
Best Practices for OSU Chemistry PhD Students

— Everything you need to know to —
navigate your graduate program

Communication

The CBC website

<http://chemistry.osu.edu/graduate/chemistry>

Bookmark it and refer to it often; it should be the first place you look for answers to questions pertaining to the graduate program.

Chemistry Graduate Studies

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[Orientation](#) | [Candidacy](#) | [Graduate Appointments](#) | [Defense](#)

Communication

E-Mail

Is the primary method by which you will be contacted

Should be checked daily

Will be sent EXCLUSIVELY to your @[@buckeyemail.osu.edu/@osu.edu](mailto:buckeyemail.osu.edu) address; please only e-mail us from this address, as well.

Items sent by Graduate Studies Office personnel, specifically, should be read promptly, carefully, and either responded to accordingly or archived for future reference if the information is pertinent to you.

Course Registration

Your registration window is indicated on your Student Center



The screenshot shows a rectangular panel with a dark blue header bar containing a green downward-pointing triangle icon and the text "Enrollment Information". Below the header, the text "Enrollment Appointment" is displayed in bold, followed by the message "You may begin enrolling for the Autumn 2016 Regular Academic Term session on March 30, 2016." To the right of this text is a "details" link with a right-pointing triangle icon. At the bottom of the panel, there are three underlined links: "Schedule Planner", "Degree Audit", and "Enrollment Verification".

Enrollment Information

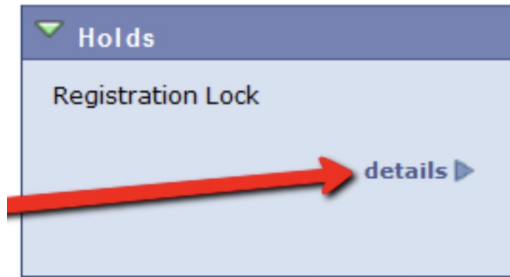
Enrollment Appointment
You may begin enrolling for the
Autumn 2016 Regular Academic
Term session on March 30, 2016.

[details ▶](#)

[Schedule Planner](#)
[Degree Audit](#)
[Enrollment Verification](#)

Course Registration

All students will have a hold on their accounts and will be unable to register unless/until they complete the Financial Responsibility Statement



You will be required to register for courses EVERY SEMESTER!!! It is important not to forget as late registration fees will be assessed and you will be responsible for paying them.

Exams

FIRST-YEAR ORAL EXAM • CANDIDACY EXAM • MS/PhD DEFENSE

The first year oral exam is arranged by the divisions and the Grad Studies Office. Students should refer to the Procedures & Requirements document for their division's first year oral exam policies

The Candidacy, MS, and PhD Exams are arranged by the student and the advisor. Students should refer to the Procedures & Requirements Document and the Grad School website for complete instructions on scheduling Candidacy, MS, and PhD exams.

Contracts

Are required for all students, whether on a GAA, GTA, GRA or Fellowship appointment.

Will be sent by DocuSign and, for most students, will be sent each semester

Are often filtered to students' junk mail folders

BEFORE signing the contract, please read it carefully and contact Kelly Burke if you have questions or if a change needs to be made.

If all info on your contract is correct, please immediately sign and submit it.

Deadlines

Are posted on our web site



University registration dates and deadlines are available [online](#).

Summer 2016 Registration

All students must register by Friday, April 29, 2016. **Students are responsible for payment of any late registration or late tuition payment penalties.** Please review the list of important registration dates set by the [University](#) and the [Graduate School](#). **Forfeiture Fees:** Once fee authorizations have been processed, a student who drops below the required number of units (see above) will be charged forfeiture fees. If you make adjustments to your schedule always **ADD a course before DROPPING one.**

Autumn 2016 Registration Deadlines

All students should register by Friday, May 27, 2016, so that GTA assignments can be made. **Students are responsible for payment of any late registration or late tuition payment penalties.** Please review the list of important registration dates set by the University and the Graduate School. **Forfeiture Fees:** Once fee authorizations have been processed, a student who drops below the required number of units (see above) will be charged forfeiture fees. If you make adjustments to your schedule always **ADD a course before DROPPING one.**

Are posted on University web sites



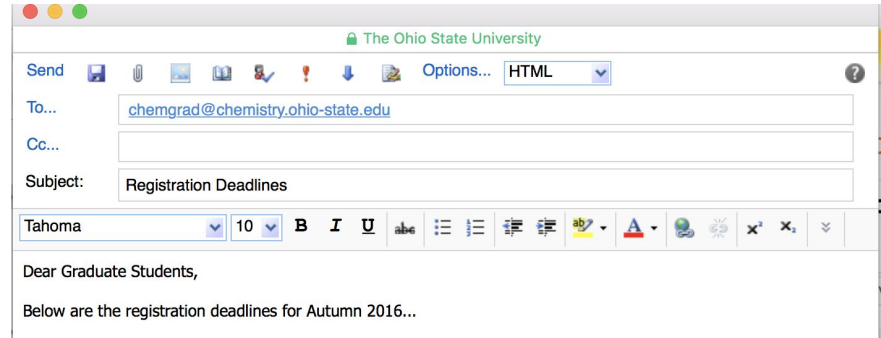
The screenshot shows the University Registrar website for The Ohio State University. The main heading is 'Registration, Fees and Important Dates'. On the left is a navigation menu with links like 'Buckeye Link', 'Calendar (Academic)', 'Classroom Scheduling', etc. The main content area is divided into three sections: 'Registration & Fees at a Glance' with a link to 'Details of Registration & Fees at a Glance'; 'Important Dates' listing 'Autumn Semester 2016', 'Summer Term 2016', and 'Summer 2016 8-week Sessions'; and 'SIS Availability Hours*' with a table of hours for Monday through Sunday.

