Welcome to GSU!
Welcome to the Department of Psychology at Georgia State!

Congratulations on your acceptance to the Graduate Program in Psychology at Georgia State University! Adjusting to a new program, a new school, and a new city can be challenging during the first year of graduate school. This guide was created by past and current graduate students in the Psychology Department in an attempt to provide incoming students with a student perspective on getting started in the department, at GSU, and in Atlanta.

You may also want to review the official Psychology Department graduate student handbook, available online at http://www2.gsu.edu/~wwwpsy/8124.html, or contact the department (404-413-6200 or 404-413-6217) for more information.

We work to update this guide each year, so please share your thoughts or any errors you may find with us so we can improve this guide for future students.

Best Regards,

Alexandra Bellis, GASP President
abellis3@gsu.edu
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10 Things To Do Before You Begin Graduate School

1) Save Money!

Your first payday is not until the end of September / beginning of October. Student loans are also not deposited into your account until about two weeks into each semester (Fall, Spring & Summer). Moving to a new city and beginning classes at a new school can create several unexpected expenses (e.g., housing deposits, rent, books, registration fees, etc.). The late arrival of funds usually comes as a surprise to students. Avoid financial strain as much as possible by planning ahead.

2) Determine Student Loan Needs

As a full-time student and U.S. citizen, you are eligible for financial aid through the government. Unfortunately, international students are not eligible to receive federal financial aid; however, you may be eligible for financial aid through private lenders.

Complete the Free Application for Federal Student Aid (FAFSA) online at http://www.fafsa.ed.gov (Summer applications are via GSU on GoSolar’s Financial Aid menu). You will want to have a copy of your most recent income tax statements on hand, and completing the FAFSA worksheet before attempting to complete the online forms can help you save time. The GSU financial aid office offers information at http://sfs.gsu.edu/the-financial-aid-process/.

Your monthly stipend is about $1000 - 1500, after taxes. One bedroom apartments range from $500-$1000. Our semester fees are about $1000 and student health insurance is $366 if you are under 27 or $531 if you are over 27 each Fall and Spring/Summer semester. Monthly MARTA Breeze cards (for taking the Atlanta transit system, see section below for more information) are $61.00, and daily student parking with a Budget Card is about $3.50 ($215.00 for an M-Deck pass for one semester; see the parking section in 10 Things to Do When You Arrive at GSU). Use these numbers to help you assess your financial needs as you complete the FAFSA and decide how much financial aid you may want to request.

If you receive financial aid, your student fees will come directly from your loan. This service should be automatic. However, if you have problems, you should contact the One Stop Shop (also known as Enrollment Services Center) at onestopshop@gsu.edu. Our mandatory student fees are not deducted from our stipend and must be paid at the start of each semester.

3) Activate Your CampusID

Your CampusID is your primary login for most GSU services, including registration and accessing GSU Wifi. Activate your CampusID online here:

https://campusid.gsu.edu/form_activate1.cfm

You are required to change your password every 3 months.
4) Set Up Your E-Mail Account

You can do this online at http://technology.gsu.edu/technology-services/services-for-you/it-services-for-students/. For assistance contact the IS&T Help Center at 404-413-HELP (4357) or help@gsu.edu.

5) Contact Your Advisor

Talk to your advisor about which classes to take and about the upcoming semester. Find out what you’ll be doing in your first few months and what authors and papers you should start reading.

6) Register for Classes

Instructions for registration are available online at http://registrar.gsu.edu/registration/registration-guide/

PAWS (https://paws.gsu.edu/cp/home/displaylogin) and GoSOLAR (https://www.gosolar.gsu.edu/webforstudent.htm) are the fastest and easiest way to access information regarding course schedules, registration, your student status, account information, tuition fees and to register for classes and health insurance (see below). While you are checking on your student status, it is a good idea to make sure you are eligible to register. If, for instance, you do not have immunization records on file, you may need to visit the Health Center with records or take vaccinations before you can complete your registration.

In order to qualify for tuition waiver, students must register for 18 credit hours in the fall and spring semesters (only 15 credit hours in summer). Most incoming students will take Stats I their first semester and follow with Stats II in their second semester.

Although students often take multiple classes each semester, they rarely fulfill the 18 credit hour minimum. Therefore we can register for a variety of classes that reflect our time spent working in lab and reading. Students should register for PSYC 9910 (Advanced Directed Research) and/or PSYC 9920 (Advanced Directed Readings) to fill in the remaining credit hours each semester. You will need to discuss a reading and research plan with your advisor, complete PSYC 9910/9920 forms together (http://www2.gsu.edu/~wwwpsy/docs/PSY/Psyc9910_form.pdf), obtain your advisor's signature, and return the forms to Kristy Hill before you can register for these courses.

For students who would like to apply for Departmental recognition of a previously obtained Master’s Degree, speak to your advisor and to Kristy Hill to get the process underway as soon as possible. Review of your previous work can take quite a while, and the sooner you begin this process, the faster you will be able to determine your research track at GSU.

Your first year is very 'class heavy' with Stats I and II taking up a majority of your time. Be sure to talk to your advisor, lab mates, and big sib before taking too many classes,
especially in your first semester. Therefore any reading or work you can start before your first semester will help you gain a strong foundation.

You can contact course instructors to request syllabi after you have completed registration. Simply sending an email will allow you to introduce yourself to your professors, and it will help you to identify the books you will need to begin pricing and budgeting.

7) Pay Your Student Fees

Full-time graduate students receive a tuition waiver so we are not required to pay for classes. However every semester we are required to pay other fees such as activity or health insurance fees. Information regarding fees and how to pay them can be obtained at http://sfs.gsu.edu/tuition-fees/what-it-costs/tuition-and-fees/. You will see your student fee balance under your student account on GOSOLAR and/or PAWS.

Pay off everything as early as possible to avoid any late fees or complications with your registration status. If you are late paying fees, you will be dropped from your classes, forced to re-register, and required to pay a $50.00 late registration fee in order to access your classes. You may even need to request special permission to join the course from the course instructor if the course becomes full in the interim.

8) Register or Opt Out Of GSU Student Health Insurance

Each semester (Fall, Spring & Summer) every student must register or opt out of student health insurance. You are required to have health insurance as a GSU graduate student and therefore you must either have insurance from GSU via UnitedHealthcare or comparable health insurance from an outside provider. Information about how to obtain or waive GSU health insurance can be found online at http://www.cas.gsu.edu/health_insurance.html. You can contact UnitedHealthcare at customerservice@uhcsr.com.

Regardless of your insurer, all students may visit the GSU Health Clinic (http://health.gsu.edu/), which is staffed by Medical Doctors, Nurse Practitioners, and Nurses. The clinic provides free primary health care to enrolled students (funded by part of your Registration fee). Immunizations and testing is available. Appointments are recommended; call 404-413-1930.

9) Talk to Your Big Sib and Lab Mates

Each incoming student is assigned a big sib, a senior graduate student to help you with your first year and answer any questions you may have. Your big sib and lab mates will have advice regarding classes, places to live, lab work and other aspects of your daily graduate student life. Also, if they cannot help you, they often know the right person who can.
10) Find A Place to Live In Atlanta

Helpful websites for finding housing and roommates

**GSU’s housing service** allows you to search for off-campus apartments or people looking for roommates. [http://ochousing.gsu.edu](http://ochousing.gsu.edu). GSU also offers housing in the GSU Commons (where many undergrads live) very close to GSU and in the newly built Lofts very close to our campus, but these options are pricey and may not be the most comfortable for graduate students.

