

## Welcome to the Department of Statistics!

We are excited to have you with us and look forward to working with you as you earn your degree.

The Graduate Student Service Office, located at [1121 Snedecor](#), has prepared some essential information and resources to ease your transition into Iowa State.

**Purpose:** To provide you with a list of important deadlines and pieces of information. When necessary, detailed information will be made available and communicated via email.

We recommend arriving on campus as early as possible for acclimation and onboarding tasks.

### √ Important Dates

August 11 & 12: Written Qualifying PhD Exam

Weeks of August 4<sup>th</sup> and 11<sup>th</sup> - GA New Hires Onboarding. Make appointment with Ann

August 14 - Appointment Start Date

August 15 & 18, 10:00 AM – 3:00 PM - Department Orientation (Required). Lunch provided

August 18 - Teaching Duties Start

August 19 - All Stats Graduate Student Pre-Semester Start Up Meeting (Required)

August 20 (Required) - International Students & Scholars Office (ISSO) Reporting Date

August 21 (Required) - International Students and Scholars Office (ISSO) Orientation

August 21 - Grad College Orientation (Recommended, not required)

August 23 - Dan Nettleton, Department Chair, Ice Cream Social

August 24 - Department Picnic

August 25 - Fall semester Classes

Date/Time: TBA - Mentor/Mentee Gathering

Date/Time: TBA - First of the semester ISU STATers Meeting

### √ Starting Out - Take Action

- New Graduate Student [Checklist](#)
- Graduate College – Complete the New Student Onboarding Requirements – [Before Orientation](#)
- International Students
  - [ISSO Pre-Arrival Guide](#) (Spring) – Please Review
  - Oral English Certification Test (OECT) [Info](#)
    - Required for ALL international students with a TA. Exempt [Info](#)
    - Registration for the August OECT (no specific date yet) will open in July 15.
  - English Placement Test (EPT) [Info](#)
    - All Students whose primary language is not English.
    - Meeting Criteria [Info](#)
    - Writing Dates: August 14 & 15 @ 8:00 -10:00 AM. Oral Dates: August 14, 15 & 16
    - Registration will open two weeks prior to each test date.
    - Required for students whose primary language is not English and need to satisfy the English Requirement.
    - This is different from the minimum English proficiency needed for admission.
    - [Criteria](#) for meeting English Requirement – Choose “Graduate English Requirement under Header

- Failure to take the EPT in your first semester may cause difficulties in planning your course of study and delays in your graduation.

## √ Communication

- ISU Email / Outlook - Important updates, benefits, professional development, networking/social events.
- Microsoft Teams – Used as quick message for “Q/A’s”. Invite soon.

## √ Workday Application – Knowledge Base Articles (KBA)

- Workday Student:
  - [Workday 101](#)
  - [Academics Dashboard Navigation](#)
  - [Academic Profile Navigation](#)
- Workday WorkCyte – [Graduate Students](#)

## √ Onboarding for Graduate Assistantships

- Week of August 4 and 11 - To activate GA appointment schedule appointment with Ann. Email will be sent
- All students on graduate assistantships need to be enrolled for GA appointment to be started.
- All student graduate assistantships need to complete onboarding on or before their first day of employment.
- Late arrival or deferred enrollment may result in the loss of assistantship and tuition scholarship.
- Workday Onboarding [Quick Reference Guide](#) for Graduate Assistants. [How to Onboarding Video](#)
- Mandatory Trainings – Will show in Workday “My Tasks”

## √ Attend Department Orientation – Attendance Required

- August 15 & 18, 10:00 AM – 3:00 PM. Lunch provided
- Gain key information about specific resources, policies, and meet Faculty, staff, ISU STATers representatives, and new colleagues.

## √ Letter of Intent (LOI)

- The “Graduate Assistantship Letter of Intent” form contains a description of the position offered, stipend, and length of appointment.
- Format through the Workday application. Major professor and student signatures are required for completion.
- Workday alert received when the LOI is ready for your signature.
- August 14 – LOI Signed Deadline. Delay in completion of LOI could result in late stipend payment.
- \* Download a signed pdf copy for your records.

## √ Tuition Scholarship

- Tuition Scholarship is initiated after your LOI is signed.
- The specific tuition scholarship amount will be applied in one sum at the beginning of the semester.
- Application of \$ amount to U-bill may be delayed due to administrative lag time.
- Must maintain 3.0 each semester for scholarship renewal.

### Ph.D. Tuition Scholarship Amount - (F'24 Rate)

50% Appt = Full Tuition \$6732

25% Appt = Half Tuition \$3366

### MS Scholarship Amounts- (F'24 Rate)

50% Appt MS = 75% of Tuition \$5049

25% Appt MS = 37.5% of Tuition \$2524.50

## √ Stipend

- How to view and read your [pay slip](#) Knowledge Base Article
- Academic Year Stipend = \$22,860
- Bimonthly payments
- Stipends by Fall Semester - 10 Payments August 14 – December 31
  - 50% Appointment or 20 Hours/week = \$11,430 = \$1143/payment
  - 25% Appointment or 10 Hours/week = \$5,715 = \$571.50/payment

- Fall 2025 Dates:	<b>Pay Period</b>	<b>Pay Date</b>
	Aug 1-15	Aug 25
	Aug 16-31	Sept 10
	Sept 1-15	Sept 25
	Sept 16-30	Oct 10
	Oct 1-15	Oct 24
	Oct 16-31	Nov 10
	Nov 1-15	Nov 25
	Nov 16-30	Dec 10
	Dec 1-15	Dec 23
	Dec 15-31	Jan 9

