New Students’ / Camp EPP orientation. The details are still being worked on but events are being planned for August 21-23. An email invitation will be sent once plans have been finalized.

**August 24-25 (mandatory).** The EPP administrative/academic departmental orientation sessions will be August 24 (afternoon 1:00-4:00) and August 25 (9:30-4:00). Both will be held in the EPP Baker Hall 129 Conference Room. An agenda will be forthcoming once details have been finalized. The August 24th afternoon session will include an informal dinner; and the August 25th session will include breakfast and lunch. During this orientation you will meet with both our Department Head, Doug Sicker; and our Associate Department Head, Lorrie Cranor; for a review of the EPP doctoral student handbook procedures and policies.

**International Student Orientation Sessions-**

Our Office of International Education (OIE) will host several welcome and required orientation sessions for International students. These sessions will be held August 4th through August 17th. You will need to choose one, and register on the OIE website (note, only one session is required) - [http://www.cmu.edu/oie/newsandevents/orientation.html](http://www.cmu.edu/oie/newsandevents/orientation.html). If you are not able to attend any of the sessions, please contact Vicki (vicki @ cmu.edu).

**International Student Language Check-In Sessions-**

In addition to the OIE session, we require that all of our international and non-native English-speaking students meet with the Intercultural Communication Center (ICC) representatives for a ‘language support check-in’ during the university-wide graduate student orientation August 14-16. If you are unable to attend a language support check-in, please inform Vicki.

During the year ICC offers tutoring courses, workshops, and one-on-one sessions to help international and non-native English-speaking students with their English, writing, and speaking skills. All students who are non-native speakers of English are expected to use the services provided by the ICC as soon as their first semester. This is particularly important for students who have a TOEFL IBT speaking score of 27 or lower. Refer to the ICC website for more information: [www.cmu.edu/icc/index.shtml](http://www.cmu.edu/icc/index.shtml)
ENROLLMENT SERVICES AND THE HUB.

The Hub is Enrollment Services ‘one stop shop’ for student enrollment needs. This is where you will find information on courses, enrollment, registration, cost of tuition and student fees, the academic calendar (listing university holidays, final exam week, etc.), and various academic forms. www.cmu.edu/hub

Enrollment Services has created a ‘getting started’ website for new graduate students. The site provides general information on enrollment, financial matters including financial aid, and links to your student information online (SIO) account, online registration (OLR), and the schedule of classes offered each semester (SOC). www.cmu.edu/hub/new-grad/index.html.

TUITION, STUDENT FEES, and STIPEND PAYMENTS.

Tuition and Fees Invoice. Each semester students will receive an email invoice from Enrollment Services for tuition, health insurance, and student fees. The email will prompt students to check their Student Information Online account (SIO). Fall tuition, student fees, and health insurance charges will be posted to each student’s account in the summer. Following is information on how to proceed with respect to tuition and fees:

Students receiving a graduate research assistantship from EPP (i.e., stipend and tuition paid by EPP) – Students receiving a graduate research assistantship in the form of tuition payment and monthly stipend, need not be concerned with the tuition and technology fee charge on their E-invoice. Tuition and the technology fee will be paid via a payroll deduction system that will be set up before the first week of class. Once it has been set up you will see the amount of your tuition and technology fee decrease in 9 semi-monthly installments throughout the fall semester, and 9 semi-monthly installments throughout the spring semester.

All students are required to pay health insurance, student activities fee, transportation fee, and any other charges incurred during the semester (with the exception of students who are receiving fellowships that may cover fees and/or health insurance). There is also a technology fee that is assessed to all students (mentioned above). However, this fee will be paid for all students who are registered full time and who are receiving any amount of financial support from the department (whether full or partial support). Please refer to Student Fees below for more information.

Students receiving an external funding paid directly to CMU (from non-U.S. external sources such as governments, Fulbright, Conicyt, etc.) -- If you are a student receiving external funding from an outside agency, you are considered a “sponsored student.” There is a Sponsor Billing Authorization form that your sponsor will need to complete and submit to Enrollment Services (the Hub) by August 15 for the fall semester, and January 15 for the spring semester. Once this form is received by Enrollment Services, they will code you as a sponsored student and your sponsor will be invoiced. When you are coded as a sponsored student you should not see late fees assessed to your account. This is necessary since outside agencies may not be able to pay invoices by the due date. You must complete the Sponsored Billing Authorization form each fall and spring by the due date noted on the Hub’s website.

