Welcome to UK Mathematics! As a new graduate student, you are indeed a part of a talented group of students. We hope the following information will make the beginning of school a little smoother:

August Calendar of Events:

- **August 10-14** (Monday through Friday) – Pre-orientation for students admitted to the Graduate Scholars in Mathematics Program. Students who should attend this orientation will have already received notice from Professor Perry.

- **August 13-14** (Thursday and Friday) – International TA Orientation and Language Screenings held the afternoon of Friday, August 14. The results of your language screening will determine your job assignment as a TA. The screening will involve a short lecture, role playing, and reading a passage.

- **August 17-18** (Monday and Tuesday) – New TA Orientation is scheduled for August 17 and 18. Attendance at the entire University Orientation is part of your contract and required of all new domestic and international TAs. The Graduate School will send you information regarding the University orientation during the summer. You will also receive information from the Graduate School regarding the two online training modules you will be required to complete before Fall classes start. The training modules are titled “Preventing Discrimination and Harassment” and “FERPA.”

- **August 19-20** (Wednesday and Thursday) – Note: The dates for this event have changed!! Math Department Orientation and Advising (for all new incoming Math graduate students). The location and schedule of events will be emailed in advance and will also be available on the department’s website: [math.as.uky.edu](http://math.as.uky.edu).

  Lunch will be provided on Thursday, August 20 in room 745 of Patterson Office Tower (POT). Please come and enjoy some free food and meet your fellow graduate students and faculty.

Register for classes. You will be able to register for classes during orientation week after your advising session with the Professor Perry. Classes start on Wednesday, August 26. 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 24** (Monday) – Course meetings. All TAs are required to attend. The schedule will be mailed to all TAs in advance by the Director of Undergraduate Studies. Please reserve this day for these meetings!

- **August 26** (Wednesday) – First day of classes.

- **August 28** (Friday) – Reception honoring the department’s New Graduate Students.

To Do List:

Set up your online accounts:

- The following tasks will require the Student ID and the User ID found in your Graduate School acceptance letter:
  - Activate your LinkBlue account (use this for registering for classes, viewing grades, and other student computing resources.) Go to: [http://www.newstudent.uky.edu](http://www.newstudent.uky.edu)
  - Set up your official UK email account: [http://wiki.uky.edu/accounts/Wiki%20Pages/Activating%20Your%20Link%20Blue%20Account.aspx](http://wiki.uky.edu/accounts/Wiki%20Pages/Activating%20Your%20Link%20Blue%20Account.aspx)

  Note: You can find a PDF of your acceptance letter by logging into your application on ApplyYourself and clicking on Decision: Print.

Establish a checking account (if you don’t already have one or if you plan to change banks). You will need to have a blank, voided check in order to complete your payroll paperwork.

Find a place to live. If you have not yet arranged for housing in Lexington, you may be interested in a survey of our current graduate students about their impressions of various apartments and houses they have leased in the Lexington area. Wesley Hough, current Co-Chair of the Math Department’s Graduate Student Council will be emailing you information about this survey.
Sign your TA contract (GSAS). You will receive an email from “Batch User” sometime in the next few weeks. This is not spam or a phishing scam—it is legitimate. You will need to open the email and follow the directions in order for your tuition scholarship to be posted in the Graduate School’s database. Below is a sample of the email you will receive:

EXAMPLE     EXAMPLE     EXAMPLE     EXAMPLE     EXAMPLE     EXAMPLE     EXAMPLE     EXAMPLE      EXAMPLE
-----Original Message-----
From: Batch User [mailto:wfbatch@email.uky.edu]
Sent: Thursday, May 08, 2014 3:03 PM
To: [STUDENT NAME]
Subject: Notice of Graduate School Appointment

Congratulations! You are being appointed as a Graduate Assistant (Teaching Assistant, Research Assistant, Service Graduate Assistant) at the University of Kentucky. Your hiring department has submitted an appointment document which serves as your contract for the assistantship.

*YOU* MUST ACT ON THIS REQUEST BEFORE IT CAN MOVE FORWARD.

Copy and paste the following link into your browser and execute.

HTTP://GO.UKY.EDU/GSAS_PRD

The link above will take you to a UK portal page and you will need to login if you have not already done so.

