



This document was compiled by the
2014-2015 Engineering Psychology Advisory Committee
& Updated by the 2017 Psy-Cogs Committee

Welcome to Georgia Tech! We're excited that you're joining our program.

The purpose of this welcome packet is to provide insider information about Atlanta and the graduate psychology program at Georgia Tech to help new students get settled in Atlanta and efficiently navigate bureaucratic requirements through the first week of grad school.

Disclaimer: This packet is written by grad students for grad students, and we admit that we are not necessarily the authorities on the topics discussed. We do our best to keep this document up to date, but requirements might change without our knowledge. We included links to relevant websites when they were available, and you should always double check these websites.

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Moving to and living in Atlanta

There's a lot to consider when you're trying to find a place to live, especially if you're not familiar with Atlanta. Fortunately, there are many guides to help you pick a place to live. We, the current students, live in neighborhoods all over Atlanta, so there isn't really a best option. You just have to decide what is important for you. There are several neighborhoods in Atlanta (Midtown, Inman Park, VA Highland, West Midtown, Decatur, Little 5 points, East Atlanta Village, Buckhead, Old 4th Ward, just to name a few). Picking an area to live depends on your own tastes and budget.

Useful links:

- Newcomers guide: <http://atlanta.about.com/od/newcomersguide/fl/Moving-to-Atlanta-A-Newcomers-Guide.htm>
- Guides to Atlanta: <https://www.reddit.com/r/Atlanta/wiki/faq>
- Places to rent/buy: <http://www.aboveatlanta.com/>
- Places to rent/buy: <https://www.zillow.com/>
- Service to help find apartments: <http://www.promove.com/>

Connecting with other first-years

Please contact Kathryn Narciso, katnarciso@gmail.com, if you'd like to be added to the GT Psychology Graduate Student Facebook group.

Atlanta-isms

Perimeter- the loop formed by interstate 285.

OTP- Outside the perimeter. Some students live OTP and commute in to Georgia Tech

ITP- Inside the perimeter

Beltline- The Atlanta Beltline is a pedestrian and bicycle pathway that is planned to connect many parts of Atlanta. A good place to walk around or exercise.

Connector- section of road running North/South in the middle of Atlanta near the GT campus in which Interstate 85 and Interstate 75 merge. There are 7 lanes, and driving can be chaotic at times.

Farmer's Market- Most people mean the DeKalb Farmer's Market in Decatur, even though it's more like a big international market than a farmer's market. Though it's not universally cheap, many of the things they sell are outrageously cheap. You can get many specialized food items here, especially spices and vegetables

GT/GaTech - Georgia Tech (formally, the Georgia Institute of Technology) gates = "gash-tech"

Transportation

Cars

- Traffic
 - In general, the highways have a decent amount of traffic, especially in the north. Try to avoid the connector (75 & 85), 285, 400, and 20 during rush hour.
 - Rush hour typically occurs from 7am – 9:30 am, and from 4:00pm-7pm. Friday afternoon rush hour starts earlier.
 - Ask other graduate students who live in the same area as you for any traffic tips.

- Traffic will also be based around special events (e.g., festivals, sporting events, etc.). Check mail chimp for a list of some of these annual events:
<http://mailchimp.com/about/atlanta/>
- Georgia State Laws
 - Seat belts are required.
 - Texting while driving is illegal.
 - Making phone calls while driving is allowed.
 - On highways, you must move out of the right lane if emergency vehicles are pulled off on the shoulder.
 - On many of the interstates the HOV lane is for cars with 2 or more passengers, not to be mistaken w/the peach pass lane (which is a pass you pay for on 85).
- Vehicle Registration
 - Depending on your home state, you may or may not have to register your car in Georgia. For some states you may be able to keep your home-state registration instead of switching to a Georgia state registration. Usually, if you establish registry in Georgia, you must register your car here. Note that the rules for establishing registry for the DMV is not the same as the rules for establishing registry for the university system (e.g., to get in-state tuition rates).
 - An easy way to check if you do or do not have to register is to ask your car insurance agent.
 - If you register in Georgia, you will obtain Georgia license plates.
 - You need to check with your county of registry to decide where to register. Be sure to read their document requirements.
- Licenses
 - You also need to check with your county to determine which DMVs to go to. Be sure to read their document requirements.
 - At some locations, you can make an appointment at some of them to not have to wait in line.
 - You can 'trade in' your out-of-state license for a Georgia one without having to take any test again.

Public Transit

The Atlanta public transit system is called MARTA (Metropolitan Atlanta Rapid Transit Authority), and it has a bus system and limited train system. More info can be found at their website <http://www.itsmarta.com/>. Single rides on MARTA cost \$2.50 and require a Breeze Card (one time purchase of \$1), all of which you can purchase at any MARTA train station or online. You can transfer between train and bus without extra charges as long as you swipe your Breeze Card within 30 minutes. You can purchase an unlimited monthly MARTA pass from GT for \$58.50 at the Buzzcard office <http://buzzcard.gatech.edu/info/Pages/Marta-Passes.aspx>.

Pedestrians and Bicyclists

Atlanta has a fair share of people who walk or bicycle, but it is also a southern city that has a prominent car culture. While some parts of Atlanta are walk/bike-friendly, others are definitely less so. In Atlanta, it is the law that cyclists can claim the lane on a street (rather than be within 3 feet of

the curb), and it is against the law to ride on sidewalks. When you ride on streets, follow traffic laws (i.e., stop at stop lights and signs, don't illegally pass cars, etc.). If you choose to ride on sidewalks, be very defensive because cars won't be looking for you, and the chances of being hit by a car are much greater on the sidewalk. Many students walk or bike to campus, so feel free to ask current students for information about safe routes, etc. There are lots of bike racks close to the psychology building, and if you lock up your bike properly, you don't need to worry about theft.

The Relay Bike Share program allows you to pay a monthly access rate which is a good option if you don't want to invest in one yourself. There are many stations in and around midtown, plus there is a Relay Bike Rack on Ferst Drive right near the Coon Building. For more information:

<http://relaybikeshare.com/>

On Campus Parking

If you plan to drive to campus, parking information and permits can be found at <http://pts.gatech.edu/Pages/default.aspx> Make sure that you get your parking permit early because the lots fill up. Note that the standard parking pass costs around \$795 for the year.