**Emory Residential Life Off Campus Housing Finder** -- lists apartments/houses to rent & share and is not limited to Emory University students. [http://www.housing.emory.edu/off-campus/home.cfm](http://www.housing.emory.edu/off-campus/home.cfm)

**Promove** -- [http://www.promove.com/](http://www.promove.com/) was recommended as a service that finds apartments for you (for free). You give them a list of requirements and they find a place that fits. All you have to do is tell any apartments you visit that Promove found the place for you.

**Rent.com** – [http://www.rent.com](http://www.rent.com) (offers $100 if you mention them at leasing office).

**Craigslist** – [http://www.craigslist.com](http://www.craigslist.com) also is a website geared towards finding roommates, apartments, and furniture.

**Creative Loafing** - You can also look in Creative Loafing, a local-happenings newspaper, for apartments, eats, events, etc. Visit them online at [www.creativeloafing.com](http://www.creativeloafing.com).

**The Atlanta Journal Constitution** – Check out [www.ajc.com](http://www.ajc.com) for Atlanta news and events, apartments, etc.

**In-town Neighborhoods** – This website has links to a number of in-town neighborhoods (including the city of Decatur) -- [http://www.atlanta-midtown.com/neighborhoods/](http://www.atlanta-midtown.com/neighborhoods/) – Another site just for downtown [http://www.atlantadowntown.com/living/neighborhoods](http://www.atlantadowntown.com/living/neighborhoods)

**Other Apartment Search sites** – [www.accessatlanta.com](http://www.accessatlanta.com), [www.digitalcity.com/atlanta](http://www.digitalcity.com/atlanta), [www.atlanta.citysearch.com](http://www.atlanta.citysearch.com)

**Housing tips**

**Consider transportation** - Will you have a car? Do you want to ride MARTA? If so, pick neighborhoods that are accessible to MARTA or MARTA stations where parking is available (this information is available at [www.itismarta.com](http://www.itismarta.com)). You can also use [www.maps.google.com](http://www.maps.google.com) to locate MARTA stations (denoted by the white ‘M’ in the blue boxes) and nearby apartment complexes.

**Talk to grad students and your big sib!** If you find a place that looks good, contact a grad student and ask what they know about the neighborhood. Take advantage of those of us who have lived here a while and know the town!
Popular Atlanta Neighborhoods

**ANSLEY PARK**
You’ll bump into Ansley Park if you head North on Piedmont Avenue from GSU. It is a highly sought-after and relatively expensive place to live. Piedmont Park (the second largest urban park in America) is in the center, surrounded by large restored houses, old and new apartment complexes.

There are two MARTA stations (Midtown & Arts Center) that service the midtown area. Both are located on Peachtree Ave at approximately 10th and 17th streets.

Ansley Mall: Strip mall located at the corner of Piedmont Avenue and Monroe Drive. Here you can find: Publix grocery store, Pier I Imports, CVS drug store, Starbucks, Radio Shack, and more.

**BUCKHEAD**
Located north of GSU, you can reach Buckhead by traveling north on either Peachtree Street or Piedmont Avenue. This area plays host to several bars, restaurants, several apartment complexes, strip malls, and two large shopping malls (Lenox Square Mall and Phipps Plaza). On Friday and Saturday nights, the main drags in this area are literally inundated with cars and pedestrians. See details at [www.buckhead.net](http://www.buckhead.net)

There are two MARTA stations (Lindbergh Center, Lenox and Buckhead) that service the Buckhead area.

Lenox Square: Lenox Square is located in the prestigious Buckhead area of Atlanta, Georgia, between I-85 and State Highway 400, at the corner of Peachtree and Lenox Roads. Detailed directions are available by calling Lenox Square’s 24-hour Shopping Line at 404-233-6767. You may find several large department stores and tons of specialty stores, as well as a food court and some sit-down restaurants. (You can take MARTA’s NE line to Lenox station and exit through the JW Marriott to reach the mall.)

**CANDLER PARK**
Located East of GSU, Candler Park is a comfortable community with a mix of older and recently renovated homes. Students have been known to find great apartments in homes or duplexes in this neighborhood (which has a MARTA station, 3 stops from GSU).

Traveling East on McLendon from Little Five Points (LSP) you’ll pass Candler Park (with its 9 hole golf course) and then a strip of shops and restaurants that are considered the heart of Candler Park.

- Candler Park Supermarket: a reasonable mini-mart and a fantastic wine collection. Owner, James Lee, stocks great wines at great prices and coordinates wine-tastings with most of the other establishments in Candler Park.

- Flying Biscuit: A soon-to-be national chain, this restaurant is a local favorite. The Indigo Girls supported this restaurant when it first opened. The food is legendary in Atlanta. (A “mid-town” location was recently opened at Piedmont and 10th.)
- Salon Red: Ask many of the ladies where they last had their hair cut and you'll hear about Salon Red. It is located on Clifton Rd, just behind the Flying Biscuit. Recently expanded to serve as a full-spa with massage and nails...

-- Other shops include used CD store, vintage and new bridal store, the Piercing Experience...

**DECATURE**
You will run into Decatur if you drive East on either Ponce de Leon Avenue or Decatur Street (which changes into Dekalb Avenue), that runs right in front of the Urban Life Building. Decatur has quaint neighborhoods and quirky shops and restaurants. This area has gone through quite a bit of revitalization in the past ten years, and is now becoming a sought-after area to live. In general, this area is probably cheaper than Ansley Park, Buckhead, or Midtown. See details at [www.decatur-ga.com](http://www.decatur-ga.com).

The East Lake, Decatur, and Avondale MARTA stations serve downtown Decatur and the surrounding area.

-- The Square: Located next to Sycamore Avenue, there is a square surrounded by restaurants and bars. You can find dining options ranging from the casual (Raging Burrito, Brickstore Pub, Sweet Melissa’s) to the not-so casual (Cakes & Ale and Parker’s on Ponce). Just behind the square on Church is a popular coffee shop and wine bar, Java Monkey.

**EAST ATLANTA**
This is an up-and-coming neighborhood that is located southeast of downtown Atlanta. You can get there by driving east on Ponce de Leon, turning right on Moreland, and left onto Glenwood.

Many students drive to the Inman Park MARTA station, use the free parking lot, and then ride MARTA into directly into campus from East Atlanta.

There are coffee shops, restaurants, and several really great bars to hear good live music (the Earl: [www.badearl.com](http://www.badearl.com)).

**INMAN PARK**
Inman Park is located between Virginia Highlands and Downtown on Highland Avenue. It is very convenient to campus and MARTA. They may be somewhat pricey but are very convenient to everything in Atlanta.

The Inman Park MARTA station services this area.

Some restaurants/bars include: P’cheen, The Grape (owned by Usher), Fritti, North Highland Pub (a great locals bar), Parrish, and Johnny’s Pizza. Easy access to the Freedom Pkwy bike path and there are many new apartment complexes and condos that have moved into the area.
**GRANT PARK**
Grant Park is another up and coming neighborhood located very close to downtown Atlanta. There are several houses and some apartments for rent in the area. Rent is very reasonable and it is a close drive to campus and/or Marta.