You will then paste this number [12-DIGIT NUMBER] into the field requested on the portal screen and press the Continue button. Ensure that the information submitted for the assistantship is correct and register your agreement to the terms outlined in the contract by selecting the appropriate decision button.

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. PLEASE DO NOT REPLY TO THIS AUTOMATED EMAIL - THIS EMAIL ADDRESS IS NOT MONITORED.

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

EXAMPLE     EXAMPLE     EXAMPLE     EXAMPLE     EXAMPLE     EXAMPLE     EXAMPLE     EXAMPLE     EXAMPLE

Tuition Bills
It is possible for you to receive a bill 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 Sheri Rhine right away for assistance in resolving this matter.

Additional Fees
You will be required to pay some of the enrollment related fees. The student health fee (currently $175.00 per semester) and the recreation fee (currently $79.00) are mandatory for all full-time students. Fees for the upcoming year should be similar.

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:

1. Apply for the position. Instructions on how to apply for the position will be sent to you later this summer by the College of Arts and Sciences Payroll Office.
2. Once your application is submitted, the University’s Human Resources Office will contact you for your permission to initiate a background check. You cannot obtain your I-9 (Employment Eligibility Verification Form) and be placed on payroll until you have given your permission.
4. Go to the Arts & Sciences Payroll Office, 213 Patterson Office Tower, and fill out your payroll and tax forms. Be sure to take a blank voided check and your original un laminated Social Security card with you. (International Students who have just arrived in the U.S. may submit payroll paperwork, and will need to obtain a Social Security card as soon as possible.)
5. Paychecks are issued every two weeks on Friday. You will receive your first paycheck on August 28 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.

Teaching Assignments are made by the Department Chair (or the Chair’s designee) 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). You will receive your assignment during the Math Department’s orientation.
Math Department Staff

- **Dr. Russell Brown** is the Department Chair
  POT 721, 257-3470

- **Ms. Christine Levitt** is the Department Manager. She is the senior staff member and supervises the other departmental staff.
  POT 719, 257-6794

- **Dr. Serge Ochanine** is the Director of Undergraduate Studies.
  POT 837, 257-8837

- **Dr. Peter Perry** is the Director of Graduate Studies
  POT 755, 257-6791

- **Ms. Sheri Rhine** is the Academic Administration Associate and works with the graduate and undergraduate directors.
  POT 731, 257-6808

Expectations for Graduate Students

**First Semester** – At a minimum, complete two graduate courses in mathematics with a B average (3.0).

**First Year** – At a minimum, complete five graduate courses in mathematics (or mathematics-related subjects). By now the grade point average should be above a B average (>3.0). Doctoral students should attempt a preliminary exam.

**Second Year** – At the end of their second graduate year, all students should hold a master’s degree (either earned at UK or previously awarded). Continuing Ph.D. students may choose to delay final exam for the master’s degree until early in the fall semester of their third year. Students should now have a grade point average of at least 3.25. Doctoral students should now have passed at least one preliminary exam. Doctoral students should now have a 3.5 grade point average.

**Third Year** – Doctoral students must now have passed all three preliminary exams.

**Fourth Year** – Doctoral students should now have passed their qualifying exams.

**Fifth-Sixth Years** – Master a field, prove some theorems, write and defend a dissertation. Find a job.

Students who enter UK with previous graduate experience should exceed these expectations. Here is a timeline for the doctoral student who wants to speed up the process:

- **First Year** – Complete six graduate mathematics courses with a grade point average of at least 3.3. Pass one preliminary exam.
- **Second Year** – Pass second and third preliminary exams.
- **Third Year** – Form doctoral committee and pass the qualifying exam.

The “Handbook for Mathematics Graduate Students” is available online at the department’s web page. This document outlines all of the program policies as well as some great information about faculty, coursework, and preliminary examinations.

Tips for a Successful Semester

**Go to class.** Go to every class you are taking or leading. Bring your college calculus text for reference, examples, and quiz problems in your recitations. **Go to every class prepared.** If something is not going well, see Dr. Perry.

**Keep blocks of time for your work.** Arrange office hours for those times when you will be decompressing from classes anyway.

**Check the Graduate Student Bulletin Board regularly.** The information is updated regularly throughout the semester with important dates and information on advising, registration, preliminary exam dates, and other upcoming events. Also, check your mailbox and email regularly for important announcements and information.

See you in August!