You have several options for parking passes:

- Individual permits- about \$795 for the year
- Carpool permits- about \$695 for the year and require a second registered user
- Motorcycle permits- about \$195
- Evening/Weekend permits-start at about \$400
- SmartPark Permit- \$25 for permit, \$6 each time you park

Parking lots that psychology students use - W02 (most common and covered), W01, E52 (also covered), E46

Off Campus Parking

For those who would like to avoid paying for parking, you can find off campus parking around Georgia Tech for free. Note parking signage, avoid leaving valuables in your car, and consider trying to get to your car before dark.

Two reliable options:

- You can find free off campus parking around the Centennial Park Apartments. The neighborhood is off of Luckie Street (just south of the J.S. Coon Building), streets like Pine, Hunicutt, and McAffe. Parking tends to fill up by around 10am. About a 10-15min walk from the Coon building.
- Marietta Street, directly in front of the M street apartments, Pauley's Crepe bar. This is a good place to park for those who work at Center for Advanced Brain Imaging (CABI) but it is a 20min walk from the Coon building.

You can also park at a MARTA station and take the MARTA to Tech.

<http://www.itsmarta.com/parking-fees.aspx>

On-campus transportation

There are a number of options for Georgia Tech students to get around campus (discussed below). For the average Psychology student, the easiest of these is walking as most buildings we need to get to are within a 10 or so minute walk from the psychology building. However, if you do need to go further, such as tech square, or you do not want to sweat through your clothes (its summer and you want to go more than 5 minutes away) then one of the following bus options may be your best bet.

Connections to MARTA: The Trolley will connect students easily to the psychology building from the Midtown MARTA station but there are no connections via GT transportation to the North Ave station. Many people do get off at North Ave, however, and walk directly down North Avenue to the Psych building as it takes just as long to walk from North Ave station to the Psychology building as it does to ride the Trolley from Midtown station (However the Trolley has AC, so in the Summer, some decide to ride the Trolley when it is the middle of the day).

Full information is available here: <http://pts.gatech.edu/subsite2/Pages/Transit.aspx>.

Note: NextBus and GT Busses are the apps you can get for your smartphone that will tell you how far away the buses are from a stop. It's a nice tool to have and info can be found here: <http://www.nextbus.com/predictor/publicMap.shtml?a=georgia-tech>. There is also an app (at least for iPhone) that allows you to see the buses in real time: <https://itunes.apple.com/us/app/gt-buses/id815448630?mt=8>

Stinger

- The Stinger is actually a combination of three bus routes that go throughout campus and the surrounding area. There are multiple stops for the Stingers directly in front or within 2 minutes walking of the Psych building.
- The Red and Blue Stinger buses serve the core campus on weekdays and are ideal for accessing academic buildings, residence halls, the Student Center, Campus Recreation Center, Clough Undergraduate Learning Center, and many more destinations.
- The Green Stinger goes between GTRI on 14th Street and the North Avenue Research Area (NARA). It also provides service to the Graduate Living Center (10th and Home). Note though that service to NARA and TEP ends at 6:00 p.m. daily. The Green Stinger also goes up into the neighborhood above campus called Home Park and touches the base of Atlantic Station.
- Map of routes: <http://pts.gatech.edu/Documents/stinger%2014%2015%20map.pdf>
- More details: <http://pts.gatech.edu/subsite2/Pages/Red%20Blue%20and%20Green%20Stinger-Buses.aspx>

Trolley

- The Trolley has only one route, from behind the Psychology building (Called the Transportation Hub) to the Midtown MARTA station. It stops at many locations throughout campus and Midtown along the way, including Tech Square and Publix grocery store at Spring Street and Peachtree Place. This is used a lot by Psych students as it is easy to know which bus to get on (only one to choose from) and goes to most of the major stops they would need (CRC, Stamps,

Tech Square). The Trolley also looks like a trolley, so it's easy to identify. This route is sporadic on nights and weekends though, but readily available during workdays.

- Map of the routes:
<http://pts.gatech.edu/Documents/trolley%20rambler%2014%2015%20map.pdf>
- More details:
<http://pts.gatech.edu/subsite2/Pages/Tech%20Trolley%20and%20Midnight%20Rambler.aspx>

Stingerette

- The Stingerette Nighttime Services provides after-hours transportation for Georgia Tech students and employees. This ride-request shuttle services Georgia Tech-operated living accommodations, academic buildings, facilities within campus boundaries, and the MARTA Midtown Station. Students get a number of rides free if they live in certain areas but details depend on the student.
- More info:
<http://pts.gatech.edu/subsite2/Pages/Stingerette%20Nighttime%20Service,%20Safe%20Ride%20Home%20and%20Paratransit.aspx>

Utility companies/options

- Electric - Georgia Power
- Gas - Georgia Natural Gas, Infinite Energy, Scana, True Natural Gas, Constellation Energy.
- Internet/Cable - AT&T (offers 15% off bill for working at Tech with gatech.edu email address if you call them), Comcast, Verus, Xfinity, Google Fiber (if you're lucky)
- Cell phone - all of the normal ones, but AT&T offers 15% off bill for working at Tech with gatech.edu email address if you call them

Estimated finances

Your base stipend is about \$1,800 per month for 9 months out of the year. Most graduates are able to find a summer position to cover the other 3 months as well. This amount is enough to live comfortably. Your tuition is covered, but each semester you will need to pay fees, which are about \$1100 and about \$1770 for health insurance (for the year) if you use GaTech Student Blue. Income tax is typically pretty low, but you will need to account for federal and state income tax.

To give you an idea of your monthly expenses, below are the average expenses for current grad students.

- Rent - \$600-\$1400 depending on where you live. Rent sometimes includes utilities.
- Electricity/Gas - \$50-\$100 depending on the season
- Internet/Cable - \$20-\$75 depending on speed, channels, and provider
- Water - \$30-50, usually included with rent
- MARTA pass (unlimited monthly pass from GT) - \$58.50
- Gasoline - \$2.30-\$2.70 per gallon, price can fluctuate between \$2 and \$3.
- Parking passes for on campus – Fall individual permit is \$795, but there are other parking pass options that are cheaper (carpool, semester, evening/weekend, etc.)

