

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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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.

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

- Acts as a liaison between students and Grad School

- Sends out registration info

- Sends out contracts

Services provided by Grad Studies Office

- 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)

Contacts

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

Contacts

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

Contacts

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

Dr. Tom Magliery, Vice Chair for Graduate Studies

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