There are always several activities in the Park (including the Atlanta Zoo and the Cyclorama) and if you’re a baseball fan, it’s very close to Turner Field. Several unique Restaurants are in the neighborhood including: Six Feet Under: [www.sixfeetunder.com](http://www.sixfeetunder.com), the Standard (a great locals bar), Daddy D's BBQ (voted best BBQ in ATL), and Solstice.

The King Memorial MARTA station is accessible via bus service from Grant Park.

**LITTLE FIVE POINTS (L5P)**
Not to be confused with Five Points, Little Five Points is northeast (but mostly east) of GSU. If you head East on Decatur Avenue and turn left onto Moreland you’ll run right into it. Or, you could take Ponce de Leon east, turn right onto Moreland. The main part of this area lies close to the intersection of Moreland and Euclid Avenues. Here you will find eclectic, artsy shops and restaurants, as well as some clubs. There are numerous apartment buildings and smaller houses for rent in the surrounding area. If you need to have something pierced, then this is your neighborhood. A short drive down Moreland Ave takes you to the Edgewood shopping plaza, which provides a one-stop shopping destination including Kroger, Target, PetCo, Office Depot and other smaller shops and restaurants. See details of L5P at [http://www.atlanta-midtown.com/business/l5p/](http://www.atlanta-midtown.com/business/l5p/)

-- Junkman’s Daughter: new and vintage clothing of ALL kinds as well as tons of other interesting items; probably not the place to take your grandmother, though.

-- Soul Kiss and Crystal Blue (Euclid Ave.) are more up-scale shops with handmade artisan jewelry, books, statues and masks, incense, crystals, and more.

-- Variety Playhouse: a great venue to hear live music ([www.variety-playhouse.com](http://www.variety-playhouse.com))

-- Sevananda: a community-owned natural foods cooperative

-- Vortex: arguably the best burgers in town.

**MIDTOWN**
This area lies roughly north of North Avenue and South of Ansley Park. It is the first area you will go through if you head north on Piedmont from GSU. This area is generally very sought-after, and living space can be expensive. See details at [http://www.midxtownatlanta.org](http://www.midxtownatlanta.org).

Walking distance from: GSU (average about 30 minutes), Piedmont Park, Publix or Walgreens (Piedmont Avenue and North Ave), Prince of Wales, Spice, CAVU, Orange and Scarlett’s, Flying Biscuit, and Krispy Kreme.
**VIRGINIA - HIGHLAND**
Head East on Ponce de Leon and take a left onto Highland Avenue. The Virginia Highlands neighborhood features big trees, old restored homes, new and old apartment buildings, plus restaurants, bars, and shops to walk to.

-- Fontaine’s: located on Highland Avenue, a great place to get Cajun-type food or raw oysters. Has inside and outside dining areas.

-- Murphy’s: located at the intersection of Highland and Virginia, great all-American food

-- Osteria: took over the popular Highland Bagel to set up as a comfortable Italian Bistro with both indoor and outdoor seating.

-- Noche: fun tapas spot; shares outdoor seating with Tivoli and Fontaine’s.

-- Alon’s Bakery: arguably, Atlanta’s best baked goods are found at this bakery, located at the north end of the Highlands.

-- Movies Worth Seeing: also north end of the Highlands, close to the intersection of University and N. Highland, this alternative movie rental shop has a carefully chosen selection with many indie and foreign films.
10 Things to Do When You Arrive at GSU

1) Attend GSU Psychology Orientation

The GSU Psychology department will hold a new student orientation to help first-year graduate students acclimate to life at GSU.

2) Get Your PantherCard

Your first visit at GSU should include a stop to get your PantherCard. The PantherCard office is located in Auxiliary Services, on the second floor of the University Center (below the bookstore). Be ready to take a photo that you can live with for the next several years. This card will be used for identification and will allow you to access some buildings.

Find more information about the Auxiliary Services office at:

http://services.gsu.edu/

Find more information about PantherCards at:

http://panthercard.gsu.edu/panthercard/

The PantherCard can be used to store money either as PantherCash or PantherMeals credit (used like a debit card). PantherCash can be used to pay for campus food, vending machine products, GSU Bookstore purchases, and library copying. As you use your card, more PantherCash can be added at the office in Auxiliary Services or on-line. See more information at:

http://panthercard.gsu.edu/panthercash/

The PantherCard can also be used for the PantherMeals program; however, most graduate students do not use the meal plan. Instead, graduate students usually eat at resturants around campus or use PantherCash, credit, debit, or good old-fashioned paper dollars to purchase food on campus. If you think that you might be interested in learning more about the PantherMeals program, you can find out more at:

http://dining.gsu.edu/mealplans/

3) Plan Your Transportation

There are a number of ways to get to GSU:

1. Walk or bike (good if you live close and don’t mind braving traffic)
2. Take MARTA (good if you can get to a MARTA stop easily)
3. Drive your car and park at a GSU lot
4. Drive your car and park at another commercial lot
5. Drive your car, park at Turner Stadium, and take a GSU bus to campus
For more information on transportation at GSU visit:

http://parking.gsu.edu/

You can view a campus map at:

http://map.gsu.edu/

**Walking and Biking**

There are bike racks at outside of the Student Recreation Center (on Piedmont Avenue) and outside of the Urban Life Building (on Decatur Street). The Student Recreation Center also offers showers and temporary locker storage. For semester or yearly locker rentals, visit the Equipment Check-Out Desk on the ground floor of the Recreation Center.

For information on two-wheel vehicle parking in general see:

http://parking.gsu.edu/two-wheel-vehicle-parking/

GSU offers scooter and moped parking in U-lot, which is off Decatur St, between Library North (Building 17) and General Classroom Building (Building 12). If you are driving westbound on Decatur St, it is your next right after Collins St. Information is available online at:

http://parking.gsu.edu/parking-locations/facultystaff/u-lot/

**Public Transportation via MARTA:**

MARTA, otherwise known as Metropolitan Atlanta Rapid Transit Authority, is Atlanta’s public transportation system (train and bus). GSU has two nearby MARTA stations: Georgia State Station (located near the corner of Piedmont Avenue and Decatur Street next to the new Petit Science Center, accessible via East-Westbound lines) and Five Points Station (located further down Decatur Street near the Aderhold Building and Broad Street restaurants, accessible via North-Southbound and East-Westbound lines).

For more information about MARTA, visit:

http://www.itsmarta.com/

GSU provides discounted MARTA passes and Breeze cards to current students. Currently, monthly travel cards are available at the Auxiliary and Support Services desk. Cards cost $61.00 to renew if purchased online between the 1st and the 15th of the preceding month at the following website:

https://gsu.t2hosted.com/cmn/index.aspx

Alternatively, cards may be renewed for $68.50 if purchased from a MARTA kiosk. Purchases made prior to the 23rd of each month will result in reloading the card for the current month while purchases made on or after the 23rd will result in reloading the card for the following month. MARTA may be a cheaper alternative to driving and parking (many
MARTA stations offer free daily parking), and it can certainly help you to avoid the stress of Atlanta’s rush hour traffic.

