

MECHANICAL AND NUCLEAR ENGINEERING GRADUATE PROGRAM

New Student Checklist

If you ever need anything or have any questions, please contact the Graduate Program Office in 127 Reber, phone 865-1345.

COURSES

- Review the on-line material at <http://www.mne.psu.edu/Graduate/index.html>
- Obtain a copy of the Graduate Degree Programs Bulletin from 114 Kern Building.
- Access the Schedule of Classes at <http://www.mne.psu.edu/Graduate/Current/Curriculum/Gradcurriculum.htm>.
- Pay bills before registration. If you have a graduate assistantship, write across the bill "Graduate Assistantship from Mechanical and Nuclear Engineering" and return to the appropriate address on the bill.
- Register for courses in the Graduate Program Office, 127 Reber, or with the Curriculum Advisor, 140 Reber.

MAIL

- Activate your ACCESS E-mail account in 6 Willard Building. You will need to provide your PSU ID card. **Provide your e-mail address, local phone number and local address to the Graduate Program Office.**
- Check your mail folder (second floor across from 230 Reber) for information on insurance, class announcements, and other important items. It is your responsibility to check this mail folder frequently. The Department is not responsible for any items lost or stolen from these mail folders.

FORMS

- Please complete the graduate student data sheet and Honesty Agreement and return them both to the Graduate Program Office, 127 Reber, as soon as possible.
- Teaching Assistants/Research Assistants/Fellows: If you haven't already done so, please stop by 127 Reber as soon as possible to complete the paperwork to finalize your assistantship appointment. Also, complete the student insurance packet that was put in your graduate student mailbox. If you are not on an assistantship but would like to purchase the student insurance, information packets are available at the Student Insurance Office, 208 Boucke Building. There is also a Blue Cross/Blue Shield insurance plan available through the Graduate Student Association (GSA). GSA is located in 111 Kern Building.
- Teaching/Research Assistants are paid monthly. Your stipend will be directly deposited into your bank account on the last working day of each month. You will receive notification of the deposit via a deposit stub, which is sent through campus mail and will be placed in your student mailbox. **Because so many new student employees join Penn State in August, you may not receive your August paycheck until September.**

TEACHING ASSISTANTS

- See the instructor for the course that you have been assigned to as a TA.

Course: _____ Instructor: _____

OBTAIN A PERMANENT ADVISOR

- Become familiar with faculty interests. Meet with faculty members who share your research and academic interests and determine their willingness to become your advisor.
- Come to agreement with a faculty member that they will serve as your advisor. Inform the M&NE Graduate Program Office. Submit the M.S. Degree Planning Form <http://www.mne.psu.edu/graduate/masters.html> by the end of your first semester to the Graduate Program Office.

FACILITIES

- Keys are issued in the Business Office, 132 Reber. The Department requires a \$10 key deposit for each key issued, which will be refunded in cash when keys are returned to the Business Office. Keys for offices, research and/or instructional labs require written approval by the faculty member responsible for the lab. Key deposits must be paid at the time keys are issued.
- Desk assignments are handled in the Graduate Program Office, 127 Reber, based on the following priority: first to teaching assistants and graders; then to graduate research assistants supported on an assistantship based on seniority ranking. Graduate research assistants should contact their faculty advisor about obtaining a desk space in their research lab
- Conference rooms (121 and 214 Reber) and the seminar room (125 Reber) may be scheduled by any MNE staff member.
- The PC Studio in 119/120 Reber consists of 30 PCs and is open for class related use. See Matthew Lindenberg, 222 Reber Building, to obtain a computer account.
- The Grad Computer Lab in 323 Reber consists of 14 SGI machines. To obtain an account, see Shannon Johnson, 224 Reber Building.
- All bicycles and motor vehicles that are driven or parked on campus must be registered with the University Parking Office. This can be done at Eisenhower Parking Deck, Room 1. Failure to register a vehicle renders a student liable for a penalty or a magistrate's citation for each offense.

ONE LAST NOTE

Please check <http://www.mne.psu.edu/graduate> and the Graduate Degree Programs Bulletin for answers to most of your questions. **Remember, you are responsible for understanding and meeting the requirements to complete your degree.**