Welcome to Rensselaer Polytechnic Institute. As you prepare for arrival please review this packet. Please make sure your travel arrangements will allow you to participate in orientation and if you will be a new TA, TA training.

Please keep the following important dates in mind:
- **Tuesday, August 25, 2020** – International Student TA Training and English Language Assessment Testing (if applicable)
- **Wednesday, August 26, 2020** - TA Training for ALL New TAs and English Language Assessment Testing (if applicable)
- **Thursday, August 27, 2020** – Graduate Student Orientation

### General Information for All New Graduate Students

**Travel to Rensselaer**
The Institute is located in the City of Troy in New York State. Troy is about twenty minutes by car from the city of Albany. Albany is about one hour from New York City by plane or three hours by bus, train or car.

**Housing Options**
Contact Residence Life at (518) 276-6284, reslife@rpi.edu or Residence Life.

**Employment Verification**
Graduate students appointed to teaching assistantship or research assistantship positions at Rensselaer must complete the required *Form I-9, Employment Eligibility Verification*, in order to begin working. Please refer to your appointment letter for instructions on completing the Form I-9. The Form I-9 can be accessed from the following URL: [https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=21010&Location=STUDENT](https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=21010&Location=STUDENT)

Please click on this link and complete the required information. During TA Training or Orientation ( whichever you are required to attend first) you will need to make an appointment to show the required original identification documents. **Make sure you remember to bring original documentation with you. Copies will not be accepted.**

**For US Citizens:** During TA Training or Orientation (whichever you are required to attend first) you will need to make an appointment with your Department Facilitator to show the required original identification documents and complete new-hire paperwork. **Make sure you remember to bring original documentation with you. Copies will not be accepted.**

**For International Students Only:** During TA Training or Orientation (whichever you are required to attend first) you will need to make an appointment with Student Employment to show the required original identification documents. **Make sure you remember to bring original documentation with you. Copies will not be accepted.** Rensselaer uses an online tax compliance system called *GLACIER* to help determine the appropriate taxation of payments to non-US citizens. Prior to your arrival on campus, you will be required to complete your profile in this system. Follow the instructions provided, print the documents it produces and bring them with you to TA Training or Orientation ( whichever you are required to attend first). You will receive your user ID and temporary password to login to *GLACIER* soon. For more information regarding student employment at Rensselaer please visit our Student Employment Website at [http://finance.rpi.edu/update.do?catcenterkey=175](http://finance.rpi.edu/update.do?catcenterkey=175).

**RCS (Rensselaer Computing System) Account**
You will use your RCS Account to access the campus network including email, printers, Internet, and RPI LMS (Learning Management System). **Please note that Rensselaer uses your RCS for email and not personal email addresses for all communications and coursework. Please attend to this immediately so that we can contact you with orientation and**
other programming information that you may need prior to arrival. We suggest you start checking your RCS
email address as soon as you have it set up.

Your RCS User ID will be the first five letters of your last name followed by the first letter of your first name; however, if
this sequence is already in use, one or two digits will be assigned and your ID will look something like this: smithj58.

To retrieve your RCS User ID and activate your RCS Account, go to the Voorhees Computing Center (VCC) and bring
your Campus Access Card; or, email your request to consult@rpi.edu including your full name and RIN. They will
respond, providing a 16 digit PIN and instructions on retrieving your RCS User ID and temporary password.

For assistance, contact the Computing Helpdesk at 518-276-7777 or consult@rpi.edu.
• Voorhees Computing Center
• Monday–Thursday from 8:30 am – 5:00 pm; Friday from 8:30 am – 4:00 pm
  http://helpdesk.rpi.edu/update.do?catcenterkey=33

For information on other Primary Campus Accounts, please see the PDF at this link:
https://info.rpi.edu/sites/default/files/Primary%20Campus%20Accounts%202019.pdf

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**Orientation & TA Program Contacts**

**Graduate Orientation**
Connie Grega, Director, Student Services, Office of Graduate Education, gregac@rpi.edu

**Teaching Assistant (TA) Training**
Jennifer Mullet, Administrative Coordinator, Office of Graduate Education, mullej6@rpi.edu

**International Services for Students and Scholars***
Mary Nellis, Director, International Services for Students and Scholars (ISSS), nellim@rpi.edu

**English Language Assessment Information****
Jennifer Mullet, Administrative Coordinator, Office of Graduate Education, mullej6@rpi.edu

*Please reach out to the ISSS office for information regarding the International Student Orientation. ISSS can be reached at isssoffice@rpi.edu.

**For International Student TAs - A Note on English Language Assessment Testing**
New international student TAs who have scored less than 26 on their TOEFL speaking test will be required to complete
the English Language Assessment testing. If the student has scored 26 or higher on the TOEFL speaking test the student
is exempt and does not have to complete the testing. Testing will be done in two (2) parts – a speaking portion and a
computer component. If you are required to complete the English Language Assessment Testing please arrive at the
testing center with a valid photo ID and 15 minutes before your appointment.
International Student Teaching Assistant Training Seminar

Tuesday, August 25, 2020 – DCC 308

TA Training is for all new TAs who have received an award letter from their department confirming the appointment. Please do not register or attend unless this letter has been received.