For more information about monthly MARTA passes, visit the Auxiliary and Support Services website:

http://transit.gsu.edu/marta/

**GSU pay parking lots**

To park in one of GSU’s pay lots, you MUST register your car online and get a car permit to place on your dashboard. You may do this at Auxiliary Services or online at Parking Web:

https://gsu.t2hosted.com/cmn/index.aspx

Registration is free, but parking is not. If you want to pay with cash each time you park, it will cost you $4.50. This rate is reduced to $2.25 after 4:00 PM. You may also purchase a Budget Card at Auxiliary and Support Services and load money onto it as needed. If you have a Budget Card, parking fees go down to $3.50 per visit. Note that this fee covers one entry and exit. If you lose your budget card it costs $25 to replace.

Lots N and K, are located across Piedmont Avenue from the Urban Life Building (behind the Rec Center). If traveling North on Piedmont, you can access either of these two lots by turning Right onto Gilmer Street (heading East) - - the entrance will be on your right. (In this same area, there is another lot, S, which is largely for faculty and staff -- students can park on only the top two levels.) You may access these three decks using your budget card or paying with cash. For more information on Lots N and K, visit:

http://parking.gsu.edu/parking-locations/student/n-deck/
http://parking.gsu.edu/parking-locations/student/k-deck/

If you need to leave and return during the day (e.g., for research, practicum, or clinical hours), you might want to look into a semester pass for the M-Deck. The advantage of parking in this deck is that you can go in and out as often as you like during the semester, including weekends. M-Deck is also considered the nicest deck (has an elevator, wide parking spaces, and handicap reserved spaces on each floor). To obtain an M-Deck pass, students must sign up on a waitlist between June 24th and July 21st. Students from this waitlist will randomly be selected to purchase their passes and notified by their student emails. These students will be given from July 2nd to August 2nd to buy their passes. If any passes remain unpaid for by August 2nd, a second group of students will be randomly selected from the waitlist and given from August 5th to August 16th to purchase their passes. For more information about M-Deck passes and to purchase them online, visit:

http://parking.gsu.edu/parking-locations/student/m-deck/

Free weekend parking is also available at the G-Deck, located on Collins Street (off of Decatur Street near Library North, under the Courtland Street bridge). For more information on the G-Deck, visit:
Non-GSU pay lots

Around campus there are numerous non-GSU pay lots -- some are flat fees, others are time-based. Look for signs indicating reduced rates (usually $2.00 to 4.00) for student parking after 4:00 pm on weekdays.

Be careful if you decide to park in these lots. Many of them have minimal security, and they can be very expensive (e.g., $12.00 or more dollars for the entire day). Some of these lots have faulty cash machines and will steal your money (e.g., accepting the first $4.00 that you feed the machine, registering an error when you try to insert the additional monies, and then refusing to give you a refund). There are rarely attendants available to help with these kinds of problems in many of the lots around campus. Some lots also have booting and towing policies that are not clearly posted (e.g., you may be charged $70.00 to have a boot removed because the attendant says that he could not clearly see your parking ticket through the window of your vehicle). Some lots have clearly posted contact information for offices in which you would be hard-pressed to find a human being capable of answering the phone.

Parking at Turner Stadium

You can park in the Blue Lot of Turner Stadium and take the Panther Express Bus to campus. The bus will arrive at the stadium about every 15 to 20 minutes between 7:00 AM and 10:30 PM, Monday thru Friday. **This is free parking and a free bus ride.**

**NOTE:** If you park here during baseball season, make sure to check online for restricted parking dates associated with games and other events. Failure to move your car will result in towage. Even if you are allowed to park at Turner Stadium on certain game days, it may be difficult to leave the parking lot because of baseball crowds and traffic. To view the Atlanta Braves home game schedule, click here:

http://atlanta.braves.mlb.com/schedule/index.jsp?c_id=atl#y=2013&m=7&calendar=DEFAULT

See this webpage for details about parking at Turner Field:

http://parking.gsu.edu/parking-locations/student/turner-field/

Other GSU Parking Options:

For information on alternative parking options (e.g., car pooling services, environment friendly transportation, zip cars, etc.) see:

http://transit.gsu.edu/alternative-transportation/

For information on disability parking options see:

http://parking.gsu.edu/parking-locations/disability-parking/
4) Get PantherCard Door Access

In order to get late night building access with your PantherCard (to allow you to access the Urban Life Building after the official close of the building), you will need to ask your advisor for permission to access the building after hours. If your advisor agrees to grant you after hour access, your advisor will need to email Lisa Armistead to request access on your behalf. Lisa will then contact you when the Key Access Issuance Form is ready to be picked-up. Once the form is ready, you will need to take it to Key Control (on the first floor of 15 Edgewood Avenue, along the back side of the Park Place building housing Human Resources, the Department of Communication, etc.) along with your PantherCard. They will enter your information into their system to grant you access. The system may take several days to update. If you are unable to access the building with your PantherCard after submitting your request, call the Campus Police (404-413-3333) and give them your PantherCard number. They will send a unit over to open the doors for you.

If you do decide to access the building after hours, be aware of your surroundings, and do not hesitate to call Campus Police for a Safety Escort to and from your car (404-413-3333). For additional information on services provided to GSU students by the Campus Police, emergency call box locations, or relevant contact information please visit:

http://safety.gsu.edu/police/

5) Get Office / Lab Door Access

Obtaining office and lab door access is similar to the process for obtaining PantherCard door access. You will need to note the doors to which you need access and request keys for those doors from your advisor. Your advisor must then email Lisa Armistead to request the keys you need. Lisa will contact you when the Key Request Form is ready for pick-up. Then you will need to take the completed form to the Key Control Office (on the first floor of 15 Edgewood Avenue, along the back side of the Park Place building housing Human Resources, the Department of Communication, etc.) along with your PantherCard.

Once you have submitted your request, the Key Control Office may need several days to cut the correct keys for you. Note that sometimes, they do not cut the correct key the first time you visit. Take the keys to your office/lab and make sure that they match the doors as soon as you receive them. In the event that they do not allow you to access the doors, ask your lab-mates or office-mates for the numbers on their keys. Email Lisa Armistead and let her know about the problem with Key Control so that she can verify that they have the correct key numbers on file. You can take the correct numbers for each door back to the Key Control Office and have the keys replaced.

In the event that you lose your office/lab keys, contact your advisor immediately. There may be issues of confidentiality for any data or sensitive material behind those doors, and your advisor will need to notify IRB as soon as possible. You will be able to have your keys replaced without a lost key charge, but you will need to contact Key Control with your advisor’s permission for them to replace your lost keys.
6) Visit Human Resources – Complete Your HR Paperwork

Before you can get paid, you will need to complete a graduate student packet from the Office of Human Resources. To save you an extra trip to HR, fill out the HR packet prior to Orientation 2013. You will need to complete it, gather the necessary forms of identification, and bring your completed packet to the HR Office (located on the 3rd floor of the One Park Place Building, at the corner of Decatur Street and Park Place Avenue). If you would like to receive direct deposit payments through your bank account, you will also need to complete the direct deposit form and bring a voided check. For more information on payroll, visit here:

http://employees.hr.gsu.edu/payroll/

You can find out more information about the Office of Human Resources, their hours and operations at:

http://hr.gsu.edu/

Once you are on record as a member of the payroll, you can access all of your pay stubs, your tax information, and employment history through the ADP System at:


You can register for an ADP account using your PantherCard ID number, set a password, and get started on the system the first time that you visit the site. Click the link that says “First Time Users Register Here.” Follow the instructions to register.