- Renter's insurance - \$100- \$160/year. Many apartment complexes will require proof of renter's insurance with specific coverage before giving you the keys.

International students

Before arriving in the United States

- First you must receive an I-20 (most common) or an DS-2019 form from Georgia Tech.
 - This should arrive in the mail about a month before the start of classes.
 - Make sure all the information is correct including: your name and address, date of start and end of degree, and degree program.
 - If any of the information is incorrect, contact the advisor from the Office of International Education (OIE) whose signature is on your form.
 - You can enter the United States up to 30 days before the date of start on your I-20 form.
- After you have received your I-20 form, you can make an appointment with the United States consulate in your country of residence to obtain a visa if necessary.
 - There are different student visa types. The following website can has information about which type of visa you will need (or if you will not need one):
<http://travel.state.gov/content/visas/english/general/visa-wizard.html>

Entering the United States

At the border, whether land, air, or water, you will be asked to present your I-20 form in addition to you visa (if needed) and personal identification documents (i.e., passport). You will then be given an I-94 form, or your passport will be stamped and an I-94 online record will be created a few days later

Once you are in the United States

- The first thing you need to do is the international check-in through OIE.
 - Before you can do this you must upload your I-94 onto iStart (the online system IOE and international students use to keep track of their documentation and request forms from OIE if necessary. You will receive emails about this from OIE).
 - You also need to update your SEVIS inside and SEVIS outside addresses on Buzzport.
 - NOTE: there are sometimes issues when trying to upload documents to iStart or updating the SEVIS addresses. If that is the case, you can contact OIE at 404-894-7475.
- To complete the international check-in you can go see and international advisor during drop-in hours. There are also special check-in sessions the week before classes start.
- The OIE is located in the Savant Building, Suite 211, 631 Cherry Street, Atlanta, GA, 30332 (on the corner of Cherry and Ferst, diagonal from J.S. Coon).
- After the completing the international student check-in, you must attend the international student orientation session (see International Student Orientation below).
- Taxes
 - You will receive an email about Glacier – the system that ensures international students are abiding by tax legislation.
 - You will need to enter your information into Glacier.

- If you are working or not, you will need to complete state and federal taxes, which are due on April 15th for the previous year.
- Georgia Tech provides an online program for students who worked on campus.
- More information will be sent to you by OIE in the months leading to April. You can also check the OIE website: www.oie.gatech.edu.
- Obtaining a Social Security Number (SSN)
 - If you will be working in the United States you will need an SSN.
 - Around the start of classes (usually the week before) the Office of Human Resources holds sessions for new employees to register their information with the university (usually in the Clough building).
 - During these sessions, personnel from the SSN office are present and international students are able to apply for an SSN.
 - You will need to request a letter through the iStart website (under *SSN and Taxes*) that says that you will be working at the university.
 - This letter can be picked-up by you or staff from OIE can have it with them at the employee registration event.
 - You will need that letter, copies of your I-20, I-94, passport, visa, and the completed SSN form.
 - You will provide the SSN worker with all of this and should receive your SSN card in the mail shortly after that.

What to do in Atlanta

Below are hobbies, recreation, etc. suggested by your fellow grads.

General Atlanta Happenings

- <https://atlantaplanit.wabe.org/>
- <http://www.atlanta.net/events/>
- <http://local.creativeloafing.com/tag/see-and-do-categories/happenings>
- <https://www.reddit.com/r/Atlanta/>

Recreation

- Campus Recreation Center (for pick-up and intramural sports, classes, as well as outdoor adventure activities, ORGIT) <http://crc.gatech.edu/>
- Piedmont Park <http://www.piedmontpark.org/>
- Botanical Gardens <http://atlantabg.org/>
- Atlanta BeltLine Trail <http://beltline.org/>
- Lake Lanier <http://www.discoverlakelanier.com/>
- Hiking
 - Stone Mountain <http://www.stonemountainpark.com/>
 - Sweetwater Creek <http://gastateparks.org/SweetwaterCreek>
 - Cochran Shoals <http://www.atlantatrails.com/hiking-trails/cochran-shoals-trails-along-the-chattahoochee/>
 - Kennesaw Mountain <https://www.nps.gov/kemo/index.htm>

- Kennesaw Mountain <http://www.atlantatrails.com/kennesaw-mountain-trails/>
- Rowing/sailing
 - Chattahoochee River <http://www.nps.gov/chat/index.htm>
 - Roswell <http://www.atlantarow.org/>

Arts/Museums

- Georgia Tech's Ferst Center <http://www.ferstcenter.gatech.edu/>
- Woodruff Arts Center <https://www.woodruffcenter.org/>
- High Museum of Art <http://www.high.org/>
- Alliance Theatre <http://alliancetheatre.org/>
- Atlanta Symphony Orchestra <http://www.atlantasymphony.org/>
- Fernbank Museum of Natural History <http://www.fernbankmuseum.org/>
- Georgia Aquarium <http://www.georgiaaquarium.org/>
- World of Coca Cola <http://www.worldofcoca-cola.com/>
- Center for Civil and Human Rights <http://www.civilandhumanrights.org/>
- Martin Luther King Jr. Center <http://www.thekingcenter.org/>
- Atlanta History Center <http://www.atlantahistorycenter.com/>
- Theater
 - Fox Theatre <https://foxtheatre.org/>
 - Shakespeare Tavern <http://www.shakesparetavern.com/>
- Comedy
 - Dad's Garage <http://www.dadsgarage.com/> (Scripted and Improv)
 - Whole World Improv Theater <http://wholeworldtheatre.com/>

