TA WORDS TO LIVE BY

• Kathy will establish a TA account on the copier. Your code will be (8+ last 4 digits of your CSU ID number). Copier is for teaching purposes only, NO personal class copying.

• New graduate students MUST register for 15 credits, make up the difference with the teaching credits. Current students, coordinate with your advisor and Steve Robinson on the total number of credits.

• The department will pay tuition for students on GTA but students are responsible for any and all fees. The department will not pay tuition until after the census date (add/drop date). This is typically October before tuition is credited to student accounts.

• New U.S. graduate students must complete in-state residency requirements before classes start. Failure to obtain in-state residency may affect future employment opportunities.

• The pay day is the last day of the month.

• Please see Kathy for textbooks for the class you are teaching.

• If extra keys are needed, please see Veronica.

• NO switching of TA class assignments or tutoring hours without coordinating with Steve Robinson. Whoever is on the assignment sheet will be responsible if someone doesn’t show for class. The same is applicable to tutoring hours.

• As a TA if you can’t make a class, YOU are responsible for finding a replacement.

• As a TA if you can’t make tutoring hours, YOU are responsible for finding a replacement.

• Check mailboxes daily, after 10:00 AM.

• Check e-mail messages daily and if necessary, inform the office of which e-mail address you use most often.

• Homework or labs are NOT to be turned into the main office or your mailboxes.