

EVOLUTION OF THE JAYHAWK



Important Information for New Graduate Students Fall 2017 Economics Department

Welcome New Jayhawks!

Welcome to the Economics Department at the University of Kansas!

Academic Advising:

Incoming graduate students typically enroll in standard required courses. For help with standard enrollment procedures and program requirements, please contact [Michelle Huslig](#).

- **MA students** should meet with [Dr. Cai](#) to discuss recommendations for classes that fit within your research/career interests.
- **PhD students** should meet with [Dr. Sabarwal](#) to discuss potential research paths and enrollment options beyond required core classes.

Enrollment for Fall 2017:

Enrollment is completed online. Before you enroll please meet with Michelle Huslig to go over program requirements. The steps for enrollment for new students can be found at: www.registrar.ku.edu/new-students.

International Students:

International students are required to check in with the [Office of International Student Services \(ISS\)](#), Room 2, Strong Hall, as soon as possible upon arrival. This office provides many useful services and resources. All international students are required to attend the mandatory "You at KU", the university's multi-day orientation program designed to ease transition to the KU as well as the United States. Information regarding this orientation is available at <https://iss.ku.edu/newly-admitted-orientation>.

Student Employment Paperwork:

Students who have been offered a GTA (Graduate Teaching Assistant) position should have received a letter from Human Resources detailing procedures and forms necessary to place you on payroll. Timely completion of all employment paperwork is essential to ensuring you receive your first paycheck on time.

Please schedule an appointment with [Vanessa Freeze-Sumner](#) in the Shared [Service Center](#), Room 50 Strong Hall.

- [New Employment Packet](#)

Department Information

- [Main Office](#)
415 Snow Hall
Mon-Fri 8am—5pm
785.864.3501
- [Interim Chair](#)
Milena Stanislavova
415D Snow Hall
- [Grad Program Director](#)
Tarun Sabarwal
331 Snow Hall
785.864.1883
- [MA Advisor](#)
Zongwu Cai
352 Snow Hall
785.864.2892
- [Dept Office Manager](#)
Leanea Wales
415E Snow Hall
785.864.2836
- [Grad Program Secretary](#)
Michelle Huslig
415F Snow Hall
785.864.2841

[PhD Program Guidelines](#)

[MA Program Guidelines](#)



Useful University Websites

[Set up KU Online ID](#)

[International Student Health Insurance](#)

[Graduate Student Health Insurance](#)

[KU on Wheels
\(Bus Routes and Info\)](#)

[Graduate Studies](#)

[Important Economics Department Documents for Students](#)

Upcoming Department Events!

Welcoming Party -
Sept 15 6:30-9:00pm
Dyche Hall Panorama
Families Invited

[Friday Colloquium](#) - schedule posted on department website.

Please check you email/mailbox regularly for important announcements and other activities/events!

All students should keep their contact information up to date in the university's Enroll and Pay system as well as the myKU portal.

Mandatory Activities for Department GTAs:

NEW GTAs—The Provost Office requires all new GTAs attend the [Fall 2017 About Teaching: The New GTA Conference](#) on August 14, 2017. This conference is sponsored by the [Center for Teaching Excellence](#). Information regarding the online tutorial portion of this conference should have already been received, if not please contact the department immediately. Please complete all requirements by their due dates. **Please note that attendance is mandatory.** Failure to attend this conference could result in the cancellation of your GTA contract.

- Department GTA Conference, August 16, 17, and 18 in 358 Snow. Morning session starts at 9:30 - Afternoon session starts at 1:00

ALL GTAs—The Economics Department will be holding a mandatory lunch and meeting on August 15, 2017.

Lunch: 11:30-12:45 DeBruce Center's 3rd Floor Mezzanine

Meeting: 1:00 in 120 Snow Hall

- Department GTA Conference, August 16, 17, and 18 in 120 Snow. Morning session starts at 9:30 - Afternoon session starts at 1:00

Open to all department GTAs, topics for each section will be announced soon.

Department Procedures:

Mailbox—The department provides a mailbox for all graduate students as a means of communication. Please check your mailbox on a regular basis for important department and university notifications.

Office Space—All GTAs are provided office space and access to a computer in that space. Due to the limited amount of office space allocated to the department, we are not able to offer office space to non-GTA graduate students.

Computer Lab—The department computer lab is located in 145 Snow Hall. This lab is solely funded and maintained by the department. Please help keep the lab running smoothly by using the lab for academic use only and refraining from downloading programs or items to the hard drives. Students should provide their own storage device while utilizing the computer lab; the department is not responsible for anything stored on the computers or left in the lab. The hard drives are periodically restored remotely so anything stored on these computers will be lost.

Department Keys—All graduate students have the opportunity to check out building keys so they can have access to select areas of Snow Hall after department hours. These areas include the computer lab and the student lounge located in 353 Snow Hall.

Student Lounge—The department provides a lounge area for student use located in 353 Snow Hall. The fridge, microwave, and furniture located in lounge is property of the department and should not be removed. Please remember to clean up after yourselves and be respectful of the other students using this area.

Email—The main means of communication between the department/university and students is via email. It is imperative students check their email on a regular basis. GTAs are required to utilize their university email account to communicate with the students in their class.