Food/Drink

- Markets
 - Buford Highway Farmer's Market <http://www.aofwc.com/>
 - Dekalb Farmer's Market <http://www.dekalbfarmersmarket.com/>
 - Krog Street Market (prepared food and restaurants) <http://www.krogstreetmarket.com/>
 - Ponce City Market (prepared food and restaurants) <http://www.poncecitymarket.com/>
- Breweries
 - Orpheus <http://www.orpheusbrewing.com/>
 - SweetWater <http://sweetwaterbrew.com/>
 - Red Brick <http://www.redbrickbrewing.com/>
 - Monday Night Brewery <http://mondaynightbrewing.com/>
 - The trifecta (all located walking distance from each other):
 - Wild Heaven <http://wildheavenbeer.com/>
 - Blue Tarp <http://www.bluetarpbrew.com/>
 - Three Taverns <http://www.threetavernsbrewery.com/>
 - Scofflaw <http://scofflawbeer.com/>
 - Urban Tree Cidery <https://urbantreecidery.com/>

Weather

Atlanta's nickname of Hotlanta is not undeserved, mostly due to the long summers and the humidity during those months. However, Atlanta is actually a decent place to live when it comes to weather, with a full 4 seasons, it has great weather during two weeks in the fall and spring.

From May to September the full summer heat is felt with an average high temperature above 80 degrees, and lows in the high 60s/low 70s at night. The humidity makes it feel warmer though, with the summer months seeing between 50-90 percent humidity. However, it rarely goes over 95 degrees and most places are well air conditioned (make sure your apartment is as well!). Fall is a great time of year in Atlanta and it feels much longer than in other climates. Temperatures will vary greatly during these months but average around a 65/70 high and a 50/45 low between October and December.

The winters in Atlanta are fairly mild with the months of December through February being the coldest, with an average high during these months being in the 50s. The average lows during these months can reach below freezing, but usually skirt by at the mid 30s. The past few years have seen a few stretch of weeks during February when the temperature stays right around or below freezing but those usually only last a week or so at a time. The winters seem short however, due to sporadic warm days and still a good deal of sunny days. Days during the winter where the temperature hits 50 or even 60 during these months are not uncommon.

Spring in Atlanta is similar to fall in terms of temperatures, but as the summer gets closer you begin to experience sporadic hot days. From February to may you see the temperatures rise from an average high of 60 and low of 40, to a high of 81 and low of 63. This time of year is particularly bad for those who suffer from allergies due to a very high pollen count. For a week or two during this season everything outside seems to be covered in a blanket of yellow due to the extremely high pollen count, but the common spring rain storms eventually wash it all away.

As far as precipitation goes there are more rainy days than you might expect in Atlanta. Summer holds the highest chance of rain storms, particularly heavy rain and thunderstorms, but it also rains often in the winter months, however these rains are more moderate to light. As hinted at earlier, it rarely snows in Atlanta. When it does happen, most people head to the stores, buy all the bread and milk and hide in their homes for a few days. This is due to many people here being inexperienced in driving, but more so due to the lack of support the city has for clearing the road of snow and getting rid of the ice that is formed when people drive over it as it falls.

More information on weather here in Atlanta can be found here:

<https://weatherspark.com/averages/29669/Atlanta-Georgia-United-States>

GT Initiation

What you should bring/are expected to have

Bring:

- All labs will provide you with a desktop computer to work from on campus. Laptops are not required but strongly encouraged.
- Some labs will provide school supplies (e.g., notebooks, pens, paper) but for some classes you may need supplies that are not provided.
 - You will need at least a 3" binder for Stat I

Find books for your classes

- Find textbooks at the GT Barnes and Noble:
<http://gatech.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=15054>
- Or use alternate resources:
 - <http://www.amazon.com/>
 - <http://www.campusbooks.com/>
 - <http://www.half.com/>
 - <http://www.ebay.com/>

Academic Schedule

- Fall semester starts mid-August, Spring semester starts early January.
- Breaks during the semester
 - Fall
 - Labor Day
 - Fall Break: long weekend with Monday and Tuesday off, usually the 9th week of class, which is in mid-October
 - Thanksgiving Break: Wednesday- Friday during Thanksgiving week
 - Spring
 - Martin Luther King Jr. Day
 - Spring Break: week-long break, usually 11th week of the semester, which is in mid-March
- The full academic calendar for the upcoming next two semesters can be found here:
<http://www.registrar.gatech.edu/calendar/>
- A tentative five-term calendar can be found here:
<http://www.registrar.gatech.edu/calendars/fiveterm.php>

Orientations

You will be sent information regarding the orientations listed below.

Psychology Orientation is mandatory. It is typically Friday or Thursday before classes start—check your e-mail. It covers a large range of topics and is helpful for meeting your classmates and getting settled in the department. You will also register for classes there but should meet with your advisor to discuss what courses to take.

Grad Student Orientation is not mandatory. You will receive emails from the institute, and you may attend if you desire. However, the School of Psychology does not want you to do your new hire paperwork there, nor do you register there. We will take care of your paperwork the week before classes begin. Just come to the accounting staff in the Psychology main office, and they will take care of getting that done. Please see Shebbie (the academic advisor), and she will inform you about how to register.

Grad Expo is not mandatory. It's a gathering of all of the student organizations on campus. If you want to learn about organizations but don't want to be outside in the middle of August, the same information can be found here <http://www.jacketpages.gatech.edu/organizations>

TA Orientation is not mandatory, but highly recommended if you are going to be a Teaching Assistant. The Fall orientation occurs the week before classes begin and there is a Spring orientation. There is a separate TA orientation for international students.

International Student Orientations

- International students **MUST** attend at least one orientation session for their designated visa type (even if you do not have a visa).
- You have to register for this session in advance, and timeslots are posted on the OIE website (www.oie.gatech.edu) ahead of time.
- When you attend the session, you need to have your Buzzcard or GTID number with you to show that you attended the session.
- In addition, OIE offers a variety of voluntary orientation sessions designed to inform international students about an assortment of topics.
- These sessions are posted alongside the mandatory ones on the OIE website.

