Orientation Friday, August 22nd in Academic Surge A Room 109 11:30-1:00 pm

WELCOME NEW AND CONTINUING STUDENTS!

The new in-coming graduate students are:

Fernando Galeana Rodriguez  MA International Relations, Johns Hopkins University
Karla Peña  MS Natural Resources, University of Michigan
Valerie Ota  MS Nutrition Science & Policy, Tufts University

Non-degree students:
Atakan Buke  PhD candidate, Middle East Technical University, Turkey
Huiyang Fu  PhD candidate, China Agricultural University, China

REGISTRATION

GRADUATE REGISTRATION:
Graduate registration and course enrollment are two separate processes, both of which must be completed by September 12th. New graduate students should check in with the Graduate School in Bartels Hall on Monday, August 25. Continuing students should check the Student Center (www.studentcenter.cornell.edu) to see if you are registered or if you have a "hold" that is preventing registration. Registering after September 12 will incur a late registration fee of $350 plus interest, so please register on time! More information about registration can be found at http://registrar.sas.cornell.edu/Student/fall2014reg.html.

COURSE ENROLLMENT: August 11 – September 12
Check with your committee and/or the Director of Graduate Studies (DGS) as to what courses you should take at various stages in your graduate program. For this term refer to the fall 2014 Course and Room Roster or visit http://registrar.sas.cornell.edu/Student/Roster.html for course numbers and times. Include courses that you are auditing. All students should add, drop and make changes to courses on-line through the Student Center at: www.studentcenter.cornell.edu. For more information about this process, students can visit www.registrar.sas.cornell.edu/Student/coursenroll.html. Only if a course requires the instructor’s permission will you need to fill out the paper drop/add form. Courses may be dropped through October 10 without penalty. A course dropped after October 10 will appear on transcripts with a "W" (withdrawn).

THESIS/DISSERTATION RESEARCH
For PhD students who are engaged in research but are not taking classes and are not planning to enroll in an Independent Study associated with a particular faculty member, you must enroll in the Graduate School's Research "placeholder" course. The proper class number for self-enrollment is 13451 (Doctoral Dissertation Research).

For MS students who are engaged in research but are not taking classes and are not planning to enroll in an Independent Student associated with a particular faculty member, you must enroll in the Graduate School's Research "placeholder" course. The proper class number for self-enrollment is 13452 (Master's Thesis Research).
If you are a TA, you may enroll in DSoc 7910: Teaching Experience, using the code listed for the faculty member for whom you are a TA. You may register for up to 3 credits.

**IN ABSENTIA ENROLLMENT**
Completed in absentia forms for spring 2015 should be submitted to the Graduate School by November 15th. Forms for fall 2015 should be submitted by June 15th. In addition, all students registering for in absentia status for Fall 2014 must enroll in the In Absentia (IA) course (this will be done by the Grad School) and pay the in absentia tuition ($400 for the year).

**FORMING YOUR GRADUATE COMMITTEE**

Incoming students will select the DGS in the Student Center online as their advisor during the first semester until they have decided on who should chair their committee. Master’s students are required to have 2 committee members by the end of the first year. PhD students are required to have three members by the end of the 3rd semester. You are only required to have one person from DSOC on your committee, and it should be your chair. The chair’s concentration should be your primary concentration as well. For your other committee members, you can use the field name or another concentration. You can look up faculty concentrations here: [http://gradschool.cornell.edu/academics/fields-study/](http://gradschool.cornell.edu/academics/fields-study/)

Concentrations within DSOC are Population & Development; Rural & Environmental Sociology; and State, Economy & Society. Meet with the DGS to help determine which concentration best fits your study and for committee recommendations.

**DEPARTMENT FUNDING AND PAYMENTS**

**DEPARTMENT FUNDING POLICY**
The document “Graduate Student Funding” summarizes the various funding options available to students in Development Sociology. The document “Statement of Evaluation Criteria” (also referred to as 2-2-1 or 2-1-2) outlines the current criteria used to rank students applying for department TAships. These documents are posted on our web site under Graduate -> Funding.

