**Course Rosters:** are live via MyPurdue/Banner. Instructors may access their courses at any time. Please make a point to review your course roster several times during the semester. Catching errors will cut the anxiety level when grade rosters are due.

**Division Changes/Closed Course Overrides (name raises):** students may add and drop courses via MyPurdue through the first week of classes. After that – or any time a closed course override (CCO) is requested – a Form 23 must be signed by the instructor. CCOs are given at the discretion of the course coordinator. If students want a CCO for your course, check with the course coordinator first. If they approve then you or the coordinator must sign a Form 23 and send the student to the Schedule Deputy (Gina for C&I).

**Grade Rosters:** will be submitted online. Fall semester classes end Sat., December 9 -- exams begin Mon., December 11 and end Sat., December 16. Grade Rosters are due on **Tuesday, December 19**.

**Textbooks:** are chosen by the course coordinators and have been ordered through the Amazon Textbook Management System. Desk copies are to be ordered by the course coordinator or their secretary. You can access textbook information in MyPurdue.

**Class Location/Equipment:** I have worked with Space Management to accommodate classroom needs to the best of our ability. The majority of C&I courses are located in BRNG. All BRNG classrooms have instructor computers and computer projection. You should check your classroom before classes start to determine your equipment needs. If you need audio/visual equipment not furnished in your classroom, you should contact AV Services at 49-42769 to confirm all Audio Visual needs. They require a 48-hour notice to schedule equipment. For equipment emergencies call 42769.

**Master Schedule:** lists course coordinators/instructors, course day/time, and location. The master schedule / current enrollment reports are posted outside the main office (4108). I will also post the master schedule on the web and send the address through the Monday Memo and email messages. For this semester that address is:

https://collaborate.education.purdue.edu/edci/docs/Fall_17_Schedule.pdf

**Office Assignments and Keys:** All teaching assistants have been assigned a desk in a shared office in BRNG. Office assignments and keys can be obtained in the C&I main office (4108). Please be sure to return your keys to the C&I main office when your assistantship comes to an end.

**Mailboxes:** All GAs, with the exception of LDT GAs, have been assigned a mailbox located outside of the main office, which have combination locks. The main office will give you the combination and help you operate the lock. If you receive packages that do not fit
in your mailbox, we will put a slip in your box telling you that you have a package to pick up. Check with Gina or Kim in the main office to locate your package. All mail for LDT GA's will go in a large mailbox for Rhonda to pick up and distribute to mailboxes located in 3168.

**Phones:** All GA offices have a phone for your use. Please share your schedules with your office mates and take messages in each other’s absence. If no one is in the office to answer the phone, it will forward to the C&I main office, at which point we will take a message and place it in your mailbox. Rhonda Wilson will take messages and order supplies for LDT GAs. Once you establish your office hours please post them on your office doors and provide them to the C&I main office. This helps us provide accurate information when calls forward to the main office.

**Payroll/Personal Information:** payroll checks are no longer printed. All payroll is direct deposited. You will be sent an email each pay day reminding you that your pay has been deposited into your bank. You need to log onto Employee Self Serv (https://erp-portal-prd.itap.purdue.edu/irj/portal) as soon as possible to enter your bank information. You can also view your pay stub, change personal information, etc. You must use your career account for this.

**Supplies:** any general supplies (such as pens, pencils, note pads, etc.) can be obtained in the C&I main office located in 4108 BRNG. Each of you have been given a packet of supplies to get you started. Supplies that are for use in a specific course should be ordered through the course coordinator or his/her secretary.

**Course Assignments:** normally course assignments should be submitted to and picked up from the course instructor. If you are not available to receive them yourself, papers may be dropped off in the main office to be placed in your mailbox. (Remind students that C&I offices close from 12-1 for lunch.) Please adhere to the *Policy for the Dissemination of Graded Student Work* (Appendix A in your Graduate Teaching Assistant Handbook).

**Change of Address & Phone:** in order to keep my files current, I have enclosed a personal information sheet in your GA packet. Please provide your current address, phone, and email address and return it to me ASAP. This form is especially important for new GAs who have just moved to the West Lafayette area, but returning GAs often move and forget to provide me with their new information. If you have not yet established a Purdue email account, please let me know your new address as soon as you get it. We have a listserv for C&I GAs (cigrad-l@lists.purdue.edu), so it is important for us to have your current email address. All GAs will automatically be subscribed to this list.

**Change in Appointment:** If at any time during the semester you discover that you are not going to be able to keep your assignment for upcoming semester, let me know ASAP so I can make the necessary arrangements to replace you. In addition to informing your supervisor/course coordinator, it is your responsibility to let me know in writing of any changes in your assignment.