Details on this process and the sponsor authorization form are found on the Hub’s website: http://www.cmu.edu/hub/billing/sponsor/index.html
**Student Fees.** Prior to the start of each academic semester each student will be assessed three fees. (Academic semesters are fall and spring, fees are not assessed for the summer semester.) The fees are: the Student Activities fee, the Transportation fee, and the Technology fee. Students are responsible for paying two of these fees by the due date on the E-bill - the Student Activities fee and the Transportation fee. As noted earlier, the technology fee will be paid for students receiving any amount of financial support from EPP.

Note: Students who are receiving NSF graduate fellowship funding (the NSF GRFP) should not pay any of the student fees. Payment of their fees is covered by the NSF graduate fellowship and will be paid before the 10th day of class in each semester. Students are responsible for paying Health Insurance.

Note: Students receiving Chinese Scholarship Council funding should not pay students or Health Insurance. Per the scholarship agreement, these items will be paid for you before the 10th day of class in each semester.

**Technology Fee.** As noted, the technology fee will be paid each semester (until further notice) for students who are receiving any amount of tuition or stipend support that is being paid through EPP. Students who are not eligible for the technology fee payment are those who are self-supporting, In Absentia, part-time, or on reduced tuition. Students enrolled in a joint degree program where EPP is not their home department should check with their home department. Technology fee payment is handled by each student’s home department.

**Stipends.** Stipends are paid semi-month and are subject to Federal tax withholding. They are exempt from state and local taxes, with the exception of a small regional county tax. Stipend payments for the fall semester will begin August 16th (paid out August 31st). Before receiving your first stipend payment, you will need to complete an I-9 Employment Eligibility, W-4 form, and direct deposit form with our CMU Works Service Center. CMU Works Service Center is our central source for payroll, human resources, and benefits. You will be contacted prior to your first stipend payment by the Service Center with Onboarding information. If you have questions before then, please contact Vicki (vicki@cmu.edu).

**STUDENT HEALTH INSURANCE.**

CMU has a 'hard waiver' policy for student health insurance. This means that if you do not voluntarily enroll for health insurance by September 11th, the University will automatically enroll and charge you for health insurance. You are responsible for paying this charge unless you submit a waiver form and proof that you carry other health insurance meeting the university requirements. For more information, visit www.cmu.edu/health-services/student-insurance. If you wish to apply for a waiver, you must do so by September 11, 2017. After this date it will be too late.

Health Insurance plans begin August 1 and end July 31 each year.

Payment of health insurance may be done in one of two ways: 1) you may pay it to the Hub it in one lump sum by the due date on your E-bill; or, 2) you may pay it in monthly increments throughout the academic year. If you choose the latter option, you will need to set up an account with TMS (tuition management services). The link for TMS and more information is on the Hub’s website: http://www.cmu.edu/hub/billing/payment/tms.html.
Proof of Immunization. Student Health requires that each student provide health immunization information. This information must be completed by June 30. Here is the link to the University Health Services Graduate Health and Immunization Guide with details on this process, as well as rates and insurance plan options http://www.cmu.edu/health-services/immunization/health-guide-grad-2017.pdf

If you are unable to complete the immunization information by the June 30 deadline, inform Vicki and she will contact University Health Services to request an extension.

CMU EMAIL ACCOUNT. A CMU email/Andrew ID account has been created for you. Instructions from the CMU Computing Services team on activating your account were mailed to the email you provided on your PhD application. If you have not received an email with instructions, or if the email you used on your application is no longer valid, please let Vicki know (vicki@cmu.edu). For additional information on using your CMU email, visit the CMU Computing Services website at www.cmu.edu/computing, or call the computing help line at 412/268-help (412/268-4357).

REGISTERING YOUR COMPUTER ON THE CMU COMPUTING NETWORK. When you arrive on campus, you will need to register your computer on CMU’s Andrew network. Instructions on this process are on the Computing Services website. Computing Services also provides walk-in service during normal business hours (9-5), located in Cyert Hall, Room 119. www.cmu.edu/computing/network/index.html

GRADUATE STUDENT DLIST. At some point during the summer we will add your CMU email address to our current graduate student dlist. This list is used by EPP faculty, staff, and students to inform you of upcoming events, seminars, and relevant information.

HOUSING. Our Housing Office maintains a very extensive list of apartments and houses for rent. Their website is: http://www.cmu.edu/housing/graduate-students/index.html. You will need to use your CMU email account to access this information.

Guest Housing. CMU Conference & Events Services Division offers short-term on-campus guest housing May 29 through August 5. You may be interested in using this service when you come to Pittsburgh to look for an apartment, the cost is much less than a hotel. For information on guest housing visit their site: http://www.cmu.edu/conferences/accommodations/guest-housing.html

CMU STUDENT ID CARDS. Student photo ID cards are available at the CMU Card ID Office located in the lower level of Warner Hall. You may stop in, have your photo taken, and receive your card; or, you may send a photo ahead of time to the Card ID Office and pick up your card when you arrive at CMU. You will need to complete an application to submit your photo, here are the details: www.cmu.edu/idplus/idcards/idphotos.html

Please note that the administrative staff will not pick up your Student ID card ahead of time, you will need to do so when you arrive in August.