7) Get Your Books

You can purchase your books at the Georgia State University Bookstore located on the 3rd floor of the University Center (66 Courtland Street, directly across the street from the main campus courtyard, and attached to the Urban Life Building). Although this will not help you in purchasing your books, it is worth noting that the University Bookstore offers a 10% discount to graduate students on items other than books and MARTA cards. (Make sure that you explicitly ask for it!) In order to obtain your books, you can visit them in person with your course numbers and locate the books you need or you can visit them online at:

http://www.gsu.bkstr.com

If you are receiving financial aid, the University Bookstore offers $500.00 of financial aid credit toward books and supplies before the start of each semester.

Note that for graduate level courses, the University Bookstore does not always order enough books, have books on hand in a timely manner, or have the correct books for courses. Many students prefer to contact course instructors before the semester to request information about recommended and required texts so that they can order books online in time for the start of classes. Amazon.com is particularly popular (they offer a free Prime Membership for unlimited 2-day free shipping to students with a valid university email address). Visit them at:
8) Get Your Software

All of the software that you will need (e.g., word processing software and statistical analysis software) is available on campus within your labs and in the graduate student computing lab (room 1167 in the Urban Life Building). However, many students prefer to have the necessary software on their personal computers as well so that they are able to work from off-campus locations.

If you do not already have an office suite (with a word processor, data manager, and presentation program), you may want to purchase one as soon as possible. Many students choose to use Microsoft Office because the documents that you will need to access are often in the Microsoft Office format.

You may also choose to purchase statistical analysis software in order to work on assignments for Statistics I and Statistics II, research, and teaching. The Psychology Department at Georgia State University relies on SPSS at present, although some students prefer other software platforms such as SAS, NVivo, Mplus, or HLM.

Anti-virus software is available free through GSU. All computers that are accessing the GSU network should have up-to-date anti-virus software installed to avoid contamination, and for the safety of everyone else on the network. When viruses spread to computers in the department, everyone loses time, and worse, the security of data can be compromised, which could have serious consequences for our ability to do research. You can download the latest version of McAfee Anti-virus software at:

http://av.gsu.edu

The IS&T Office offers discounted software to GSU faculty and staff, and GASP has worked closely with IS&T to secure access to discounted software for graduate students as well. Current graduate students can now purchase software directly from IS&T at the discounted rate reserved for faculty and staff.

In order to purchase software from IS&T you will need to go to the following website:

http://technology.gsu.edu/files/2012/05/Software_Order_Form.pdf

If you have any trouble purchasing software at the IS&T reception desk, or have any other questions or concerns, please contact either Samantha Emerson (GASP President) at semerson2@student.gsu.edu. Any problems with software purchases should be reported ASAP so that we can promptly resolve the issue.

Free Open-Source Software Alternatives

Alternatively, you can also download a free office suite at Open Office:

http://www.openoffice.org

As an alternative to SPSS you can download the R statistical computing platform for free:
9) Meet Other Graduate Students

Every year, the Graduate Association of Student Psychologists, GASP, hosts a party for incoming students with food, drinks, games, and a chance to meet the other students in the department. This year’s GASP Welcome Party is not yet scheduled, but when a date is chosen it will be posted to our Facebook page (below).

http://www.facebook.com/groups/gsugasp/

10) Get Acquainted with GASP

Graduate Association of Student Psychologists (GASP)

The Graduate Association of Student Psychologists, GASP, is a student organization dedicated to advocacy and support for current and incoming Psychology graduate students. GASP is composed of volunteer graduate students elected by the psychology graduate student body. The officers include an executive committee as well as a representative from each program area within the department. Each GASP representative sits in on the faculty meetings for their program area and all officers attend a monthly GASP meeting to discuss both area-specific issues and department-wide issues. GASP is also committed to implementing initiatives that improve Psychology graduate students’ experiences at GSU.

Students are encouraged to contact GASP officers with any concerns or issues that they would like brought before the monthly GASP meeting. Announcements about the GASP monthly meetings will be sent via email through the student listserv. In addition to monthly board meetings, each semester GASP organizes a town hall meeting that all students are invited to attend.

We encourage you to become involved with GASP! You can become a member of GASP by paying GASP dues ($10.00/year) that partially subsidize particular GASP initiatives (e.g., new student orientation guides, social events, charitable donations). As a member, you are welcome to attend monthly meetings, attend GASP events, and present initiatives to the GASP board. GASP elections are generally held at the end of the Spring semester, and we hope that you will consider running for a position on the GASP board.

Join GASP on Facebook to find out about upcoming events, student meet-up groups, GASP meetings, and other ways to get involved:

http://www.facebook.com/groups/gsugasp/

Get Acquainted with Georgia State University

Where to Eat

Details and hours of operation for GSU food services can be found at:
These vendors generally do not accept coupons. You may pay using either cash or PantherCash (prepaid credit on your ID card) -- credit and debit cards are accepted, but you must have an ID. All dining areas are VERY CROWDED between 12:00 pm and 1:00 during the Spring and Fall semesters.

**The Panther’s Club** (located on the 3rd Floor of the University Center Building): connected to the Urban Life Building and has a variety of dining choices including Chick-fil-A, State Place Grill, Simply To Go, Freshëns, Plaza Café, and Pounce Garden & Deli. This area has adjacent dining rooms, but all vendors offer to-go food packaging.

**Panther Pizza** (located on the ground level of the University Center Building in the breezeway): serves pizza and bread sticks. You can also pick up a cup of coffee, soda, chips, cookies, and sometimes a piece of fruit here, too. There are a few tables and chair here, but they are often occupied during peak times.

**Panther's Corner Café** (located on the ground level of Kell Hall): serves Starbucks coffee, sandwiches, yogurt, sodas, chips, cookies, and the usual Starbucks pastries. There are also numerous drink and food vending machines and microwaves as well as an eat-in area.

**The Courtyard** (located on the ground level of the University Student Center): offers Einstein’s Brothers Bagels, Far East Fusion (sushi, teriyaki bowls, etc.), The Carving Board (sandwiches), Pasta Creations (salad bar and pasta bar), sodas, coffee, chips, and such. There is an adjacent dining area, and there are also benches in the outside “courtyard” area.

**Saxby’s** (located on the first floor of Library North): serves coffee, sandwiches, yogurt, soups, salads, and frozen yogurt. The dine-in area is usually crowded during the Fall and Spring semesters; however, you are allowed to take your food and drinks to any of the library’s quiet study or group study areas.

**Vending Machines** (located in Urban Life on the 2nd and 3rd floors (in the Law School area), Sparks Hall, Kell Hall, and in the General Classroom Building): offer all of the usual sodas, snacks, and candy.

In addition to the many options for food and snacks on campus, there are many popular independent restaurants on and near campus. A few options are listed below:

<table>
<thead>
<tr>
<th>Willy’s Mexicana Grill</th>
<th>Heavenly Café</th>
<th>Sweet Auburn Market</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dua Vietnamese</td>
<td>Rosa’s Pizza</td>
<td>Subway</td>
</tr>
</tbody>
</table>

And any number of other options on Broad Street

**Post and Parcel Services**

There is a staffed U.S. Post Office located the ground floor of Kell Hall. The GSU Post Office offers all of the usual services you would expect at any U.S. Post Office.
If you prefer to use another delivery method, there is a FedEx store located near campus on Broad Street (in the Equitable Building, just above the Starbucks at the corner of Broad Street and Peachtree Street).