Navigating Passport

Passport is where you can create your Georgia Tech account (username), change your password, create an email alias, forward email, and sign up for emergency information. The website is: <https://passport-prod.gatech.edu/>

This username will be used for many GT websites including:

- Email (can forward to your preferred email platform)
- Buzzport (includes student records, employee information, etc.)
- T-square (course website)
- OSCAR (registration)
- Library and ILLIAD (interlibrary loan)
- iStart (Office of International education)
- Degreeworks (Degree audits)
- Techworks (employee website)
- GT events (e.g., athletic ticketing requests)
- Buzzmart (supply requisition)
- IRBwise (IRB submissions)
- OIT (technology support, software downloads)
- GT wifi

Creating an Account

You should create your online account prior to the start of classes. This can be done prior to obtaining your Buzzcard, as you only need to enter your last name and date of birth to get started. Directions for activating the account are detailed here: <https://faq.oit.gatech.edu/content/how-do-i-activate-my-gt-account>

Changing Your Password

You'll be required to change your password, at minimum, every 120 days. You'll receive emails from support about one week prior to the expiration. This email will include a link and directions as well. If you don't change it prior to then, you'll get locked out of all the GT websites. To avoid hassle, be sure to change it before the expiration.

If you want to change your password outside of the mandatory password changes, you are free to do so. To change your password, simply log into the passport website (<https://passport-prod.gatech.edu/>), and click "change your password now"

Email Accounts and Aliases

- When you create your account, two email addresses will automatically be generated for you:
username@gatech.edu
username@mail.gatech.edu
- You should use your username@gatech.edu email for all mailing lists (e.g., the psychology department email list for announcements) because it does not change.
- You should NOT use username@mail.gatech.edu as your primary email address, because when you leave Georgia Tech, that email address will be eliminated.
- You may create an alias, which will forward to your gatech email (that is, it will forward to username@gatech.edu). Many students like to create an alias to make their email address easier to remember. For example, an alias might be firstname.lastname@gatech.edu
- Limits
 - Only one email alias at a time.
 - Can only change your email alias once per semester.

Email forwarding

Your GaTech email can be forward to an email address of your choosing (e.g., Gmail, Hotmail, etc.) through providing login information in the settings of the email address of your choosing. Additionally, you can send emails from your preferred email account (e.g., Gmail) using your GaTech email (and GaTech aliases). Many people prefer to do this.

Emergency Alerts Sign Up

GTENS is the name of Georgia Tech's automated emergency alert. It can send texts, emails, and phone calls. You can enroll in these alerts in passport by providing your phone number.

Note: This system is occasionally tested, so you will receive test texts, emails, and phone calls.

Note: This is only for severe campus emergencies.

Navigating Buzzport

The two most useful functions of Buzzport are “Registration - OSCAR” and “Pay Now - Bursar”, both of which you can find in the “Registration and student services” menu on the right side of the screen

- “Registration - OSCAR”: In this part of the website, you will be able to register for classes, view your grades, see your weekly schedule, among other functions.
- “Pay Now - Bursar”: In this part of the website, you will be able to find out what fees you owe, pay your fees, view your account history, and see any payments into your account.
- DegreeWorks (Registration and student services): Allows you to see whether you are on track to graduate and/or what materials you need to submit to graduate.
- In OSCAR, you can register (see below) and ...
 - You can check your course schedule
 - click “student services and financial aid”
 - click “student detail schedule” or click “week at a glance”
 - You can view an unofficial transcript and request official ones
 - click “student services and financial aid”
 - click “student records”
 - click “unofficial transcript”:
 - leave the drop-down menus set at all levels and advisor transcript
 - click “submit”
 - click “order official electronic/printed transcript”. Note: fees may apply
 - follow the link and complete the 5-step form
 - You can check financial aid and charges
 - click “student services and financial aid”
 - click “financial aid”
 - select desired information (e.g., account summary)

Registration

- Log into Buzzport
- Go over to the lock icon labeled “Registration-OSCAR”
- To register
 - Click “registration”
 - Click “look up classes to add”
 - Select term and click “submit”
 - Select department
 - Find the course you want and click view sections
 - Write down (or copy paste to word) the CRN for the course
 - Repeat for all courses
 - Go back to the main registration page (click “return to menu” at the top)
 - Click “add or drop classes”
 - Select the term and click “submit”
 - Add the CRNs. You can add multiple classes at once
 - Click “submit changes”

- For some courses (special problems, aka research hours) you will need to change the number of credit hours.
 - After adding the course, and still under the same term and “add/drop classes” click on the number credit hours you desire to change. You should then be able to enter the correct number. Click “submit changes”
- How to get permits
 - You can obtain permit forms from the front office. You’ll need forms for both the first year project (PSYC 7105 - CRNs vary by advisor) and special topics (PSYC 8901 - CRNs vary by advisor). Once your advisor signs your forms, you will turn them in to the academic advisor (Shebbie).
- Always take 21 credit hours
 - Your total number of credit hours needs to equal 21 credits for the Fall/Spring semesters (12 credits for the Summer semester, if enrolled). You can get to the needed 21 credit hours by signing up for as many special topics hours (PSYC 8901) as needed—these are credit hours for working as an RA. If you have a tuition waiver, you MUST maintain 12 hours.
 - See the Graduate Student Checklist for a list of courses
<http://www.psychology.gatech.edu/sites/default/files/gradstudentchecklistrevisedjuly2015.docx>
- First-year Fall classes and usual schedule
 - CBS and Aging students take:
 - Brown Bag (PSYC 6040/6041)
 - The CBS/Aging brown bag is mandatory and you will need to sign up for this course.
 - First Year Project (PSYC 7105)
 - Special Problems (PSYC 8901)
 - Responsible Conduct of Research (PSYC 6000)
 - Statistics 1 (PSYC 6019)
 - Research Methods (PSYC 6018)
 - A core class (see Graduate Student checklist, linked above)
 - Additional course as determined by advisor
 - Quant psychology students take:
 - First Year Project (PSYC 7105)
 - Special Problems (PSYC 8901)
 - Responsible Conduct of Research (PSYC 6000)
 - Statistics 1 (PSYC 6019)
 - Research Methods (PSYC 6018)
 - Additional courses as determined by advisor
 - Work psychology students take:
 - Industrial/Organizational Psychology (PSYC 7201)
 - Statistics 1 (PSYC 6019)
 - Research Methods (PSYC 6018)
 - Responsible Conduct of Research (PSYC 6000)
 - First Year Project (PSYC7105)
 - Special Problems (PSYC 8901)

- Additional course as determined by advisor
- Engineering psychology students take:
 - Engineering Psych I (PSYC 7101)
 - Statistics I (PSYC 6019)
 - Research Methods (PSYC 6018)
 - Responsible Conduct of Research (PSYC 6000)
 - Engineering Psychology Colloquium (PSYC 6043)
 - This may also be referred to as the Engineering Psychology Brown Bag.
 - The engineering psychology area colloquium is mandatory and you will need to sign up for the 1-credit course (PSYC 6043).
 - First Year Project I (PSYC 7105)
 - Special Problems (PSYC 8901)

Health

Health insurance and/or waiver

To be enrolled as a student you must either have active health insurance coverage that meets the school's requirements or get the student health insurance.