- Stipends by Spring Semester - 9 Payments, January 1 - May 15
  - 50% Appointment or 20 Hours/week = \$11,430 = \$1270/payment
  - 25% Appointment or 10 Hours/week = \$5,715 = \$635/payment

## √ Benefits – Students and Scholars Health Insurance Program (SSHIP)

- Graduate Assistants: 1. Will be automatically enrolled when they have finished the onboarding process for their assistantship appointment. 2. There is no premium cost for self. 3. Must be enrolled for 1 credit each semester/Summer.
- Coverage for the 2025-26 plan is effective: August 1 2025 – July 31 2026.
- An insurance ID Card will be mailed to your current ISU Address 7-10 days after automatic enrollment.
- Dental Insurance is offered – Monthly cost: \$12/month (self). Student responsibility for premium.
- GA's may enroll their lawful spouse or domestic partner and dependent children under 26. Must be done within 31 days of your hire date. Student responsibility for premium.
- Video Explanation of SSHIP Benefits Presentation:  
<https://iowastate.instructuremedia.com/embed/45fe4495-e8df-42fc-8732-a1600a8b70f6>
- SSHIP Frequently Asked Questions: <https://sship.hr.iastate.edu/insurance-education>
- SSHIP Website: <https://sship.hr.iastate.edu/graduate-assistants>

## √ Fees

- Mandatory Student fees include Activity, Services, Building & Recreation Fee Health Facility Fee, Health Fee, and Technology Fee. Please see Registrar Office (Fall 2024 Rate) [Student Fees](#)
- Fee Credit of \$182.36 (Fall '24) will be applied to your U-bill.

## √ Payment Information – Accounts Receivable

- Accounts Receivable Office - <https://www.ubill.iastate.edu/>
- Payment Plans - <https://www.ubill.iastate.edu/payments>
- University Bill (U-bill) will be available August 1st for Fall, January 1st for Spring, and May 1 for Summer. Due dates are the 20th of each month.
- U-bill: Tuition Scholarship and Late Fees
  - Timing of the tuition scholarship application and payment due dates do not coincide. The scholarship amount will appear on the u-bill but will not be applied immediately.
  - Sept 5 - It may take up to this date for the tuition scholarship to be applied.
  - September 8
    - If the tuition has been applied and the late fee has not dropped, contact Accounts Receivable.
    - If the tuition is still pending, contact Ann Hawkins, [anniehwk@iastate.edu](mailto:anniehwk@iastate.edu)

## √ Registration / Credits

- The maximum for a 50% assistantship is 12 [credits](#).
- Fulltime Status for assistantships is 1 credit.
- Students with GA's must be registered to be eligible for Graduate Assistantship.
- Free Drop/Add – First Week of Classes. It is not possible to drop without extenuating circumstance. Forgetting to drop a course after the first week is not an extenuating circumstance.
- Audit/For Credit – First Week of Classes. It is not possible without extenuating circumstance to change. Forgetting to drop a course after the first week is not an extenuating circumstance.
- Double Check your schedule – Make sure you have the correct section and number of credits.

## √ Leave

- Policy – Chapter 3.2.4 [Graduate Student Handbook](#)

## √ Primary Contacts

- Dr. Ulrike Genschel, DoGE [ulrike@iastate.edu](mailto:ulrike@iastate.edu)  
The Statistics Director of Graduate Education (DoGE) is responsible for acting as the temporary adviser for all graduate students until you have found a major professor.
- Ann Hawkins, Graduate Student Support Services [anniehwk@iastate.edu](mailto:anniehwk@iastate.edu)  
This position is here to help students navigate their time at ISU, answer questions or direct to student resources. To [Setup an Appointment](#) - Appointment Hours: M-F 9:30 - 11:30 AM & 2:00 - 4:00 PM

## √ Bookmark these Stats Web Pages

- |                                       |                                     |                                     |
|---------------------------------------|-------------------------------------|-------------------------------------|
| - <a href="#">Department Seminars</a> | - <a href="#">Department News</a>   | - <a href="#">Ph.D. Degree Info</a> |
| - <a href="#">Faculty Directory</a>   | - <a href="#">Department Events</a> | - <a href="#">M.S. Degree Info</a>  |

## √ Join ISU STATers Graduate Student Organization

- Look for E-Invite for social events and meetings.

## √ Cultural/Global Differences – Promote Inclusiveness

Respect – Purpose – Cooperation

If you are not familiar with a particular colleague's, major professor's or student's culture, it is of foremost importance to demonstrate willingness to communicate with and to understand. Diversity and Inclusion – [Principles of Community](#)

## √ Graduate College

[Events and Deadlines](#)

[Graduate College Career Services](#)

[Graduate College Professional Development](#)

[Center for Communication Excellence](#)

[University Resources](#)

[Start your Individual Development Plan \(IDP\)](#)

## √ Bookmark these ISU Web Pages

[Environmental Health and Safety](#)

[Graduate and Professional Student Senate](#)

[Technical Support](#)

[Tax Information](#)

[Safety at ISU](#)

[ISU Weather Policies](#)

[Parking Services](#)

[Financial Counseling Clinic](#)

[MyStateApp](#) – CyRide Bus, Map, Directory, Dining, News

[Registrar Office](#) – Academic Calendars, Registration, Academic Help, Grades, Forms