**PAYMENT PROCEDURES**

**I-9 forms:** your I-9 must be current to receive your paycheck. If you have not filled one out in the last three years, or if one of the documents you used for the I-9 has since expired, you must see Laurie Johnson in A-126 to fill out another. Please bring your passport and if you are an international student, your I 20 and I 94 papers.

Checks for TAs/RAs are available on the 15th and the last day of every month. If either fall on a weekend or holiday, you will be paid on the prior weekday. The first fall assistantship check is available on August 30. Pay is available to view at: [http://workday.cornell.edu/](http://workday.cornell.edu/) (log in, then go to “All about me” in the top menu, then click on “Pay”). Checks will be mailed to your home address. All assistantships are subject to state and federal taxation. You must be a registered student and have completed an I-9 form to receive your pay. The I-9 forms must be completed within three days of the 1st day of classes.

Stipend checks for students awarded fellowships, scholarships, and traineeships are available at the Graduate School Fellowship Office (143 Caldwell) or at registration in Bartels Field House beginning August 25. Students
must sign up for direct deposit (see http://www.dfa.cornell.edu/payrollservices/services/directdeposit.cfm). Most awards are payable at the beginning of each semester after you have registered.

The processing of loans and need-based scholarship payments is handled by the Graduate School Fellowship Office (143 Caldwell). Their office should be contacted directly for information about the timing of financial aid disbursements. Refer to http://www.gradschool.cornell.edu/costs-and-funding/tax-information for detailed information on fellowships, travel awards (conference and research travel), loans, and taxation.

INTERNATIONAL STUDENTS
All international students must check in with the International Students and Scholars Office (ISSO) in Caldwell Hall for verification of visa type. If you will receive assistantship support from Cornell, approximately 20% of your salary or monthly stipend will be deducted for federal and state income taxes. If you receive fellowship support, approximately 15% of your stipend will be deducted for taxes. If your country's government has a tax treaty with the U.S. the percentage deducted may be less. For more information about taxes, please see http://www.dfa.cornell.edu/tax/foreign/faqpayments/

CONFERENCE TRAVEL FUNDS and INTERNATIONAL TRAVEL
The department provides a maximum of $400.00 per fiscal year (July 1 2014 - June 30 2015) to registered graduate students for travel to professional conferences. Travelers should review Cornell's Travel Policy (http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_2.pdf) If you need funds to travel with, see Terri Denman in A-130 to obtain a travel advance. To obtain reimbursement, you will need to complete the "Travel Reimbursement Checklist" located in the file drawer in the Surge A mailroom (to the left of the door as you walk in). Turn in the Travel Reimbursement Checklist and receipts to the “Job Request Box” in the mailroom (115 Academic Surge A) for processing. All documentation must be submitted by June 15, 2014.
Please note that the Graduate School now requires all students traveling internationally to register their travel on the Cornell Travel Registry: http://www.gradschool.cornell.edu/news/new-international-travel-policy. Students traveling to ITART Review Countries must first obtain permission to travel. Please see the link for a list.

DEPARTMENT PROFESSIONAL MEMBERSHIP POLICY
For first-year Development Sociology graduate students, the department will reimburse the first year membership fee in a professional organization of your choice in the amount up to but not exceeding the prevailing cost of the student membership in the American Sociological Association. For 2014-15, the amount is $65 [$20 student membership plus the one journal subscription fee required (most expensive is $45)]. Students are responsible for any amount over $65. This support must be utilized during your first year in the program, so please request reimbursement by June 15, 2015.
To receive a reimbursement, students must fill out a “CALS Invoice/Reimbursement Form” (fill in your home address on this form) and attach the paid receipt for your student membership/journal subscription. Submit the form and paid receipt to the department administrative pool (put it in the “Job Request Box” in the mail room). The department will process this for reimbursement and a check will be mailed to you. The CALS Invoice/Reimbursement Form is in the job request box.