- If you have health insurance that meets the requirements stated than you can submit a waiver. **This must be done every year.**
<http://www.bursar.gatech.edu/content/mandatory-student-insurance>
- If your insurance does not meet the requirements or you do not have coverage then the student health insurance plan is available. This coverage comes at a fairly low cost and is also available for dependents. The coverage includes health, dental, and vision in different capacities. Most services available at the Stamps Health Center are fully covered by this plan including Dental and vision checkups as well as many doctor appointments and others. If you're on the student insurance plan, almost all prescription medications from the student health center have a \$0 copay. <http://studentbluega.com/#/benefits>

Vaccines/immunities

To be enrolled as a student you must submit the required health forms, have had or receive a number of mandatory vaccinations, and have proof of a TB assessment within the last 6 months or have one done (only those born in the US or Canada). **Please read the following links thoroughly for details on this information.**

- Health Form: <https://health.gatech.edu/sites/default/files/documents/immunization-forms.pdf>
- Immunization requirements: <https://health.gatech.edu/immunizationrequirements>

Another health-related note: As of Spring 2015 Georgia Tech is a "Tobacco free and smoke free campus." Details can be found here: <http://www.tobaccofree.gatech.edu/> and here: http://www.usg.edu/policymanual/section9/policy/C503/#p9.1.7_tobacco_and_smoke_free_campus_policy

Coordinate meetings with advisor

Even though you're not officially a student yet, your advisor and lab mates would still be happy to start talking to you about your new lab environment and research interests. Feel free to start a dialogue with them about the research you'll do during your first year. If you don't know where to start, ask them for things to read to help you develop your knowledge of the field.

If you didn't get answers to the following questions at recruitment weekend or if you couldn't attend, feel free to ask your advisor or lab mates.

- Where do I work (in the lab, in one of the cubes)?
- What are the roles in the lab, such as undergrad research assistant manager?
- When are lab meetings?
- How often do I meet individually with you (your advisor)?
- How am I funded, a teaching assistantship or research assistantship?
- If I'm funded with a teaching assistantship, what is my assignment?

Coordinate with instructor of course of Teaching Assistantship (TA)

Many students work as a teaching assistant for full funding (up to 20 hours a week) or for part of their funding (10 hours a week). Contact your advisor over summer to find out if you will be a TA in the fall. If so, ask for which course and with which instructor you will work with and their email address.

Contact the instructor you will be working with. In addition to an email introduction, you may wish to set up a Skype meeting or a meeting once you arrive to Atlanta. You'll want to ask the instructor:

- If you will attend class. In what building and room does the class meet? On what days? At what times?
- If you should hold office hours
- What your responsibilities will be. Some responsibilities to ask about are:
 - Grading. Which assignments will you be grading? How long of a turnaround is expected from you when grading? You may wish to ask what form assessments are (e.g., essays, multiple choice tests), what form you grade in (checkmark, percentage, etc), and if there are any grading rubrics.
 - T-square grade management. Will you be responsible for entering assignment grades into T-square?
 - Note taking. Do you need to take notes to provide to absent students?
 - Attendance taking. Do you need to keep track of class attendance?
 - Other: facilitating discussions, finding course materials or class activities, guest lecturing, etc.
- You may wish to know additional details of the course including:
 - Major projects and their deadlines
 - Number of students
 - Typical level of students (e.g., mostly first-years, mostly fourth-years)
- You may wish to ask if there is any opportunity for you to present or guest lecture
- If the instructor needs any information from you prior to the start of the semester

Gaining access to buildings and your lab

Getting a key to the lab

- Visit the financial administrator II (Kaysha) in the main office of Coon (first door on the left) to get a key to your lab. (Make sure you know the room number for your lab)
- You will need a \$25 deposit (cash or check), which will be returned to you when you turn the key in.
- Lab keys also open other things in Coon - not just your office:
 - All Coon classrooms
 - Faculty/Graduate Lounge on the first floor near the main office (same place as grad student mailboxes - see the floorplan at the end of this document)
 - Kitchen (2nd floor - see the floorplan)
- Some labs have Buzzcard access – so check with your advisor

Buzzcard

- The Buzzcard office is located in the Barnes & Noble @ Georgia Tech bookstore in Tech Square
- To get your Buzzcard, you will need:
 - A valid form of identification, such as a driver's license or state ID, a US passport, and so on. There's a list of acceptable IDs (including ID for international students) here: <http://buzzcard.gatech.edu/info/Pages/FAQ---Getting-Your-First-BuzzCard.aspx>
 - Your 9-digit GTID number. You should have received this ID# during your application process.
- It is also possible to get a Buzzcard for immediate family members.
- More information on getting your first Buzzcard can be found here: <http://buzzcard.gatech.edu/Pages/Get%20Your%20Card.aspx>
- The main website for Buzzcard services is here: <http://buzzcard.gatech.edu/Pages/default.aspx>
- The psychology department should automatically give all first-year's after-hours access to Coon within the first couple of weeks of the semester, but if you need it sooner, you can email Erik Brown at support@psych.gatech.edu to request it.

Student Groups

HFES student chapter

Georgia Tech Psychology department also houses the Human Factors and Ergonomics Society (HFES) Student Chapter. The group meets once a month during the Engineering Psychology colloquium time. The chapter is composed of a mix of Engineering Psychology students, HCI Master's students, and others. Meetings consist of pizza, discussion of past and ongoing HFES events, and activities related to HFE such as website feedback sessions, guest speakers, and other activities. Dues are usually \$30 for the year.