**Banking and ATMs**

GSU has a Federal Credit Union with an ATM located on the 3rd floor of the Urban Life Building. For more information see:

[https://www.netit.financial-net.com/gsufcu/cgi-bin/ebs](https://www.netit.financial-net.com/gsufcu/cgi-bin/ebs)

**Other nearby banks**

SunTrust at 25 Park Place 404-588-7964

Washington Mutual at 595 Piedmont Ave 404-532-4001

Bank of America at 231 Peachtree St 404-893-8282

Wells Fargo (Five Points) at 2 Peachtree St 404-893-8282

**On Campus ATMs**

Bank of America and Wells Fargo ATMs are located in the Breezeway on the ground floor of the University Center Building (across from Panther Pizza). For more information see:

[http://services.gsu.edu/service/atm-banking/](http://services.gsu.edu/service/atm-banking/)

**Offices to Note**

**One Stop Shop (Enrollment Services Center):** (located at 227 Sparks Hall) is the office you will need to visit if you have problems with admissions, registration, financial aid, and/or student accounts.

BEWARE: The lines for this office are often exceedingly long, and they are often uninformed about the specific needs of graduate students. As a rule, you should talk to Kristy Hill or the Office of Graduate Services ([http://www.cas.gsu.edu/grad_services.html](http://www.cas.gsu.edu/grad_services.html)) before you seek help at the One Stop Shop. However, if the Psychology Department or Graduate Services are unable to help you, the One Stop Shop will have to refer you to Offices for Admissions, Registrar, Financial Aid, and sometimes Student Accounts before you will be able to visit them. That is to say, you cannot simply arrive at these offices and ask to speak with a representative without a One Stop Shop referral in hand.

227 Sparks Hall  
onestopshop@gsu.edu  
404-413-2600

Additional Express Service Window  
292 Kell Hall
**Student Accounts** (located on the bottom floor of Sparks Hall): This is the office to visit if you owe GSU money or are owed money by GSU.

(See One Stop Shop Contact Info.)

**Registrar’s Office** (located on the second floor of Sparks Hall, right down the hall from the Graduation Office): If you have trouble with the registration process, have questions about your files and transcripts, or have registration holds on your account, the Registrar’s Office can help. Be forewarned, in order to visit them, you must first visit the One Stop Shop with your concerns. Only they can refer you to the Registrar’s Office directly.

(See One Stop Shop Contact Info.)

**Financial Aid Office** (located on the 2nd floor of Sparks Hall): This office can help answer questions about the financial aid award and disbursement process. Be forewarned, in order to visit them, you must first visit the One Stop Shop with your concerns. Only they can refer you to the Financial Aid Office directly.

(See One Stop Shop Contact Info.)

Note: Before you will be able to receive financial aid disbursements, you need to “accept” it on GoSolar or PAWS (the GSU online student services programs). For more information, please review the financial aid documents enclosed in this orientation guide.

**Auxiliary Services** (located on the second floor University Center, below the bookstore): This office can help you with parking, MARTA, and other transportation issues. Visit them for vehicle registration, a discounted MARTA card, a Budget Card for parking, or a parking deck pass.

200 University Bookstore Building
http://services.gsu.edu/
404-413-9500

**Office of Disability Services** (located in the Student Center, Suite 230): This office can help you navigate the GSU campus, courses, and services if you have a disability or need to accommodate a student with a disability.

230 Student Center
http://disability.gsu.edu/
(Contact Saretha Pyant)
spyant@gsu.edu
404-413-1560

**Student Recreation Center** (located on Piedmont Avenue, across from the Urban Life Building): The Student Recreation Center, also called the Rec Center, offers a fully
equipped gym with fitness classes, and Olympic-sized swimming pool, a rock climbing wall, Touch the Earth camping gear rental, and personal fitness and nutritional advice.

101 Piedmont Ave. SE  
http://recreation.gsu.edu/  
404-413-1750

**Bookstores:** Georgia State University Bookstore is located on the 3rd floor of the University Center (66 Courtland Street, directly across the street from the main campus courtyard, and attached to the Urban Life Building).

3rd Floor University Bookstore Building  
http://services.gsu.edu/service/university-bookstore/  
gsu@bkstr.com  
404-413-9700

Also located on campus are the Georgia Bookstore Inc. (at the corner of Edgewood Ave. and Courtland St.) and the Park Place Bookstore (at the corner of Park Pl. and Decatur St.).

**Library Resources**

You can access the GSU Pullen Library using the link below:

http://www.library.gsu.edu

For questions related to psychology publications and research, contact **Ida Martinez,** Psychology Librarian:

404-413-2863  
http://research.library.gsu.edu/profile/idamartinez  
itmartinez@gsu.edu

GASP has placed many of the first and second year psychology course books on reserve at the Psychology Lending Library. These books are available for two hour rentals at the circulation desk on the first floor of the university library. You may view all of the books available here, but the number of books on reserve is growing every year:

http://research.library.gsu.edu/content.php?pid=13230&sid=2827163

To search for a particular book or journal within the GSU library, you can use **GIL (Galileo Interconnected Libraries),** which is an online card catalog. Library listings will direct you to the building (e.g., Library North or Library South), the floor, and the shelf location of your book or journal:

http://gil.gsu.edu/
A floor map of the library is available at

http://library.gsu.edu/94.html

**Graduate Student Borrowing Privileges**

For a complete listing of graduate student borrowing privileges, please visit the link below:

http://library.gsu.edu/601.html

As a Graduate Research Assistant, Graduate Learning Assistant, or Graduate Teaching Assistant (GRA, GLA, or GTA), you can choose to check out journals from the library’s permanent collection for two hours and bring them to the Psychology Department to copy for free. You can also choose to use the library’s photocopiers ($0.08 per page with your PantherCard or $0.10 per page with cash). The library has scanners on the 2nd floor, allowing you to email yourself journal articles or save them to a flash drive to print later.

If GSU does not have a particular book or journal, you can search for your item at affiliated universities in the area and enjoy various borrowing privileges via our InterLibrary Loan system. **InterLibrary Loan** can be used for requesting books and copies of journal articles that GSU does not own (they usually come faxed or via electronic copy). Requests can be made free of charge, on-line using a link from the GSU main library page

http://www.library.gsu.edu/ill/

As a GRA, GLA, or GTA you can check-out GSU’s books for the entire semester. To activate this, be sure you are registered for classes, and then take your PantherCard to the library. You should be in the system as a graduate student, but if not, you will be asked to fill out a form so that they can look you up on a list to confirm your status.

**Electronic Library Resources**

**Galileo is called “Georgia’s Virtual Library”** and is composed of many searchable information databases containing abstracts and full-text articles. Galileo is accessible from any on-campus computer, and you can gain remote access to Galileo off-campus using your Panther ID and Password. The password should be your usual campus password (i.e., the password you have established for uLearn, GoSolar, PAWS, etc.). If you need the password, go to the Pullen Library homepage, click on “your account” at the bottom, and click on “request.” You’ll need your PantherCard number to get the password. (When you log into your account like this, you can also renew your books on line.)

