



You should then paste this number XXXXXXXXXXXX into the field requested on the portal screen and press the Continue button. Please review the next page carefully, to ensure that the information submitted for the assistantship is correct. Then, please register your agreement to the terms outlined in the contract by selecting the appropriate decision button.

By accepting this scholarship you agree that you will not seek additional employment, on or off campus, without prior consultation with your Director of Graduate Studies, and approval from the Graduate School.

If you have questions about the terms of the contract please contact your program's Director of Graduate Studies, the hiring department or [GSAS@email.uky.edu](mailto:GSAS@email.uky.edu).

Please do not reply to this email, as this is an auto-generated message and not a monitored account. Instead, use one of the contacts listed above, and we will be glad to assist you.

If you have technical questions, please contact the UKIT Service Desk at 859-218-HELP (859-218-4357) or [helpdesk@uky.edu](mailto:helpdesk@uky.edu).

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**UK Wildcard Student ID Card.** You may obtain your UK Student ID card in the Student Center, room A380. The cost is \$17.00.

**Additional Fees.** The Student Health fee (currently \$160.00 per semester) and the Johnson Center recreation fee (currently \$80.00) are **mandatory** for all full-time students. These fees are not covered by your tuition scholarship.

Should you choose to take a non-math class which has a course or program fee, you will be required to pay that fee. An online course will require a \$10 per credit hour fee to be paid. International Students may have additional fees. The tuition scholarship does not cover courses taken with an audit (AU) or as a pass/fail grade type.

**Tuition Bills.** Your tuition and fees bill will be emailed to you after you register for classes. It is possible/likely for you to be charged for tuition even though you will be receiving a tuition scholarship. Don't panic! There can be a lag between your registration and the posting of your scholarship. If you receive a second notice, see Rejeana Cassady for assistance in resolving this matter.

### **Payroll Procedures**

In order to be added to the University of Kentucky payroll, you must first be hired as an employee. Following is a brief outline of this process. These steps may change or be updated due to COVID related procedures. Read your emails and follow the instructions to move the process along. If you want to know if an email is legitimate, feel free to ask.

1. Instructions will be sent to you later this summer by the College of Arts and Sciences Payroll Office.
2. The University's Human Resources Office will contact you for your permission to initiate a background check (if you are a U.S. citizen). You cannot obtain your I-9 (Employment Eligibility Verification Form) and be placed on payroll until you have given your permission.
3. Schedule an I-9 appointment by going to this link <https://www.uky.edu/hr/new-employees/i-9-form-documentation-requirements> You can physically visit the Employment Office in Scovell Hall if you prefer. Directions to Scovell Hall <http://www.uky.edu/hr/new-employees/directions-parking>

4. You must present **two** forms of identification to verify your eligibility for employment. Acceptable forms of ID are listed on UK's Human Resources website at: <http://www.uky.edu/hr/new-employees/i-9-form-documentation-requirements>
5. Go to the Arts & Sciences Payroll Office, 361 Jacobs Science Building (JSB) and fill out your payroll and tax forms. Be sure to take the I-9 form you obtained at the Employment Office.
6. Paychecks are issued every two weeks on Friday. You will receive your first paycheck on August 20 if your payroll forms are completed in a timely manner. The Arts & Sciences Payroll Office will be sending you information later this summer about procedures and deadlines.
  - ❖ International Students will need to obtain a Social Security Number (SSN) in order to work in the United States.

**Health Plan** coverage begins **August 15, 2021**. <https://gradschool.uky.edu/health-plan>

**Teaching Assignments** are made by the Director of Service Courses in consultation with the Director of Graduate Studies and the Director of Undergraduate Studies. Most new Teaching Assistants will be assigned to lead a recitation for some form of calculus (on Tuesdays and Thursdays).

### **Math Department Staff**

- **Ms. Rejeana Cassady** is the Academic Administration Associate and works with the graduate and undergraduate directors.  
*POT 731, 859-257-6808*
- **Dr. Ben Braun** is the Director of Graduate Studies  
*POT 831, 859-257-6810*
- **Dr. Alberto Corso** is the Director of Undergraduate Studies  
*POT 701, 859-257-3167*
- **Dr. Brad Elliott** and **Dr. Jonathan Clark** will serve as the TA Professional Development Coordinators
- **Ms. Christine Levitt** is the Department Manager. She is the senior staff member and works with the Department Chair.  
*POT 719, 859-257-6794*
- **Dr. Uwe Nagel** is the Department Chair  
*POT 723, 859-257-3470*
- **Dr. erica Whitaker** is the Director of Service Courses and handles the class scheduling and TA teaching assignments.  
*POT 741, 859-257-6792*

## Important August Dates:

- **August 9** (Monday) On-line via Canvas with in-person components
    - **New International Graduate Student Orientation** (in partnership with the International Center) 9 a.m. – 12noon – This orientation is for all new international graduate students & TA's.
    - **New International TA Orientation** 1 p.m. – 3 p.m – This orientation is for all new TAs who are classified as international and are new to the higher-education classroom in the United States. Completion of all mandatory online modules and in-person events prior to the first day of class is **REQUIRED** for all new International TA's.
  
  - **August 10 & 11** (Tuesday and Wednesday) On-line via Canvas with in-person components 9:00 a.m. to noon (in-person) – **University-wide New TA Orientation (REQUIRED)** – All newly appointed domestic and international TAs are required to complete the two-day orientation as part of their employment contract. The orientation includes small-group sessions on modes of teaching as well as plenary sessions on institutional policies and campus resources. Completion of all mandatory online modules and in-person events prior to the first day of class is **REQUIRED** for all new TA's. You may want to check out other resources offered by the Graduate School <https://gradschool.uky.edu/student-resources-0>
  
  - **August 10 – 13** (Tuesday & Wednesday 1:30 – 4:30 p.m.) (Thursday & Friday 9 a.m. – 4:30 p.m.) – **Optional Early Orientation** recommended for all new graduate students. A schedule will be posted and emailed soon. This in-person orientation will be led by Dr. Ben Braun. Check out the math webpage for Incoming Students [math.as.uky.edu](http://math.as.uky.edu)
  
  - **August 13** (Friday) **International TA Language Screenings** by prearranged appointments – All Teaching Assistants whose native or primary language is not English are required to participate in language screenings.
  
  - **August 16 & 17** (Monday and Tuesday) 8:45 a.m. – 5 p.m. – **Math Department Orientation and Advising (REQUIRED)** for all new incoming Math graduate students). This orientation will be in-person. A schedule of events will be emailed to you in advance and will also be available on the department's website in early August [math.as.uky.edu](http://math.as.uky.edu).
  
  - **Register for classes.** You will be able to register for classes during orientation week **after** your advising session with the Professor Braun. Classes start on Monday, August 23. The normal load for your first semester is three graduate courses (9 credit hours) plus MA 601 (1 credit hour). The following two courses are recommended for most entering students:
    - MA 565 – Linear Algebra
    - MA 575 – Principles of Analysis
- All new Teaching Assistants are required to take a one credit-hour TA training course:
- MA 601 – Teaching College Math (for new TAs)

- **August 19** (Thursday) – Back to School Course meetings. **All TAs are required to attend.** The schedule will be emailed to all TAs in advance by the Director of Undergraduate Studies, Dr. Alberto Corso. Please reserve this day for meetings!
- **August 23** (Monday) – First day of classes.

**See you in August!**