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Department of Statistics & Actuarial Science, 2016

Housing
The department has a housing webpage, please let us know if you have any questions or concerns. If you are looking for a roommate please let us know and we can update this web page!

http://stat.uiowa.edu/looking-housing-2016-17#overlay-context=

English Proficiency Requirement
If you are an international student and your native language is not English and your TOEFL score is below 600 on the paper-based test, or 100 on the internet-based test, you are subject to this requirement. More information can be found here: http://clas.uiowa.edu/esl/esl-credit-classes/english-proficiency-requirement

ESPA and ELPT Tests
All “SUPPORTED” international students, whose native language is NOT English, will be required to complete the ESPA TEST. Students who are offered financial support are automatically signed up to take this test. The testing schedule can be found here: http://clas.uiowa.edu/esl/tape/testing-schedule Results take a few days to process, and evaluations are often sent to the department by August 19th. A copy of the report is put in your mailbox in the department’s office, 241 Schaeffer Hall (when available).
More information regarding Teaching Assistant preparation in English please go Iowa's Intensive English Program and English as a second language department. More information can be found here: [ESPA & ELPT tests](#).

If you are NOT currently FINANCIALLY supported and want permission to be evaluated you must make a DEPARTMENTAL request by submitting a request form (see Margie).

It does not mean that we will be able to support you (since support is very limited) however in the event that a position does open in our department those students who secure a “A” or “B” grade will then be considered for future semesters and we are often asked to make recommendations to other departments for teaching assistants. (This past year our students have worked additionally in Economics, Sociology, Mathematics, Educational Measurement, and Biostatistics, etc.).

- If you pass the ELPT/ESPA you are required to take an 212:009/TAPE:5330 class called TA Preparation: Orientation Program
  - A six-hour orientation program will be required of all students who are certified at level A or B and are teaching for the first time. This orientation helps new teaching assistants understand the culture of the U.S. classroom and treats topics such as student expectations, teacher-student relationships, and understanding and answering student questions. Discussion focuses on suggestions for maximizing comprehensibility in spoken English. This course meets twice for 3 hours early in the semester. Both meetings are held in the evening.

**International Orientation, August 8-12, 2016**

If you are an international student you will need to complete your international orientation prior to registration. Go here to see the [Orientation Overview](#) for F1 and J1 students.

- July 8 - Earliest date you may enter the U.S. in F-1 or J-1 status
- August 7 - Date by which you should arrive in Iowa City; residence halls will open at 12:00 p.m. for new international students with residence hall contracts
- August 8 - Check-in with ISSS
- August 10-14 - International Student Orientation

**Fall Classes Registration, Monday- August 15 and Tuesday- August 16, come to 241 Schaeffer Hall**

All students must meet with their advisor prior to registration. There is no worry about getting into any of the classes we teach.

- IF you are an Actuarial Science MS or PhD student you will need to meet with Professor Shyamalkumar. Do not call or email him, rather just stop into our office 241 SH on August 15 and 16 and he will meet with for 10-15 minutes to help you with course selections. He will be available both days. Once you have met with him I can show you how to register for classes.
• IF you are a Statistics MS or PhD student you will need to meet with Professor Dale Zimmerman. Do not call or email him, rather just stop into our office 241 SH on August 16 and he will meet with for 10-15 minutes to help you with course selections. He will be available all day. Once you have met with him I can show you how to register for classes.

Iowa Memorial Union

Graduate College Orientation, Wednesday, August 17 at 12:30 p.m., Iowa Memorial Union

The Graduate College hosts a New Graduate Student Welcome and Orientation on Wednesday, August 17 at 1:00 p.m. in the Main Lounge of the Iowa Memorial Union.

• Information Fair —Student services, organizations & community resources. Meet representatives from organizations that serve graduate students.
• Mini Sessions —Attend a variety of short sessions such as funding, career preparation, and other key professional development resources available to you at the University of Iowa.
• Key Campus Connections —Gain valuable information about paying tuition and fees (UI Billing Office), health insurance enrollment (UI Benefits), assistantship payment (UI Payroll), and the UI Main Library.
• Panel Discussion with Current Graduate Students —Participate in an open Q&A with graduate students who are well-established in their programs of study. Get useful tips, facts, and helpful suggestions from students who have been in your shoes.
• Reception —Enjoy food and an opportunity to meet other new graduate scholars and Graduate College staff. This is a great opportunity to get to know a few members of the faculty from your department or program.

http://www.grad.uiowa.edu/wELCOME-new-grad-students
New Student Department Orientation, 9 a.m. on Thursday, August 18, 110 Maclean Hall

- **New Student Orientation** — Group Introductions and General Policy Procedures at 9:45 we break into two groups.
  - **Statistics Students** move to another classroom and Professor Zimmerman goes into great details of the academic program. Afterwards we like to take a group picture on the steps of the Old Capitol or at Schaeffer Hall.
  - **Actuarial Science Students** will stay in this room and Professor Shyamalkumar will go over in greater detail the academic program. He will also be joined from someone from the Pomerantz Career Center to go over how to use hireahawk.com since our 1st job fair is on September 30, 2015. Afterwards we like to take a group picture on the steps of the Old Capitol or at Schaeffer Hall.

New Graduate Assistants Orientation, Thursday, 1 p.m. 40 Schaeffer Hall

Teaching and grading assignments will be explained, as well as preparation, teaching tips, problems and questions, quizzes and exams, weekly meetings, grading, appropriate office use and the Sexual Harassment Prevention Education.

