



Rensselaer

CURTIS BAHN PhD, ASSOCIATE DEAN
HUMANITIES, ARTS, AND SOCIAL
SCIENCES

7/27/2016

Dear HASS Graduate Students,

I hope you're having a good and productive summer!

As many of you know, as of July 1st, Nancy Campbell completed her term as Assoc. Dean for Graduate Studies. With Jennifer Mumby's help, I'm doing my best to come up to speed as the new Assoc. Dean.

This message contains useful information for continuing as well as new graduate students concerning TA, RA, and fellowship registration, forms needed for payroll, international student requirements, and contact information. Please save it and refer to it as you prepare for the coming semester.

I hope that you will all stop by the Assoc. Dean's office near the HASS Student Services hub in Sage to say "hi," or to talk about any difficulties you may be having. We'll be scheduling graduate town halls, workshops, and seminars, and we hope that you will help us address issues that are important to you and relevant to your programs.

See you soon!

A handwritten signature in black ink, appearing to read "C. Bahn".

Curtis R. Bahn, Ph.D.
Associate Dean for Graduate Studies and Research
Associate Professor, Department of the Arts
School of Humanities, Arts, and Social Sciences
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Course Registration:

- It is essential that you register for the appropriate number of credit hours for the Fall 2016 semester:
 - 9 credits as a TA
 - 12 credits as an RA, Fellowship, or Self-Funded
 - 15 credits as a MFA

This is the **minimum** number of credit hours that you can be enrolled in in order to be considered fully registered and to receive your stipend checks. Under no circumstances should you dip below the minimum—we will not be able to pay you if you are not properly registered. You may register for a **maximum** of **15** total credits per semester.

- You must be fully registered no later than **Monday, August 15th** to receive your first pay on September 2nd.
- The Office of Graduate Education does not allow late course additions for graduate students. You must resolve your schedule before the end of the regular Institute add deadline of **September 12, 2016**. In other words, you can make changes to your course registration until the add deadline, but should maintain full registration at all times, as described above.
- Any student registering after Monday, August 15th will not receive their first pay until September 16th. Special check requests cannot be honored at this time. To avoid this problem, register as soon as possible.

Payroll and Tax Information

- Incoming funded graduate students and continuing students who are transitioning from self-pay to funded status need to make an appointment with Student Services Administrator Jennifer Mumby to complete and return several payroll forms. Please call or email Jenn now to set up an appointment (mumbyj@rpi.edu, 518-276-4784, 4305 Sage Labs).
- Links to the necessary tax withholding forms are below. Please complete the attached I-9 and return to Jennifer with the proper identification (see page 9 of the attached form) by the deadline of **August 29th**.

W-4: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

IT-2104:

https://www.tax.ny.gov/pdf/current_forms/it/it2104_fill_in.pdf?ga=1.174496417.203456160.1399402878

- Students wishing to take advantage of Payroll or Travel Reimbursement Direct Deposits should complete the forms linked below, and submit them to Jennifer Mumby or Tracy Paul in the HASS Business Office.

Direct Deposit form for Payroll:

<http://www.rpi.edu/dept/finance/docs/payroll/PayrollDirectDepositAuthorizationFormStudents.pdf>

Direct Deposit form for Concur Payments (travel reimbursements):

<http://www.rpi.edu/dept/finance/docs/travel/Concur%20Direct%20Deposit%20Authorization.pdf>

- HASS student stipends cover the baseline tuition of \$24,760 (Fall 2016), which posts in September. It may appear that you have a bill in your account online now since tuition and fees covered by the Institute do not post until mid to late September.
- Students are responsible for fees not covered by their support. Details regarding mandatory student fees can be found here:

<http://finance.rpi.edu/update.do?catcenterkey=47>

- You may set up your student account to process fees not covered by fellowships as payroll deductions.

International Students

- All international students MUST check in with the International Services for Students and Scholars office prior to registration. The ISSS office is located in Academy Hall, Suite 4226.

Pay Schedule

- The 2016-2017 Payroll Schedule is below. Please refer to your offer letter for the details of your stipend amount or contact Tracy Paul in the HASS Business Office.