All new TAs must attend the training in its entirety, and also complete the online component. Previous experience at another university does not waive the required training at Rensselaer.

You will need to register for the program online at http://sis.rpi.edu/. Register for CRN To Follow ADMN 6800-01.

TA Training Seminar will appear on your transcript as a zero-credit required course, and receives a Satisfactory (S) or Unsatisfactory (U) grade. There is no cost to register or attend.

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<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>8:30 AM</td>
<td>Registration – You will need your Rensselaer Student ID for registration.</td>
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| 9:00 – 9:30 AM | Welcoming Remarks  
Stanley Dunn, Ph.D., Vice Provost & Dean, Graduate Education |
| 9:30 – 10:00 AM | Transitioning Issues and Activities  
Christine Allard, Associate Director  
Archer Center for Student Leadership |
| 10:00 – 10:30 AM | English Language Assessment Information  
Kim Andersen  
Founder and Academic Director  
Capital Region Language Center and Empire State English |
| 11:30 – 5:30 PM | English Language Assessment Testing (If Required)  
Testing is done in two parts: online and an in person speaking portion. If you have scored 26 or higher on your TOEFL speaking test you do not have to complete the assessment. If you scored lower than 26 on the TOEFL speaking test, you will be required to complete the English Language Assessment Testing. Please bring a valid photo ID with you to the test. Please report to your assigned appointments if required. |

You will need to complete three online assignments and a handbook quiz through LMS. You will be automatically added to the sessions when you register for ADMN 6800. Please complete all the assigned components by the deadline.
TA Training is for all new TAs who have received an award letter from their department confirming the appointment. Please do not register or attend unless this letter has been received.

All new TAs must attend the training in its entirety, and also complete the online component. Previous experience at another university does not waive the required training at Rensselaer.

You will need to register for the program online at http://sis.rpi.edu/. Register for CRN To Follow ADMN 6800-01.

TA Training Seminar will appear on your transcript as a zero-credit required course, and receives a Satisfactory (S) or Unsatisfactory (U) grade. There is no cost to register or attend.

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<th>Location</th>
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<tr>
<td>9:00 – 9:30 AM</td>
<td>Welcoming Remarks, Overview of TA Responsibilities</td>
<td>Stanley Dunn, Ph.D., Vice Provost &amp; Dean, Graduate Education</td>
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<tr>
<td>9:30 – 10:00 AM</td>
<td>Student Panel – Q&amp;A with current RPI graduate students &amp; TAs</td>
<td>Colleen Smith, Dean of the Graduate Experience</td>
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<tr>
<td>10:00 – 10:45 AM</td>
<td>Division of Human Resources – Maintaining a Culture of Respect</td>
<td>Larry Hardy, Director, Human Resources – Title IX Coordinator Will Fahey, Manager of Professional &amp; Organizational Development</td>
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<tr>
<td>10:45 – 11:15 AM</td>
<td>English Language Assessment Information</td>
<td>Kim Andersen</td>
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<td></td>
<td>Founder and Academic Director</td>
<td>Capital Region Language Center and Empire State English</td>
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<tr>
<td>11:15 AM – 12:30 PM</td>
<td>The Archer Center for Student Leadership</td>
<td>Archer Center Staff</td>
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<td>Classroom Management Skill Development</td>
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<tr>
<td>1:30 – 5:30 PM</td>
<td>English Language Assessment Testing (If Required)</td>
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<td>Testing is done in two parts: online and an in person speaking portion. If you have scored 26 or higher on your TOEFL speaking test you do not have to complete the assessment. If you scored lower than 26 on the TOEFL speaking test, you will be required to complete the English Language Assessment Testing. Please bring a valid photo ID with you to the test. Please report to your assigned appointments if required.</td>
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You will need to complete three online assignments and a handbook quiz through LMS. You will be automatically added to the sessions when you register for ADMN 6800. Please complete all the assigned components by the deadline.
Academic Orientation Seminar for All New Graduate Students
And Newly-Admitted Accelerated and Co-Terminal Students

Thursday, August 27, 2020 – DCC 308

You will need to register for the program online at http://sis.rpi.edu/. Register for
CRN To Follow ADMN 6700-01.

Academic Orientation will appear on your transcript as a zero-credit required course, and receives a Satisfactory (S) or Unsatisfactory (U) grade.

You must attend the program in its entirety, and also complete the online component. There is no cost to register or attend.

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<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:00 AM</td>
<td>Registration – You will need your Rensselaer Student ID for registration.</td>
</tr>
<tr>
<td>8:30 – 8:45 Am</td>
<td>Welcoming Remarks and Introductions</td>
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<tr>
<td>8:45 AM – 5:00 PM</td>
<td>Presentations from the:</td>
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<td>• Office of Graduate Education</td>
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<td>• Health and Counseling Centers</td>
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<td>• Center for Career and Professional Development</td>
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<td>• Center for Global Communication + Design</td>
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<td>• Hunan Resources</td>
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<td>• Graduate Student Experience</td>
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<td>• Graduate Student Council</td>
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The morning session will conclude with lunch and a Resource Fair followed by an afternoon of programming sessions on successful strategies for graduate school.