



**Kathleen Hutnik, Ph.D.**  
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**GRADUATE GENERAL ORIENTATION Aug. 17, 2009**  
**MANDATORY TA and RA Lab SAFETY TRAINING Aug. 18, 2009**

Dear Graduate Student,

Congratulations on your acceptance to Lehigh and welcome to the Lehigh family of 2,100 graduate students! My office is here to assist you with student life concerns by providing information, referrals, advice, and consultation. Your department will handle any of your academic concerns, including departmental assistantship awards.

Sometime this summer, a graduate student Orientation Ambassador will contact you. S/he is here to answer your questions from a student perspective.

There are THREE different orientations provided by three different offices, **plus** one TA/Lab RA training program.

1. **General Orientation** by the Graduate Life Office: information on university resources and opportunities to meet colleagues.
2. **TA Training** (*plus Lab Safety training for TAs and RAs working in laboratories*) by the Graduate Life Office: required for new Teaching Assistants. **TAs and Lab RAs who fail to complete the required training and testing may not be allowed by their departments to continue with their assignments. Lab Safety training is federally mandated for anyone working in a laboratory.** Check with your advisor/supervisor on your training and testing requirements. All new graduate students are welcome to attend the *TA/Lab RA Training*, which could be useful to you if you are offered an assistantship at the last minute.
3. **International Student Orientation** by the Office of International Students and Scholars.
4. **Departmental orientation** by individual departments.

The General Orientation will be held in the Wood Dining Room in Iacocca Hall. Registration and check-in will take place at Packer House, the Graduate Student Center at 217 W. Packer Avenue. Busing is available to take you from Packer House to Iacocca Hall. The Teaching Assistant/ Lab Safety Training will be held in Rauch Business Center. There is ample parking at Iacocca Hall. For Rauch Business Center, parking is available at meters on the street, the Zoellner Arts Center garage, or the Campus Square garage (Zoellner is \$1/day). See the map at <http://www3.lehigh.edu/about/lumapsdirections.asp> for locations.

Your spouse/partner is welcome to join you for the **Campus and South Side Tour**, and the **Friday Graduate Student Senate Event**.

**Please register either online or by mail by August 10, 2009.**  
**You can check for updates and register online at:**  
**[http://www.lehigh.edu/~ingrador/new\\_student\\_orientation.html](http://www.lehigh.edu/~ingrador/new_student_orientation.html)**  
**by August 10, 2009**

## OTHER REQUIREMENTS

- ❖ **Pennsylvania State Law requires that students living in university housing either (1) obtain a meningitis vaccine or (2) fill out a declination form.** You may obtain the vaccination at the Health Center for a fee. Lehigh's injury and sickness insurance does not cover this fee because the insurance does not cover preventive medicine. Medically, only college freshmen living in dormitories are at an increased risk, so graduate students may feel comfortable choosing to waive the meningococcal vaccine. If you do not want the vaccine, you may waive it by completing the declination form. The form is available at the Student Health Center, Johnson Hall. This law does not apply to students living off-campus. Please address questions and comments directly to the Health Center: 610/758-3870. **For details, please visit <http://www.lehigh.edu/health/health/immune.html>**
- ❖ **Taking and passing the SPEAK test is required of all international T.A.s whose first language is not English.** SPEAK testing is offered weekly during the first month of classes, then every other week. For information: 610/758-6099.
- ❖ **Mandatory Tuberculosis (TB) Testing is required for international students.** The test is free. Results and medical recommendations will be given by appointment at the Health Center, Johnson Hall, 3<sup>rd</sup> floor. Your test results will not affect your enrollment status. For information, call the Student Health Center: 610/758-3870.

## E-MAIL ACCOUNTS

Attend the Monday 8/17/09 LTS session. More information on E-Mail accounts and technology resources at Lehigh is available at <http://www.lehigh.edu/computing/accounts.html>.

## ID CARDS <http://www.lehigh.edu/~inluid/>

Your Lehigh ID card provides you with access to several important services, such as access to academic buildings (with approval), a GoldPLUS account [http://www.lehigh.edu/~inburs/GoldPlus\\_Index.htm](http://www.lehigh.edu/~inburs/GoldPlus_Index.htm), athletic facilities and events, bookstore discounts and library borrowing. The ID office is located in the Ulrich Student Center, Room 442A and is open 8:15am – 4pm, Mon. through Fri.

1. Before going to the ID office, check with your department to make sure that you are in the Banner system as a registered student. If you are not in the system, ask to speak with your graduate coordinator.
2. You must wait at least one day after registering for classes to get your ID card. Be prepared to have your photo taken for your ID card.

Please do not hesitate to contact me our office if you have any questions.

Sincerely yours,

Kathleen Hutnik, Ph.D.  
Director, Graduate Life Office