Welcome to the Department of Computer Science at UNC-CH. We hope your experience in our graduate program will be a positive one. Starting a new graduate program and moving to a new place can be overwhelming. We hope that the resources and information on our CS 2015 Orientation web page will make your transition easier and answer many of the questions you may have.

The CS Orientation web page includes the following information:

Orientation Dates
Agenda for the CS Orientation
Information on how to get your ONYEN (login to University registration system)
ID Card (UNC One Card)
Housing
Health Insurance
NC Residency
Registration
Forms (including payroll forms)
Employment Information
Other Helpful Information
Checklists – coming soon

This web page will be updated frequently so check back in from time to time.

A few Key Points:

Access to the Building and CS Computer Accounts
Access to the Building: You will be given an access card to be able to get in or out of the building afterhours. This will explained and distributed to you during orientation.

CS Computer Accounts: You have already been assigned accounts by John Sopko. If you do not yet have a CS login and password, please contact Mr. Sopko at sopko@cs.unc.edu
Registration, Advising & Holds:

**Advising:** An academic adviser has been assigned to you. If you have not received an email with this information, please contact me (tumbull@cs.unc.edu). There will be an advising Q&A session scheduled after orientation. In the meantime, feel free to contact your adviser to arrange a meeting and discuss your initial plan of study and course schedule for the Fall semester. Meetings can take place in person, phone, or electronically.

Feel free to request a meeting with your adviser during the week of orientations.

**Academic Adviser Hold:** If you decide to register early and find you have an academic adviser hold on your registration, email me and I can remove that hold. But know that you and your adviser may decide to change your registration which is fine.

**Pre-Pay Hold:** Since the pre-pay period has begun, there is no rush to register. But if you would prefer to go ahead and register, you must pre-pay tuition and fees before this hold is removed by the cashier’s office.

- **Guaranteed funding students:** pay student fees ($979.52), let me know this has been paid, I will verify to the cashier’s office that you are funded by the department and request the hold be removed.
- **Non-guaranteed funding students:** must pay full tuition & fees. See tuition & fee chart on the orientation page.

**Health Insurance:**

Enrollment information has not yet come out regarding insurance yet. You can find information on both the University’s student health insurance and the RA/TA Health insurance programs on the CS Orientation page. Once enrollment information come out for the 2015-16 academic year, I will forward this to you right away.

You have been receiving information on waiving the University’s mandatory insurance policy. You will not be able to waive this until you enroll in the RA/TA (GSHIP) plan unless you will continue coverage under another policy (family/spouse/etc.).

**Payroll Information**

If you are guaranteed support, please read the memo from our human resources assistant, Bridgette Cyr. We will be updating the information and forms on the orientation page as soon as we get it.

If you are a non-guaranteed student and find a job at the research fair, you will need to complete these forms at that time in order to be put on payroll.

**IMPORTANT:** Payroll and I-9 information is very important if you want to be paid. I-9’s must be completed in person before you can be put into the payroll system. The burden of responsibility lies with you. If you think it important enough to receive a paycheck on time, then it is important enough for you to make sure you complete this task. Times will be designated for you to complete the I-9 process after orientation.

**Research Fair 2015**

The Research Fair is an event in which research groups (and the teaching faculty) who plan to hire graduate students give short oral presentations followed by research demonstrations. Students are given the opportunity to engage in personal interviews with the various research groups or teaching faculty based solely on your interest in working with the groups or teaching faculty. The department administration asks you to submit your top five assistantship preferences while simultaneously asking the faculty to state their top three preferred “hires”. The Associate
Chair for Administration & Finance announces job assignments a day or so later. The hiring tier is funded students and then non-funded students if any assignments are remaining.

Any student who would like an RA or TA position, whether funded or non-funded, is welcome (and encouraged to) attend the Research Fair. The Research Fair will be held on August 12, 2015 after orientation from 1:00p-6:00p in SN 011.

Feel free to contact me with questions or concerns any time. I am available for you from now until you graduate.

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