The chapter participates in or puts on a number of activities each year including but not limited to:

- Sharing knowledge of our area of research to the general public at Science at Hand Day at the Fernbank Museum each Fall, and the Atlanta Science Festival in the Spring.
- Hosting the Bad Design Atlanta competition for students to learn about HFES.
- Hosting the Alumni dinner at the national HFES conference for Engineering Psychology and HFES student chapter alum to meet and network with current student chapter members.
- Hosting the Engineering Psychology recruitment dinner to allow current students in the program a chance to meet with the accepted students.
- Social events and field trips to local HFE related locations and businesses.

Student Chapter website: <http://psychology.gatech.edu/hfes/>

HFES national website: <http://hfes.org/>

Psychology Council of Graduate Students (PSY COGS)

A group of psychology students who meet once or twice a month to discuss and propose solutions to issues relevant to the psychology graduate student experience here in the department. Meetings are open to all students who would like to attend. Contact katnarciso@gmail.com for more information.

Additional resources

Brown Bags and Colloquia

Brown bags are informal gatherings of faculty and students to discuss current psychology-related research. Generally, a faculty member or 1-2 graduate students will present a talk on their current research, and then the group will ask questions and discuss. Department colloquia generally involve a presentation by a faculty member outside of Georgia Tech. Some areas hold Brown Bags weekly, while others are less formal and are monthly. The psychology department holds colloquia about once a month and are open to the public. Complimentary refreshments are served during the reception following each colloquium.

Department Forms

This blurb is important. There are several situations where you will need to complete a form (Theses, registration permits, declaring a minor, etc.). You can download these forms at: <http://www.psychology.gatech.edu/graduate-student-forms>

Travel money

Travel money is available to graduate students presenting research at conferences or for professional development.

Students can receive up to \$250 from the department, the Student Government Association, and the College of Sciences (for a total of \$750) per academic year to present research. Students can receive up to \$100 per academic year for professional development (don't need to present research).

Instructions for obtaining funds can be found at <http://sga.gatech.edu/g/conference-and-career-development-funding/>

Free Software

The Office of Information Technology at Georgia Tech provides all students with certain software programs for free, including EndNote X7, Matlab, and Microsoft Office 365 Pro Plus (Windows and OS X):

For a full list, visit: <https://software.oit.gatech.edu/> (you'll need GT login info to access)

Qualtrics

Qualtrics is an online survey system similar to SurveyMonkey. It seamlessly integrates with Sona, our experiment and participant management system that we use for research. The psychology department has access to unlimited Qualtrics accounts, so ask your advisor how to gain access to an account.

Poster printing

Poster printing is freely available within the psych department for department related activities. Information regarding poster printing can be found here:

<http://it.psychology.gatech.edu/content/how-do-i-get-poster-printed>. In most cases 3 days in advance is the minimum number of days necessary for printing in the psych department.

Students can also print at the student center, but posters must be submitted 72 hours in advance for this service.: <http://studentcenter.gatech.edu/seedo/paperandclay/services/Pages/default.aspx>.

Students can also print at the multimedia studio (below the library). Poster printing is \$11 from Buzzcard funds but will be printed on site (no need to wait 72 hours!):

<https://www.library.gatech.edu/services/multimedia.php>.

One Drive

GT has a contract with Microsoft that allows us to save files to cloud storage called OneDrive for Business.

OneDrive for Business is similar to products like Google Drive, but Google Drive and DropBox have language in their Terms of Use that allow them to access and use what you upload under certain circumstances. GT's contract with Microsoft gives us full rights to whatever we upload.

As with similar products, you can access your uploaded files from anywhere, using the internet. You can share files or directories with other GT users and work on files simultaneously.

OneDrive is also associated with Office 365, which means that you can also edit Microsoft files formats like Powerpoint, Word, Excel, and so on using an online version of these products, so even if you do not have Microsoft on your personal computer, you can still edit and share them through the online system.

GT provides information on how to set it up along with some FAQs here:

<https://faq.oit.gatech.edu/content/how-do-i-get-started-using-onedrive-business-georgia-tech>

Lynda

GT has a subscription to Lynda. Lynda is "an online subscription library that teaches the latest software tools and skills through high-quality instructional videos taught by recognized industry experts." The online portal can be found at <http://lynda.gatech.edu/>

T-square

T-square is Georgia Tech's "Collaboration and Learning Environment". All official courses at GT have a site in T-square. Instructors often use T-square to host resources, such as the course syllabus or readings. If you are a teaching assistant for a class, you may be asked to use T-square for such tasks

as uploading materials for the class, entering exam grades, or grading assignments students submitted.

CTL provides a workshop for course instructors on how to use T-square, which may be handy if you are a TA <http://wwwctl.gatech.edu/it/training>

For more information on T-square, you can check out the following link: <http://info.t-square.gatech.edu/>.

Georgia Tech Library

The library is open 24 hours and has places to study and computers to work from. You can view the available computers there on their website, which also has other useful

information: <http://www.library.gatech.edu/>

Students have access to Lib X, which is a web browser plugin that grants you to all journals and articles that GT has paid for: http://www.library.gatech.edu/search/web_localizer.php

The InterLibrary Loan system allows students to request publications that are not available online: <https://illiad.library.gatech.edu/>

You can also check out books, comics, and movies! And it is conveniently located near the Psych Building.

CRC (Campus Recreation Center)

The Georgia Tech CRC (<http://www.crc.gatech.edu/>) is the campus recreation center. It is the converted 1996 Olympic swimming facility and has a number of lap pools, hot tubs and other swimming facilities as well as an expansive fitness center with a lot of cardio machines, lifting equipment, indoor track, and squash and racquetball courts. The center also has six multi purpose courts where people play pickup basketball, and many other indoor sports, and offers a number of organized fitness classes/sports leagues, some free and others require payment. Entrance to the CRC is free for all students who have paid their fees.

