

Greetings from BGSU and GradSTEP!



The summer is passing quickly and as the Development Leader for your department, I am writing to provide you with additional information to assist you as you prepare for your arrival in Bowling Green and your graduate studies here at Bowling Green State University. The following list contains vital information so please review all points carefully.

- ☞ If you have received an assistantship contract and have not previously completed GradSTEP please remember that your attendance at GradSTEP is required. If you will not be receiving an assistantship contract but would like to take advantage of this excellent professional development program simply review the enclosed materials and the GradSTEP Sessions Guide, select the sessions you would like to attend, go online to <http://www.bgsu.edu/departments/gradstep/page29537.html> and submit your session registration form. Remember, there are no fees for participation in the program! Also, should an assistantship become available to you at a later date, your GradSTEP requirement will already be completed.
- ☞ Enclosed with this letter is a schedule of our departmental programming that will take place during GradSTEP week, the GradSTEP Sessions Guide, and session pre-registration instructions. *Be sure to carefully review all materials before completing the GradSTEP Session Registration Form as some departmental activities may duplicate a GradSTEP session.*
- ☞ All international students (including students from Canada) are required to arrive for the Center for International Programs (CIP) orientation which will begin August 11th. If this applies to you the Center for International Programs will be sending you detailed information in a separate mailing.
- ☞ Check-in for GradSTEP will be held in room 101 Paul J. Olscamp Hall on Sunday, August 17th, from 2:00 to 4:00 p.m., and again on Monday, August 18th, from 8:00 to 9:30 a.m. **You only need to check-in once!** Students that do not submit an online or faxed session registration form by the July 20th deadline are to check-in on Sunday. Due to the number of incoming students check-in may take up to 60 minutes so please plan your arrival accordingly. Parents: although child care is not available during check-in feel free to bring your children. Participants that submit an on-line session registration form are to check-in on Monday, the 18th.
- ☞ For students receiving assistantship contracts, you must complete some personnel forms so be sure to bring **TWO** forms of identification. Acceptable documents include, but are not limited to, a passport, valid driver's license, social security card or birth certificate (if you will be using your passport, you will not need a second form of identification). **These must be original documents - not photocopies.** You must have this completed by August 20th or your paycheck will be delayed.
- ☞ Our first departmental meeting will be held on Monday, August 18th at 10:30AM in 301 Shatzel Hall.
- ☞ **Parking:** Watch for signs directing you to GradSTEP registration in Olscamp Hall. Unregistered parking is available throughout campus GradSTEP week. However, parking for Thursday and Friday is restricted to Lots 4 and 4a located across the railroad tracks on Ridge Street (refer to the enclosed map). Metered parking requires payment and parking regulations are enforced for all handicapped, loading, state vehicle, or emergency vehicle parking areas.
- ☞ For your convenience there are several links from the GradSTEP web page to various realty offices, daycare facilities and local public utilities offices.



Enjoy the rest of your summer. In the meantime, additional GradSTEP information is available online at <http://www.bgsu.edu/departments/gradstep/page29328.html>. Many of these pages are updated frequently so be sure to check them often. I look forward to meeting you soon!



Sincerely,
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