

University Policies and Resources

1. What offices are housed in the Student Center to promote student growth and development?

- **Answer: ** The Student Center houses offices like Black Student Achievement, Civic Engagement, Dean of Students, Disability Services, Student Affairs, Creative Services, Greek Life, New Student Orientation, Leadership Development, Multicultural Center, PantherDining, PantherDining Catering, Parent Relations, Religious Life, and University Career Services.

2. Where is the Office of Black Student Achievement located?

- **Answer: ** Student Center East, Suite 300.

3. What office is responsible for Greek Life?

- **Answer: ** The Greek Life office is located at Student Center West, Suite 475.

4. Where can you access student email?

- **Answer: ** Student email can be accessed at [<https://technology.gsu.edu/technology-services/it-services/email-and-filestorage/panthermail/>] (<https://technology.gsu.edu/technology-services/it-services/email-and-filestorage/panthermail/>).

5. What web resource allows students to register for classes and pay tuition?

- **Answer: ** PAWS: [<https://paws.gsu.edu/>] (<https://paws.gsu.edu/>)

6. Where can students access their online course materials?

- **Answer: ** iCollege: [<https://icollege.gsu.edu/>] (<https://icollege.gsu.edu/>)

7. Where can students find housing options?

- **Answer: ** Housing options can be explored at [<https://myhousing.gsu.edu/>] (<https://myhousing.gsu.edu/>).

8. Where can students view the final exam schedule?

- **Answer: ** The final exam schedule is available at
[<https://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>]
(<https://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>).

9. What is the location of the Disability Services office?

- **Answer: ** Student Center East, Suite 205.

10. Which office handles student organizations?

- **Answer: ** Student Center West, Suite 270.

Graduate Teaching Assistant (GTA) Policies

11. What degree is required to be appointed as a GTA?

- **Answer: ** A baccalaureate degree.

12. What are the two levels of GTA?

- **Answer: ** GTAA and GTAB.

13. What is a Lab TA responsible for?

- **Answer: ** Lab TAs lead lab sessions.

14. What are the duties of a Grader?

- **Answer: ** Graders assist with grading course materials.

15. What certification is required to be a GTAB?

- **Answer: ** GTAB certification.

16. Who is eligible to be a Teaching Fellow (TF)?

- **Answer: ** Only GTAB-certified PhD students.

17. How long can a PhD student receive a teaching assistant scholarship?

- **Answer: ** Up to 5 years.

18. What is the requirement for a PhD student to be GTAB certified?

- **Answer: ** Completion of 18 hours of graduate course credit in CS (Computer Science).

19. When must PhD students submit their course preferences for GTA or TF positions?

- **Answer: ** By the specific deadline for each coming semester.

20. What happens if a student does not submit course preferences on time?

- **Answer: ** Assignments will be made based on department needs.

21. How many years can a GTA appointment be renewed for a PhD student?

- **Answer: ** Up to 5 years, based on performance and advisor evaluation.

22. Can an MS student apply for a GTA position?

- **Answer: ** Yes if they are eligible to work and not engaged in OPT/GRA/RCL/outside-department employment.

23. When does GTA employment officially begin?

- **Answer: ** On the first day of the semester.

24. What is the expected workload of a GTAA?

- **Answer: ** 20 hours per week.

25. What conditions must be met for a student's GTA appointment to be renewed?

- **Answer: ** Satisfactory work, academic performance, and department needs.

TF/GTA Responsibilities

26. What must a TF/GTA agree to upon accepting the appointment?

- **Answer: ** To diligently complete assigned job duties and comply with the department's rules.

27. How many office hours must a GTA hold per week?

- **Answer: ** At least 1 hour of in-person office hours per week.

28. How many credit hours must a GTA enroll in during the academic year?

- **Answer: ** At least 12 credit hours.

29. How many credit hours must a GTA enroll in during the summer semester?

- **Answer: ** At least 9 credit hours.

30. What is the minimum GPA a GTA must maintain?

- **Answer: ** A minimum GPA of 3.00.

31. Are GTAs allowed to engage in outside-department employment?

- **Answer: ** No, GTAs cannot engage in OPT/RCL/GRA/outside-department employment.

32. What training workshops are required for GTAs?

- **Answer: ** At least one departmental GTA training at the beginning of each semester, plus another in their first semester as a GTA.

33. When must GTAs be physically present on campus?

- **Answer: ** From the first day to the last day of the semester.

34. Who must grant permission for a GTA's absence during the semester?

- **Answer: ** The course instructors and Director of Graduate Studies.

Additional Resources

35. Where can students view the schedule of classes?

- **Answer: ** At [<https://registration.gosolar.gsu.edu/>] (<https://registration.gosolar.gsu.edu/>).

36. Where can graduate catalogs be viewed?

- **Answer: ** At [<https://enrollment.gsu.edu/catalogs/>] (<https://enrollment.gsu.edu/catalogs/>).

37. Where is the Dean of Students office located?

- **Answer: ** Student Center East, Suite 303.

38. What office is at Student Center West, Suite 469?

- **Answer: ** PantherDining Catering.

39. Where is the Leadership Development office located?

- **Answer: ** Student Center East, Suite 206.

40. Where can students access student health insurance information?

- **Answer: ** At [<https://studentcenter.uhcsr.com/school-page>]
(<https://studentcenter.uhcsr.com/school-page>).

41. Where is the Multicultural Center located?

- **Answer: ** Student Center West, Suite 358.

42. What is the primary web resource for financial aid information?

- **Answer: ** PAWS: [<https://paws.gsu.edu/>] (<https://paws.gsu.edu/>).

43. Where is the office of Civic Engagement located?

- **Answer: ** Student Center East, Suite 304.

44. Where is the Student Center Administrative Office located?

- **Answer: ** Student Center East, Suite 310.

45. Where can students find the Registration Guides?

- **Answer: ** At [<https://registrar.gsu.edu/registration/registration-guide/>]
(<https://registrar.gsu.edu/registration/registration-guide/>).

46. What is the location of Parent Relations?

- **Answer: ** Student Center West, Suite 475.

47. Where is the Religious Life office located?

- **Answer: ** Student Center West, Suite 270.

48. Where can students view their current status at the university?

- **Answer: ** Through PAWS: [<https://paws.gsu.edu/>] (<https://paws.gsu.edu/>).

49. Where is PantherDining located?

- **Answer: ** Student Center East, Suite 318.

50. What office is at Student Center East, Suite 301?

- **Answer: ** The office of Student Affairs Administration.