Lockers are available for rent with different sizes available (Note: quarter lockers are not inside the actual locker rooms, must get a half locker to be in the locker room itself). Lockers are also available in the locker room for day-by-day use but you must bring your own lock. Showers are also available in the locker rooms with towels freely available. The CRC is about a 10 minute walk from the Coon building next to the Stamps Student Health Center.

Stamps Health Center

The Stamps Health Center is an on campus health center for students. Most services are highly discounted for being a student and if you have the student health insurance almost everything is free. They also have free flu shots and such for the Georgia Tech community.

The facility has offices for doctors, a pharmacy, immunization specialists (travel immunizations and such), a psychiatry office, radiology services, sports medicine, allergy injections, a dentist office which is covered by the student health insurance and more.

There is also a vision company that has an office in the student center that takes the student health insurance as well.

More information can be found at: <http://health.gatech.edu/>

Disability Services

Disability services provides support to students with chronic disabilities and provide a variety of accommodations. <http://disabilityservices.gatech.edu/>

Counseling Services

The counseling center offers individual counseling as well as support groups for a variety of people, including specific groups for male and female graduate students. Be aware that as you get later in the semester there may be a waitlist to receive an initial session with a counselor.

<http://www.counseling.gatech.edu/>

Tech Square

Located at 5th Street and Spring St (and the surrounding areas), Tech Square is home to GT-affiliated research centers, food/drink options, some shopping, the campus bookstore, and more. Tech Square can be reached by walking (10-15 minutes) or by riding the Trolley (also 10-15 minutes), which you can pick up at the Transit Hub (see map)

- Food - There are a lot of food options at Tech Square, and you can check them out yourself by googling Tech Square, but some of our favorites are:
 - Tin Drum (Asian Fusion)
 - Moe's (burritos)
 - Waffle House (the original one)
- Bookstore
 - Georgia Tech's main bookstore is Barnes & Noble @ Georgia Tech (Located at Tech Square, see map)
 - In addition to what you'd expect from a B&N (e.g. books, games, etc), you will also find the following supplies and resources there:
 - Textbooks (upstairs)
 - School supplies (upstairs)
 - BuzzCard Office (upstairs)
 - GT merchandise (downstairs)
 - Starbuck's (downstairs)
 - Computer hardware and support (including an approved apple repair guy)

Tickets for GT events

Athletic events

- Tickets for sporting events at Tech are typically free and distributed on a first come first serve basis. How one acquires tickets varies by sport, so check out the website for information specific to each sport (<http://www.ramblinwreck.com/tickets/student-tickets.html>).

Ferst Center

- The Ferst Center for the arts is home to concerts, lectures, dance, film and theater on campus. Most student tickets are \$10; see the website for more information (<http://www.ferstcenter.gatech.edu/>).

Eating/coffee on campus

There are a lot of choices on campus to eat and get your caffeine needs filled. The sections below are ordered by walking time from the Coon building. Almost all spots on campus accept cash, credit card, and Buzz Funds (money loaded to the Buzzcard) You can also buy meal plans (<https://www.gatechdining.com/dining-plans/index.html>).

Coffee/Tea

- Highland Bakery (Tech Tower: 2-min)
- Starbucks (Clough Commons: 4-min)
 - Very busy at class changeover times
- Architecture coffee stand (Architecture West building: 5-min)
 - Hidden spot, not heavy traffic
- Dunkin Donuts (Student Center-upstairs: 5-min)
- Starbucks (Tech Square: 15-min)

Food

- Highland Bakery (Tech Tower: 2-min)
- Starbucks (Clough Commons: 4-min)
- Student Center-downstairs (5-min)
 - Subway
 - Panda Express
 - Taco Bell
 - Chick-fil-A
 - Pizza Hut
- Student Center-upstairs (5-min)
 - Number of options including tacos, Indian, Mediterranean, salad bar etc.
 - <https://www.gatechdining.com/dining-choices/retail/foodcourt.html>
- Food Trucks (Around campus)
 - Food trucks started being on campus around lunch during the spring of 2015. Food truck offerings and locations vary by semester, but they are generally in front of Clough.

The Georgia Tech Steam Whistle

The steam whistle goes off 5 minutes to the hours on Mondays, Wednesdays, and Fridays to alert to the end of class. Tuesdays and Thursdays are different to reflect those class times. (Note that the class schedule is changing soon and the whistle will probably change with it)

It is loud. You will hear it anywhere in the psych building as it is across the street. You can hear it across the city on some days in the mornings

During football season it will sometimes be sounded on Fridays before games and on Game Days before the game, after touchdowns, and any other time they feel like using it.

More information can be found here:

<http://livinghistory.gatech.edu/new/traditions/tradition/whistle.html>

Tools for Life

Tools for Life provides assistive technology (AT), training, and other services for anyone who would like accommodations or a more ergonomic work environment. The available products and services include an AT loan program, yoga ball office chairs, workstation assessments, ergonomic keyboards, and e-text conversion. <http://www.gatfl.org/index.php>

Certificates

Georgia Tech offers a few certificate programs to improve your marketability:

Tech to Teaching is for those who want to teach. Run by the Center for Teaching and Learning, certificates are available for higher education and K-12 pathways <http://wwwctl.gatech.edu/grad-students/preparing-faculty/tech-to-teaching>

Graduate Communications is a series of workshops run by the Communication Center targeted for both industry and academia. For example, they offer a workshop about developing a resume (for industry) and another for developing a CV (for academia).





<http://www.gradcommcert.gatech.edu/wp/>

Checklist

- April
 - Parking permit
- 1-2 months before moving in
 - Find an apartment
 - Get missing vaccines
- Before semester starts
 - Talk with advisor
 - Talk with GTA instructor (if applicable)
 - CITI training
- Week before class starts
 - Get Buzzcard
 - Set up account in passport
 - OHR paperwork (See accounting staff in Psychology).
 - Key to lab
 - Health insurance waiver
 - Psychology Orientation
 - Register for classes
 - Get missing vaccines from Stamps Student Health Center if still needed
- First week of class
 - Buy books
 - Pay fees

Campus Map



-  Food/Coffee
-  Important Buildings
-  Bus Stops near Coon
-  Nearby Parking