Important Teaching Assignment / Tuition Benefit Information

If you are assigned a position:

1. Payroll forms must be completed before the semester begins. The forms necessary to be set up on payroll can be obtained from the Graduate Secretary. Delay in completing these forms can result in delay of your first paycheck. Your Driver’s License and Social Security Card, or Passport will need to be brought in so it can be copied and sent along with the payroll documents.

2. You will be assigned a desk in the Student Study Room. There are a limited number of desks available; therefore you may be asked to share your desk space when necessary. Room and desk keys must be returned on the last day of the final exam period. There are also lockers available for use by TA’s and Graders. Those, also, will need to be vacated at the end of the semester. You must provide your own lock.

3. Homework, lab books, and exams are now being returned to the students by the lab TA’s. Please review the handout that will be given to you upon notification of your assignment.

4. Office hours for student consultation must be given to Sally as soon as you have been assigned a position. This will be posted on the side of the desks set aside for this purpose. You are required to be available for 3 hours per week. This may be split into 2-3 days as your schedule allows.

If you are eligible for a Tuition Benefit:

1. Please review the website “Graduate Tuition Benefit Support Guidelines” which can be found at http://www.utah.edu/graduate_school/tuition_ben/tuition_benefit.html.

2. The Tuition Benefit Program requires you to be registered for at least 9, and no more than 11-12 credit hours to be eligible, and registration must be completed before the published deadline. Due to the recent changes in the TBP, it is advisable to take your required coursework hours at the beginning of your graduate career. The department encourages you to ‘fill in’ with Thesis Hours to maximize your registration. Please note that if you are registering for the following courses 4950, 5950, 6950, 7950 (Special Studies); 6980 (Faculty Consultation); and 6970, 7970 (Thesis Research) they must be taken as an ECE course.

3. Official U.S. Social Security numbers are required for Tuition Benefit registration and for completion of forms for payroll. New students, upon receipt of their card, must bring it in to Sally to be copied and sent to the Payroll Department.

4. If you work in another department, you are responsible for making sure the combined payroll FTE (hours per week you are being paid for) in both that department and the ECE department does not exceed .50%. Also, if you have just ended employment in another department, make sure they have processed your payroll termination. Both of these situations can result in the delay of your Tuition Benefit.

5. If you work in another department and are expecting to receive a Tuition Benefit, you must make sure your job title is a Graduate Assistant and you are working in an area that is related to your degree. If this is not the case, you will not receive a Tuition Benefit.