**OFFICE PROCEDURES FOR GRADUATE STUDENTS**

**KEYS:**

You will be issued an outside building key, a key to your office and a key to your teaching lab. Requests for any other keys must be accompanied by written permission of the person in charge of the room. Please see the graduate secretary in room 217 to order keys. Graduate students are not issued master keys.

**OFFICE SPACE:**

As many teaching and research assistants/ as can be accommodated will be assigned office space. Office

assignments will be made by the graduate secretary in consultation with the graduate coordinator and department chair.

**MAIL:**

Each graduate student will be assigned a mailbox. These are located in Room217; please see the Graduate Secretary if you do not have one. Mail is picked up and delivered daily in the department (around 2 p.m.). You may leave any outgoing mail in the outgoing mailboxes located near the faculty mailboxes. No postage will be paid and or provided by the Department. Please use your home address for personal mail and magazines. If you receive a blue paper in your mailbox, please check the space (in the department office) reserved for large packages or other mail too large for your mailbox.

**STOCKROOM:**

The biology stockroom is located in Room 230 LSC. A copy of the stockroom manual is available on the Biological Sciences Graduate Program website or can be obtained from Chris Hess, Stockroom Manager.

**TELEPHONE:**

Please announce to your lab students that you can be reached only by voice mail or email.

**GRADUATE PROGRAM INFORMATION:**

Flyers concerning graduate programs at other universities are posted as space is available in the second floor stairwells. The BGSU Graduate Catalog and Peterson's Guide to Graduate Studies are available on-line.

**TYPING:**

Teaching assistants and fellows are to type their own lab tests, handouts, etc. Graduate students are responsible for their own papers, reports, theses, dissertations, etc.

**COPYING:**

Graduate students are NOT permitted to operate the copiers in the Copy Room. Personal copies will not be made. If you need copies of tests made for a class which you are teaching, first notify the appropriate office staff, then place in "Exams to be Copied" work basket in the office at least two working days in advance. For handouts and exams, fill out a green copy request slip, indicating instructions for copying. These copies will be placed back in your mailbox when finished (tests will be held in the office for you to pick up). DO NOT PUT TESTS OR QUIZZES TO BE COPIED IN THE COPY ROOM. BRING THEM INTO THE OFFICE AND GIVE THEM TO A STAFF PERSON. A copy of copyright regulations is posted in the Copy Room. The ultimate responsibility for following these regulations lies with the person requesting copies.

**GRADUATE COMPUTER LAB:**

Room 321 is a computer lab designated for the use of faculty and graduate students. The room is to be kept locked at all times. Key codes may be ordered by the Graduate Secretary in Room 217. These key codes are unique to your BGSU identity. Do not print multiple copies from the lab printer. Excessive use will be tracked by your key code and billed to your bursar account. Graduate students are responsible for printing their theses and dissertations. You are not allowed to use department and/or faculty printers for this purpose.