From Galileo, you can search **PsycInfo**, which is the most comprehensive database for psychology-related periodicals. You can also search Science Direct, PubMed, Web of Science, Academic Search Complete, and many other article databases, which have abstracts and full-text articles. You can also search within a particular journal, by author, by date, and using any relevant key words.
Other Library Options

Emory University is nearby GSU and also has an extensive library collection. You can sign in as a visitor and use your PantherCard to check out materials. The psychology books are split between the Health Library (alphabetical listing) and the Main Library (Dewey decimal system with books and journals mixed together). There is a visitor parking deck located near the Main Library. Parking is cheap during the day and free after the attendant leaves at night (around 8:00 pm). Turn North on Clifton Rd from N. Decatur and Left onto Fishburn. The parking deck is at the bottom of the hill.

Where to Study On-Campus

Urban Life Building: Located on the 11th floor of the Urban Life Building, you will find a Graduate Computer Lab (with several computers and cubicle space) and a Graduate Student Lounge (with a large work table, and adjoining meeting space). Clinical students may also find workspace and lounge space within the Psychology Clinic located on the 10th floor of Urban Life. The 7th floor of the Urban Life Building houses a small Developmental Library, which can be a good option for a quiet study area. Other options for study and meeting spaces within the Psychology Department areas of the Urban Life Building will depend on your advisor and lab affiliations. Ask the other graduate students in your lab(s) for suggestions.

The Law Library, located on the ground floor of the Urban Life Building, has many quiet study areas and group study rooms. You can access the Law Library using your PantherCard. Check the hours of operation and suggestions for study spaces online at http://law.gsu.edu/library/

Library: Library North and Library South have many study nooks and group meeting rooms. However, these spaces tend be in high demand during the regular semester (especially around midterm and final exam weeks).

The public use computers within the library also tend to be in high demand during Fall and Spring semesters. Many graduate students find it best to either bring their own laptops or check out laptops from the library circulation desk.

Navigating the Department of Psychology

Departmental Staff and Faculty

A full list of the faculty and staff of the GSU psychology department can be found at:

http://www2.gsu.edu/~wwwpsy/1502.html

Click on the “People” tab on the left of the screen to access the Faculty and Staff directories.
Most Important Contacts for Graduate Students

The following staff and faculty members are very helpful for graduate students. You will likely have to contact them more frequently than any other faculty or staff. They are:

**Kristy Hill**  
*Assistant Director of Graduate Studies*  
Kristy is an amazing resource for questions about courses, registration, milestones, and departmental policies.  
**Office:** 1168 Urban Life  
**Phone:** 404-413-6216  
**E-mail:** kdhill@gsu.edu

**Dr. Lindsey Cohen**  
*Director of Graduate Studies*  
Lindsey can help with questions about GLA / GTA assignments, advisement, and departmental policies.  
**Office:** 1102 Urban Life  
**Phone:** 404-413-6263  
**E-mail:** llcohen@gsu.edu

**Terrence Collis**  
*Departmental Technology Manager*  
**Office:** 1135 Urban Life  
**Phone:** 404-413-6241  
**E-mail:** tcollis@gsu.edu  
Terrence can help with computer and tech problems (e.g., email, software installation, hardware replacements and repairs, etc.).

**Whom Do I Contact for Help**

If you aren’t sure about whom to contact regarding a specific problem or question, please consult the list available at:  

[http://www2.gsu.edu/~wwwpsy/docs/PSY/WhomDoIContactAbout.pdf](http://www2.gsu.edu/~wwwpsy/docs/PSY/WhomDoIContactAbout.pdf)

Once you know which staff or faculty member to contact, consult the faculty and staff directory to find their email address, phone number or office address.

**The Urban Life Building**

The Department of Psychology is located on the 7th, 10th, and 11th floors of the Urban Life Building (UL). The Urban Life Building is located on the corner of Decatur Street and Piedmont Avenue at 140 Decatur Street.
In general, Social/Cognitive, Developmental, and some Neuropsychology and Behavioral Neuroscience (NBN) offices are located on the 7th floor of UL, and Clinical and Community offices are located on the 11th floor of UL. The Psychology Clinic and a few research offices are located on the 10th floor of UL.

Many NBN faculty offices and labs are also located in Kell Hall, and in a few cases labs and offices may be in other buildings as well (e.g., some Developmental labs are located in the 1 Park Place building).

The Urban Life Building (UL) houses the official reception areas of the department:

- 7th floor reception (404) 413-6217
- 11th floor reception (404) 413-6200
- 10th floor clinic reception (404) 413-6229

In general, the Psychology Department is open (i.e., there is a receptionist at the front desk) between 8:15 AM and 5:15 PM, Monday through Friday. For security, gates are lowered after hours, and access from the elevator foyer area to the rest of the department is possible only with access codes.

Access to the Psychology Clinic (10th floor) is limited to protect the confidentiality of our clients. Clinical students will be told the code for this area during their orientation to the Clinic.

A **graduate student lounge** is located on the 11th floor. Here you will find all graduate student mailboxes, assorted forms (i.e., overload requests, nomination of thesis committee, etc.), a large-screened computer, announcement boards, sofas, chairs, a telephone, and a large table.

The **faculty mailroom** is also located on the 11th floor. This room is open during business hours. Here you will find all faculty/staff mailboxes, assorted forms (i.e., travel authorization, reimbursement, etc.), a paper cutter, fax machine, supply cabinet, network printer, and a photocopier. You may use this photo-copier, but you'll need to get a code from your advisor.

**Navigating the Urban Life Building:** The Urban Life Building can be access via two sets of elevators. The North Tower elevators service floors P through 3, and 8 through 12. The South Tower elevators service floors P through 7. The only direct routes between the 7th and 11th floors of Urban Life are via the stairwell or the “magic elevator” that requires a key only faculty and staff members have. Therefore, in order to travel between these floors you must either (a) go down to the 3rd floor and get on the other set of elevators, or (b) take the stairs. There are two staircases. From the stairwell, you will need to punch in an access number to gain entrance to either the 7th or 11th floor. You may find it helpful to write down the many door access codes for various areas in the Psychology department. Below is a table to get you started:
A Few Issues Regarding Your Money

As we mentioned in the 10 Things To Do Before You Arrive Section of this guide, your first paycheck will not be issued until the END of September. With this in mind, be sure you have financial resources available to get you through the months of August and September. Even loan refunds and other aid will not be immediately available at the beginning of the semester; therefore, plan ahead! To be sure you get your first paycheck on time, listen carefully to Kristy Hill’s instructions during your orientation and complete your employment paperwork promptly!

The Department offers a $500.00/year reimbursement for travel to professional organization meetings IF AND ONLY IF you are presenting a poster or talk as the first author. So if you want to attend a conference and are not the first author on a presentation, the Department will not contribute money to your travel expenses.

Course Registration and the Psychology Department

For more departmental information about Registration, you will need to review the graduate student handbook for the year in which you entered the Psychology Department. A collection of graduate student handbooks is available online at
It is very important that you register and PAY YOUR FEES ON-TIME - - if you don’t you will be subject to late fees and you will cause headaches, pain, and problems for Kristy Hill. You can pay fees online through GoSolar, through PAWS, or in-person at Student Accounts.