COMMITTEES
Graduate students serve as non-voting members on a number of standing and ad-hoc department and field committees. Elections for vacancies will be held early in the fall. Graduate student meetings are held occasionally throughout the semester. More information will follow, but for now questions can be directed to any continuing student.
GRADUATE OFFICES

OFFICE ASSIGNMENTS
Room assignments for new and continuing students have been arranged. Please contact grad student space manager Sara Keene (sek99@cornell.edu) for your office assignment and Cindy Twardokus (123 Academic Surge A) for a key (there will be a $3.00 deposit required for each key). Building issues and other office needs (i.e. furniture, broken phones, etc.) should be reported to Terri Denman (130 Academic Surge A or tld1@cornell.edu).

COMPUTING/TA OFFICE
There are two computers, a color printer and one black and white duplex printer installed in the TA office, 161 Academic Surge B. This room should remain locked-please obtain a key from Cindy ($3 deposit). In addition, net print accounts will be established for all registered graduate students in the amount of $40/semester (the funds do not roll over). Students can add to their accounts from their own funds for printing needs that extend beyond the $40. Net print is available throughout campus. The computers and printers are maintained by the department. We do not support private printers. Separate accounts will be set up for printing as a TA at the instructor’s discretion or as a RA on a research project at the PI’s discretion. Please have the faculty authorize this with Terri.

GRADUATE STUDENT COMPUTER SUPPORT
Cornell/Department owned computers are supported by CALS IT. To request help for Cornell/Department owned computers visit http://help.cals.cornell.edu. The CALS IT Service Level Commitment can be found at - http://cals.cornell.edu/about/leadership/ofa/it/upload/service-level-commitment.pdf. Personally owned computers can connect to the internet through RedRover in all DSOC graduate student offices and support requests should be directed to the CIT Service Desk at http://www.it.cornell.edu/support/.

TELEPHONES
Each graduate student office is equipped with a phone. Campus and local calls are free. Long distance calls are only possible by use of a personal calling card.

FAX MACHINE
The Development Sociology fax machine is for business and department use only. The Campus Store Service Center has a fax machine for student use. There are other off-campus locations students can use.

POSTAGE
Stamps can be purchased in the post office located in the Cornell Campus store, or the post office downtown (213 North Tioga Street) or on Warren Road (757 Warren Road).

FALL 2014 DIRECTORY UPDATE
Our fall 2014 Department Directory will be available by the end of September. Anyone who has changed his or her home/office address or phone number since the last directory should send the change(s) directly to Laurie (LHJ1@cornell.edu).

PHOTOCOPYING
A department photocopy machine is available in each building for student use. All students making personal copies will be charged 8 cents per copy for black and white and 15 cents per copy for color (available in
Academic Surge A). Billing will be made at the beginning of every month for the previous month. Faculty and support staff will have first preference for the use of the copy machine. **Copyright laws must be observed on all material copied.** Our machine is not designed to handle large volumes of copies on a daily basis; therefore, large copy jobs for class, etc. must be sent to outside copy centers for processing. If you are working as an RA for a faculty member, check with the faculty member about a copier account for their research project.

**SCANNING**
The copier in Surge A is also a scanner, and scanning is free. You can input your code to access the machine, then input your email address to have the scan sent to your email. If you would like your address registered on the machine so you don’t have to input it each time, send the email address you want to use to Laurie (lhj1).

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**DSOC Staff Who’s Who**

Laurie Johnson (lhj1), 126 Academic A, is your graduate field coordinator. She can serve as your first contact if you are unsure of who to contact first. She keeps all the graduate student files, tracks academic progress and support, and will help you keep on top of Graduate School forms and requirements.

Terri Denman (tld1), 130 Academic A, is the department administrator in charge of finances, research proposal submissions, building issues and is the staff supervisor.

Cindy Twardokus (ct259), 123 Academic A, is the assistant to the chair, the undergraduate program and course coordinator. She is the keeper of the keys, and is in charge of room scheduling and access for conference and class rooms for both Surge A and B.

Linda Warner (llw2), 124 Academic A, is an administrative assistant who facilitates projects for various faculty, CaRDI, and the introductory course, DSc 1101.

Sue Smith (st237), 124 Academic A, is the program coordinator for CaRDI and the Polson Institute. She is also in charge of the seminar series and other conferences and events hosted by the department and faculty.

CaRDI is the Community & Regional Development Institute, housed in Academic B. It includes LEAD NY, the Cornell Farmworkers Program and the Rural Schools Program.