2016 and 2017 Payroll Schedule / Student Payroll						
Payroll #	Caln Year	Start Date	End Date	Check Date	Fiscal Year	Semester
18	2016	8/11/16	8/24/16	9/2/16	2017	
19	2016	8/25/16	9/7/16	9/16/16	"	
20	2016	9/8/16	9/21/16	9/30/16	"	
21	2016	9/22/16	10/5/16	10/14/16	"	Fall 2016
22	2016	10/6/16	10/19/16	10/28/16	"	Semester
23	2016	10/20/16	11/2/16	11/10/16	"	10 Payments
24	2016	11/3/16	11/16/16	11/23/16	"	
25	2016	11/17/16	11/30/16	12/9/16	"	
26	2016	12/1/16	12/14/16	12/23/16	"	
1	2017	12/15/16	12/28/16	1/6/17	"	
2	2017	12/29/16	1/11/17	1/20/17	"	
3	2017	1/12/17	1/25/17	2/3/17	"	
4	2017	1/26/17	2/8/17	2/17/17	"	
5	2017	2/9/17	2/22/17	3/3/17	"	Spring 2017
6	2017	2/23/17	3/8/17	3/17/17	"	Semester
7	2017	3/9/17	3/22/17	3/31/17	"	10 Payments
8	2017	3/23/17	4/5/17	4/14/17	"	
9	2017	4/6/17	4/19/17	4/28/17	"	
10	2017	4/20/17	5/3/17	5/12/17	"	
11	2017	5/4/17	5/17/17	5/26/17	"	
12	2017	5/18/17	5/31/17	6/9/17	"	
13	2017	6/1/17	6/14/17	6/23/17	"	
14	2017	6/15/17	6/28/17	7/7/17	2018	Summer 2017
15	2017	6/29/17	7/12/17	7/21/17	"	Semester
16	2017	7/13/17	7/26/17	8/4/17	"	6 Payments
17	2017	7/27/17	8/9/17	8/18/17	"	
18	2017	8/10/17	8/23/17	9/1/17	"	
19	2017	8/24/17	9/6/17	9/15/17	"	
20	2017	9/7/17	9/20/17	9/29/17	"	
21	2017	9/21/17	10/4/17	10/13/17	"	Fall 2017
22	2017	10/5/17	10/18/17	10/27/17	"	Semester
23	2017	10/19/17	11/1/17	11/10/17	"	10 Payments
24	2017	11/2/17	11/15/17	11/24/17	"	
25	2017	11/16/17	11/29/17	12/8/17	"	
26	2017	11/30/17	12/13/17	12/22/17	"	
1	2018	12/14/17	12/27/17	1/5/18	"	

Rensselaer Graduate Students Important Offices and Staff Contacts

Humanities Arts and Social Sciences (HASS) General Contact Page:

<http://www.hass.rpi.edu/pl/contact-information-s17>

HASS Student Services:

Brian Woods

Manager of Student Services

Office: Russell Sage Lab 4301

P: 518.276.2576

woods3@rpi.edu

Jennifer Mumby

Student Services Administrator

Office: Russell Sage Lab 4305

P: 518.276.4784

mumbyj@rpi.edu

Betty Osganian

Student Services Administrator

Office: Russell Sage Lab 4303

P: 518.276.4303

mumbyj@rpi.edu

HASS Business Office:

Caitlin Watts

HASS Business Manager

Office: Russell Sage Lab 4508

P: 518.276.2309

wattsc@rpi.edu

Tracy Paul

Business Administrator

Office: Russell Sage Lab 4508

P: 518.276.2928

pault@rpi.edu

Cheryl Keefe

Business Administrator

Office: Russell Sage Lab 4508

P: 518.276.6525

keefec@rpi.edu

Office of the Registrar

2000 Level, Academy Hall
Rensselaer Polytechnic Institute
110 Eighth Street
Troy, NY 12180-3590
Hours: MTWF 8:30am-4:30pm/Thursday 9am-4:30pm
P: (518) 276-6231
Website: <http://registrar.rpi.edu/setup.do>

Office of the Bursar

Academy Hall, Levels 2000 and 3000
P: (518) 276-6610
Website: <http://finance.rpi.edu/update.do?catcenterkey=33>

Office of Graduate Education (OGE):

Website: <http://gradoffice.rpi.edu/setup.do>

Student Health Center

Academy Hall, Level 3000, Suite 3200
P: (518) 276-6287
Website: <http://studenthealth.rpi.edu/>