New Graduate Assistants Human Resources Orientation, 10:00-12:00. In 100 Phillips Hall on Friday, August 21

They will cover billing, U-bills, payroll, benefits, etc. More information can be found here: [http://hr.uiowa.edu/benefits/health-insurance-graduate-students](http://hr.uiowa.edu/benefits/health-insurance-graduate-students)
Enrollment Request for Non-Tippie College of Business Students

If you are planning to take courses from the Tippie School of Business for your VEE classes to fulfill these requirements you must email this request to them here.  
http://tippie.uiowa.edu/undergraduate/courseenrollment/

Ms. Vicki Vavra, Associate Director, Advising and Registration will give you permission (which may take a day or so).

Mailbox in 241 Schaeffer Hall

All graduate students will have a mailbox in our main office. The faculty do as well.

Office Desk Assignment (supported students only)

Nearly all supported students will have a desk in one of our offices. The assignment priority (in this order) includes: Ph.D. and Fellowship candidates, research assistants, half-time teaching assistants, quarter-time teaching assistants and lastly graders. Having a desk is a privilege and should be used only for University business. Office assignments will be given to students on the first day of classes, August 22. Keys are checked out at that time.

Individual Research Study Rooms in the Main Library

- **Description:** These are small, individual, locked rooms on the upper floors of the Main Library and are to be used for the purpose of in-depth study and research requiring extensive use of library materials.  
- **Criteria:** Post-comp Ph.D. degree candidates, currently engaged in the writing of their dissertation (candidates in their last year of writing are given first priority).  
- **Priority** is given to disciplines served by the Main Library (humanities, social sciences, and math and physical sciences; then by other disciplines if rooms still available.)  
- **How to Apply:** Download the PDF application here; fill it out and return by email to Andrea Rost.  
- **Currently there is a waiting list.**  
- You may also turn in the completed application to the Administration Office, 5th floor, Main Library. Paper copies of the application are also available.
To be considered in the first round of assignments, your completed application must be returned to the Administration Office by Friday, August 29th, 2014. Applications are then prioritized based on return order and assignment criteria.

**Email**

All University of Iowa students are required to activate their assigned uiowa.edu email address, as all official communication from university offices are now sent via email, rather than hard copy. This address usually follows the pattern firstname-lastname@uiowa.edu.

To activate the account:

- Log on to [isis.uiowa.edu](http://isis.uiowa.edu)
- Click on My UIowa / My Email / Request Email Account
- Complete the specified steps

Students who prefer to maintain only their work or home email addresses can do so by routing the uiowa.edu email to a work or home account. To do so, follow these steps:

- Log on to [isis.uiowa.edu](http://isis.uiowa.edu)
- Click on My UIowa / My Email / Update Email Routing Address
- Complete the specified steps

**Important Notes:**

- **If your uiowa.edu email address is routed to a different account, you will not need to change your address in ICON**, as your messages will already forward to your routed address.
- **To reduce bulk/mass email:**
  As a University of Iowa student, you may be receiving emails which are related to university activities but which do not apply directly to you or your program. To "unsubscribe" from these mass emails sent out by the university (except from university administration and UI Student Government):
  - Log on to [isis.uiowa.edu](http://isis.uiowa.edu)
  - Click on My UIowa / My Email / Email Account Filter filter bulk mail
  - Make sure that none of the categories are checked
Jobs

A great way to find jobs on campus is the following websites:

http://www.bo.uiowa.edu/~finaid/jobform.html
http://www.grad.uiowa.edu/graduate-assistant-job-postings

If you are interested in working independently as a personal tutor, check out this webpage!
http://www.stat.uiowa.edu/resources/tutor-information/private-tutors

Supported Students

You will need to bring in the following items to be officially hired. You can meet with our Department Administrator, Tamara (Tammy) Siegel, to take care of this anytime on August 17-21. Bring the following!

- U.S. Citizens bring your driver’s license (or your passport or picture ID) and Social Security Card.
- International students bring your passport, I-94, I-20 and Social Security Card (if you have one, if not we will help with this).

Required Graduate Teaching Courses:

- ONLINE CLASS Requirement: Sexual Harassment Prevention Edu. Use your HawkID and password to log into Employee Self Service. Click the Personal tab, next (under Learning and Development) click on Sexual Harassment Prevention Edu., follow instructions.

- ONLINE CLASS Requirement: Federal Educational Rights and Privacy Act (FERPA), Use your HawkID and password to log into Employee Self Service. Click the Personal tab, next (under Learning and Development) next click on Available Online Icon Courses, next FERPA Training, then click on View Details twice and the last click will be to Enroll in this ICON Course Session.

- If you pass the ELPT/ESPA you are required to take an 212:009/TAPE:5330 class called TA Preparation: Orientation Program
  - A six-hour orientation program will be required of all students who are certified at level A or B and are teaching for the first time. This orientation helps new teaching assistants understand the culture of the U.S. classroom and treats topics such as student expectations, teacher-student relationships, and understanding and answering student questions. Discussion focuses on suggestions for maximizing comprehensibility in spoken English. This course meets twice for 3 hours early in the semester. Both meetings are held in the evening.
Administrative Department Staff

Irina Bassis

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Margie Ebert

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Tammy Siegel

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