If you are a FULL-TIME student and have an assistantship, you should receive a TUITION-WAIVER. This means that you do not have to pay for your classes. However, there are assorted other fees (i.e., matriculation, activity, health, transportation, etc.) that you are still responsible for paying by the fee deadline. So, be prepared to pay these fees at the beginning of the Fall, Spring, and Summer Semesters each year. Keep your receipts - - they may come in handy around tax season. IF YOU REGISTER AND YOUR ACCOUNT DOES NOT REFLECT A TUITION WAIVER 24 HOURS AFTER YOU REGISTERED FOR COURSES, CONTACT Kristy Hill and/or Joyce Pounds.

It is also very important to register for AT LEAST 18 hours each Fall and Spring semester and 15 hours each Summer semester. Twelve hours is the minimum (by GSU standards), but the Psychology Department requires students to take 15 to 18 hours each semester to maintain full-time status. Speak with your academic advisor concerning the number and types of hours you should attempt. If you register for fewer hours, you will not be considered a full-time student, and you will not be eligible for an assistantship or a tuition waiver. The hours you register for typically consist of a few courses (3 hours each) and research or readings credits.

You must have AUTHORIZATION in order to register for certain course hours (Directed Readings, Directed Research, Thesis Research, General Exam Research, and Dissertation Research). Some of these forms can be downloaded from:

http://www2.gsu.edu/~wwwpsy/6669.html

If you need authorization to register for something and no form is available, email Kristy Hill. You may also find forms in the Graduate Student Lounge, 11th floor Urban Life Building.

Departmental Assistantships & Funding

Every year, graduate students and their advisors complete the Graduate Student Funding Request Form. For returning students, the form is usually completed as part of an annual evaluation process. For first year students, however, the form may be largely completed by your advisor on your behalf. This review process is to confirm that you are receiving the correct and agreed upon amount of funding. If you have questions about your award letter, you may speak to Kristy Hill, Joyce Pounds, and/or your advisor(s).

For most first year graduate students, the funding award represents departmental responsibilities in the areas of research and teaching. You may be assigned to work as a Graduate Learning Assistant (GLA) and/or Graduate Research Assistant (GRA). Graduate Teaching Assistancesships (GTAs) are more lucrative than GLAs; however, you must first obtain a research-based Master’s Degree to be eligible to fill an Instructor of Record
position for one of the department’s courses. You will need to meet with the Instructor of Record for your GLA position(s) and/or the Research Coordinator and Principle Investigator for your GRA position(s) to review your expectations and responsibilities. The Psychology Departmental Handbook will review the exact hourly expectations for these positions, and if you have questions, Dr. Lindsey Cohen will be able to help clarify.

Keep track of the amount of time you are spending fulfilling your responsibilities. Each week may vary, but on average, you should be spending approximately 20 hours per week on your GLA and GRA responsibilities. Often the line between “working for my assistantship” and “conducting my own research” gets blurred. For example, a student conducting doctoral research that is related to the advisor’s grant may not be able to clearly distinguish between “the time I’m working for my advisor” and “the time I’m working for me.” Students should talk with their advisors anytime they feel that they are chronically required to work more than 20 hours (for four modules) per week in an assistantship. This is particularly important for students who are working with multiple faculty members. If, for example, a student receives two modules to serve as a lab assistant for Professor A and two modules to help Professor B with some research, that student should average 10 hours of work per week for Professor A and 10 hours of work per week for Professor B. The fact that Professor A provides $9,000 of the total stipend and Professor B provides only $6,000 does NOT affect the distribution of work or the total number of hours.

Note about the FIRST YEAR: The fiscal year runs from July to June (12 months) each year. But new students start in September (for 10 months). Thus, a second-year student receiving four L2 ($4,500) modules would earn $18,000 (or 1,500 for 12 months). If that same stipend were awarded to a first year student, he/she would earn $15,000 (or 1,500 for 10 months).

Remember: Unless you began your official assistantship early, you will not receive your first paycheck until the END of September!!!

Expectations, Progress Reports, and Milestones

Information taken from the 2013 – 2014 Psychology Graduate Student Handbook (p.32):

http://www2.gsu.edu/~wwwpsy/docs/PSY/Handbook2013.pdf

Graduate students in the Department of Psychology are expected to make timely progress in their program of study. Specifically, they are expected to achieve critical milestones within the time limits defined by the progress guidelines under the handbook for the year in which they entered the program. Failure to do so is regarded as a failure to maintain the levels of academic performance required by the department and, as such, is considered grounds for scholastic termination by the College of Arts and Sciences.

Critical milestones are assessed in years since the student entered the program. For example, students are expected to have their MA proposal accepted after being in the
program for a year and a half. They are placed on probation if their MA proposal has not been accepted after two years (which would be the beginning of their third year), and a dismissal action may be initiated if they have not had their MA proposal accepted by the end of their third year (which would be the beginning of their fourth year). Years are adjusted for time spent on program-required pre-doctoral internships, for approved leaves of absence, and for other circumstances such as approved medical leave or disability as detailed elsewhere in departmental, college, and university policies.

For each milestone, the number of years expected, the number of years after which the student is placed on probation, and the number of years after which a dismissal action may be initiated are given in the table below. Note, this table was taken from the 2013–2014 Psychology Graduate Student Handbook. Milestone requirements may have changed; however, the 2014-2015 Handbook was not available at the time of this publication. Please review your handbook for the most up-to-date information.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Expected within</th>
<th>Probation after</th>
<th>Dismissal after</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA proposal accepted</td>
<td>1½</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>MA defense passed</td>
<td>2½</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Dept. Core completed</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>GE Committee formed</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>General Exam passed</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>PhD proposal accepted</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>PhD defense passed</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

Also found on the aforementioned webpage are explanations of acceptable professional behavior, annual progress reports, and other behavior-/school-related guidelines.
Contacts
The following pages contain alphabetized lists of whom to contact about what (available online at http://www2.gsu.edu/~wwwpsy/docs/PSY/WhomDoIContactAbout.pdf) and of all the contacts, offices, email addresses, phone numbers and websites included in this orientation document. This list is, of course, not an exhaustive list of offices and services at Georgia State, but it should provide you with a point of access for the most important offices and services. As always, if you have questions or concerns, please feel free to contact any member of the current GASP Executive Board for assistance.
Acknowledgements

This orientation guide was created by past and current members of the GASP executive board with support from Kristy Hill, Lindsey Cohen, Chris Henrich, and numerous campus offices who generously volunteered the materials enclosed. GASP would like to thank the Department of Psychology and participating graduate students for making this orientation guide possible.

GASP is committed to implementing initiatives that improve students’ quality of life. We hope that this guide will be helpful to you as you adjust to life here at Georgia State University. We value your thoughts and feedback and welcome you to share your experiences with us in order to improve the orientation experience for next year’s incoming cohort.

As a graduate student organization dedicated to student advocacy and mentorship, GASP is always an avenue of support for you. We hope to see you at the events and meetings we announce throughout the year, and please, do not hesitate to contact a current GASP representative with any questions or concerns you might have.

Welcome to GSU!

Alexandra Bellis, GASP President
abellis3@gsu.edu

For more information about GASP’s upcoming events, please visit our Facebook page:

http://www.facebook.com/groups/gsugasp/