

## Helpful Hints for New BME Graduate Students

Welcome to the Georgia Tech and Emory BME department! We are so excited that you are here! We have prepared a few hints to help with your transition to the department. Let us know if we can help with anything.

- Jessica and Joan

### Academic Office

The BME Academic Office is located on the first floor of Whitaker. Everyone there is incredibly friendly. Feel free to stop by if you have questions, need advice, or just want to say hi!

- Shannon Sullivan ([shannon.sullivan@bme.gatech.edu](mailto:shannon.sullivan@bme.gatech.edu))
  - Administrative Coordinator
  - Classes, quals, ethics, thesis committees, etc
  - Shannon is your go-to person for most issues
- Sally Gerrish ([sally.gerrish@bme.gatech.edu](mailto:sally.gerrish@bme.gatech.edu))
  - Connection with industry for jobs and internships
- Sandra Wilson ([sandra.wilson@bme.gatech.edu](mailto:sandra.wilson@bme.gatech.edu))
  - Help with financial issues
- Penelope Pollard ([Penelope.pollard@bme.gatech.edu](mailto:Penelope.pollard@bme.gatech.edu))
  - Travel Grants



Sally, Kristen (UG), Paul F (UG), Kim (UG), Shannon

### Student Reps to the Graduate Committee

Joan Fernandez 2 <sup>nd</sup> Year <a href="mailto:joanf@gatech.edu">joanf@gatech.edu</a>		Jessica Joyce 3 <sup>rd</sup> Year <a href="mailto:jjoyce8@gatech.edu">jjoyce8@gatech.edu</a>	
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The Graduate Committee is a group of professors that work to improve policies and to carry out administrative duties (qual committees, TAing, class schedule approval, etc). We are here to be your voice to the committee. Throughout the year, we will be asking for your opinion and advice on specific topics. If you have any questions or concerns, please come and talk to us. We want to improve everyone's experience in the program.

### Websites

Purpose	Georgia Tech	Emory
Email	<a href="http://buzzport.gatech.edu">buzzport.gatech.edu</a>	<a href="http://owa.emory.edu">owa.emory.edu</a>
Registration/ Payments	<a href="http://oscar.gatech.edu">oscar.gatech.edu</a>	<a href="http://opus.emory.edu">opus.emory.edu</a>
Class Websites	<a href="http://tsquare.gatech.edu">tsquare.gatech.edu</a>	<a href="http://classes.emory.edu">classes.emory.edu</a>

## Things to do before you get here:

- Housing
  - Here is a list of places that BMEs and BIOEs have lived in the past. (While you are here, check out the awesome things that BBUGS does!) <http://bbugs.gatech.edu/resources>
- IDs
  - GT
    - Have your photo taken and pick your ID up from Barnes and Noble in Tech Square (there are some webpages that still tell you to go to the students center but that is not true, so Barnes and Noble it is)
  - Emory
    - Upload a photo to <https://www.onecard.emory.edu/1cardphotoupload/> (Make sure to follow all of their requirements)
    - Pick up at 101 Boisfeuillet Jones Center, Atlanta GA 30322
- Health Insurance

*NOTE: Most students choose the GT Insurance, unless they have an outside source*

  - GT
    - <http://studentbluega.com>
    - Mandatory → Enroll or Waive → Select either enroll or waive
  - Emory **(REALLY IMPORTANT, you will get charged if you don't do it)**
    - opus.emory.edu
    - Main Menu (Top left) → Self Service → Health Insurance Requirement → Health Insurance Req Waiver
    - Complete the 4 steps to finish the waiver. You will need your health insurance info at that time.
- Parking

*Note: You only have to buy one! Get both by purchasing your GT pass first and then showing it to the Emory parking office.*

  - GT
    - [www.parking.gatech.edu](http://www.parking.gatech.edu)
    - Most students park in W23 or W21.
  - Emory
    - <https://myaccount.parking.emory.edu>
    - Most students park in the Michael Street Parking Deck.
    - Bring your GT parking pass when you pick up your Emory one
    - Parking Office (Starvine deck, Clairmont campus. Use C/E/LOOP shuttles from main campus.)
      - M-F 7:30-4:30
- Emory Email
  - [http://it.emory.edu/help/it\\_service/index.html](http://it.emory.edu/help/it_service/index.html)
  - IT Support Request → Submit an IT Support Request → Request a Service → Under Enterprise E mail click on Automated Email Forwarding. Fill out form.

- Just a warning—if you set up the forwarding you no longer have an inbox with Emory.
- Pros- Move your emails into one inbox for centralized information.
- Cons- You are responsible for checking both GT and Emory emails!!! Important information is sent to both accounts on a daily basis. Saying that an email was lost in the forwarding process is not an excuse for missing deadlines. Also, it might be nice to separate your work and play (aka gmail) accounts).
- Direct Deposit
  - oscar.gatech.edu
  - Campus Services→ Update Direct Deposit Information→ Fill out all the necessary info
- Payroll deduction
  - Your fees will be deducted from your paycheck. This way you can split up fees over 3 months rather than paying for them upfront before the semester starts. All students are required to do this due to how students who land at Emory labs must be processed. Shannon will explain more at Orientation.
  - oscar.gatech.edu
  - GRA/GTA Payroll Deduction

### Things for after you get here:

- Computer Software
  - You can download free software at <http://software.oit.gatech.edu/> (Windows, Endnote)
  - Steve and Jesus can help if you have questions about using the BME computers and technology.
- Core Facilities
  - IBB: <http://www.ibb.gatech.edu/core-facilities>
  - Emory: [http://med.emory.edu/research/core\\_labs/index.html](http://med.emory.edu/research/core_labs/index.html)
- Graduate Student Advisory Board Website
  - The GSAB is another avenue of communication between students and administrators. The co-chairs this year are Travis Meyer ([travis.meyer@gatech.edu](mailto:travis.meyer@gatech.edu)) and Michael Nelson ([mnelson49@gatech.edu](mailto:mnelson49@gatech.edu)).
- BBUGS
  - BBUGS is a student run organization for all bioengineering related graduate students. They host social events, research panels, career events, and many more.
  - <http://www.bbugs.gatech.edu/>

That's all we have for now! If you have any questions about anything on this document or about anything in general feel free to contact us!

- Jessica and Joan