STUDENT CONTACTS. Vicki has a list of EPP graduate students who have volunteered to be points of contact for you as you transition to CMU. Contact them if you need suggestions on when to come and look for apartments, areas to move into, areas to avoid, or have other general questions as you transition to Pittsburgh. The closest neighborhoods to CMU are Shadyside, Squirrel Hill, Greenfield, Bloomfield, and Oakland. Most of our graduate students live in the first three areas. Oakland (while decent) has a heavy undergraduate population and so can get quite noisy at times.
GRADUATE STUDENT ASSEMBLY ORGANIZATION. CMU has a Graduate Student Assembly (GSA), which is a branch of the CMU Student Government. GSA organizes social events, acts as an advocacy group on issues important to graduate students, and provides small grants and conference funding. GSA is funded by your student activities fee. Each department on campus has GSA representatives, our representatives are Travis Carless and Erin Mayfield. More information on the GSA is available on their website: http://www.cmu.edu/stugov/gsa/

FACEBOOK PAGE. We have set up a Facebook page for you so that you may contact each other, share information, etc. It is a ‘closed’ group and only confirmed members may view your posts. To find the page, search for the group ‘Incoming Engineering and Public Policy Students’ and request to join, or simply friend Adam Loucks (EPP Adam Loucks) and he will add you to the group.

REGISTRATION. Fall classes will begin on Monday, August 28. Graduate students have through the first week of classes to register. When you are here this summer, please stop by to see Vicki and she can help you register for at least one or two courses. If you are not able to stop by, you can register when you are here and settled in August.

In order to register you will use your CMU Andrew account. You should meet and discuss courses with your assigned academic advisors (see below).

INITIAL ACADEMIC ADVISORS. In the summer, Vicki will email the names and contact information of the initial academic faculty advisors that have been assigned to you. Once you receive this information you should make arrangements to meet with them for their advice and guidance on courses to take, research, etc.

PRACTICUM REQUIREMENT. As part of our core course requirements, all doctoral students in EPP are expected to serve either as a teaching assistant for one of our core courses or serve as a project manager for our undergraduate student group project course. Typically students fulfill this requirement in their third year. Since our practicum options involve lecture, and/or close work with undergraduate students, all international students are expected to take and pass the ITA test at an appropriate level. This may involve working with our Intercultural Communication Center as soon as your first semester to be adequately prepared for the ITA test.

In addition, PhD students working with individuals under the age of 18 may be required to obtain clearances under the Pennsylvania Child Protective Services Law, known as “Act 153”, including the following clearances: (1) a Pennsylvania Child Abuse History Clearance; (2) a Pennsylvania State Police Criminal Record Check; and (3) a Federal Bureau of Investigation Criminal Background Check (collectively, the “Clearances”). The FBI Criminal Background Check requires you to submit your fingerprints at an authorized fingerprint site. If the University determines that you are covered by Act 153, we will notify you and assist you in obtaining the clearances. Failure to obtain any required clearances may impact your ability to serve as a teaching or research assistant.

MANDATORY TRAINING SESSIONS. There are two mandatory online training sessions that are required in EPP. You will need to complete both of these sessions by September 30th. We are providing this information now, in case you wish to get a head start.

The first is 'Responsible Conduct of Research Training' offered by the Collaborative Institutional Training Initiative (CITI). You only need to complete the 'Physical Sciences' module. This training session will
take a few hours to complete. However, once you create an account and receive a pin number, you are able to log in and out over a period of time eliminating the need to complete it all at once. If you have already completed this training or completed a different module of this training, please inform me as you may not need to complete it again.

The second required training session is on plagiarism - something we take very seriously in the department. This training session is offered by Indiana University Bloomington and should take about 30 minutes to complete.

Both training sessions offer a completion certificate or confirmation sheet at the end that you will need to print out, sign, and submit to me. Note that the research ethics session will indicate that you can have the confirmation certificate sent electronically to CMU -- unfortunately I will not receive it. You will actually need to download the certificate and either email it to me or hand it to me when you are here at CMU. You do not need to include a student ID number on either confirmation form -- your name and signature is sufficient.

Here are the links –

Responsible Conduct of Research Training session:  https://www.citiprogram.org/Default.asp?
Plagiarism session:  http://www.indiana.edu/~tedfrick/plagiarism/