TASKS THAT HAVE STRICT DEADLINES

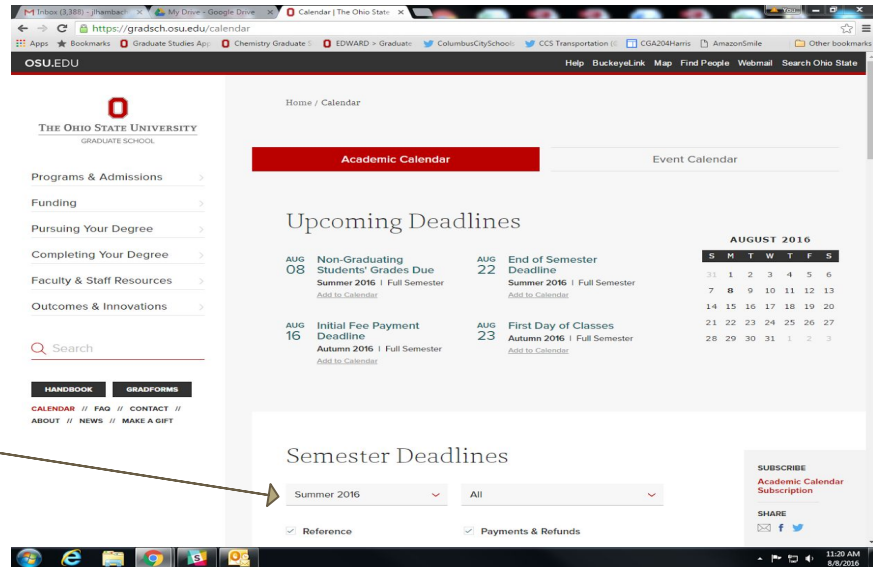
Registration (the adding *and* dropping of courses), candidacy application and exams, graduation application and exams, contracts, advisor selection process, parking permit renewal, et al.

Deadlines, ctd.

Are sent out to students in e-mails



Are posted on the Graduate School's web site



Be sure to verify the semester and scroll down for the detailed calendar.

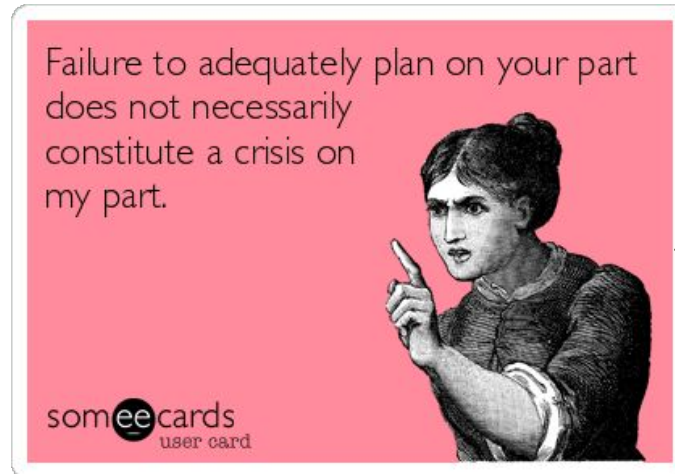


Deadlines

Despite most processes being electronic, they still require advance planning and attention to detail and deadline. ***Electronic ≠ inherently fast***

Be sure to pay attention to all deadlines; they must be followed!

Most importantly, PLAN AHEAD!



This is what Kelly and Jennifer look like when deadlines are not followed!

Services provided by Grad Studies Office

Provides answers to general questions about the Department or University that are not easily answered through an online search or in a document that has been provided to students

Assistance with scheduling rooms for practice sessions/group meetings/exams

Acts as a liaison between students and Grad School

Services provided by Grad Studies Office

Sends out registration info

Sends out contracts

Coordinates semesterly appointment info,
but DOES NOT determine appointment type (this is determined by your
research advisor)

The Grad Studies Office DOES NOT MAKE TEACHING ASSIGNMENTS (these are
determined by the faculty members who act as division secretaries).

Flow

Human Resources (1102 NW): paycheck issues, OPERS questions

Student Health Insurance: Answers to ALL questions about student health insurance (shi@osu.edu)

Grad Studies (1110 NW): Questions about registration, courses,

Undergraduate Studies (100 Celeste): Questions related to the undergraduate course you are assigned to teach

Accounting (1104 NW): procurement cards, purchasing

Flow

Computer Support (2105 NW): help with issues related to computing, including the printing of posters and access to rooms secured with electronic door locks (requires Buck ID to be swiped)

Materials Management (165 CBEC): Office supplies, keys

Graduate School (University Hall): Most procedures are completed online via gradforms

Graduate Admissions (SAS Building): Submitting final transcripts & proof of BS and/or MS degree

Flow

Vice Chair of Graduate Studies: issues that impact your ability to fulfill your responsibilities as a graduate student

Advisor: issues related to research, M.S., Ph.D., & candidacy, questions about how you will be appointed and stipend

Division Secretary: questions regarding required curriculum

Questions

Graduate Studies Office

1110 Newman & Wolfrom Laboratory

Kelly Burke

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Jennifer Hambach

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