

# SCHEDULE OF EVENTS

## TUESDAY, AUGUST 8<sup>TH</sup>

**PARKING REGISTRATION** – Registration for commuting graduate students will begin on Tuesday, August 8<sup>th</sup> at 10:00 a.m. Please view the following from Transportation and Parking Services: [http://wp-cdn.aws.wfu.edu/wp-content/uploads/sites/207/2017/07/18152924/Commuter\\_Email\\_Communication\\_2017\\_20182.pdf](http://wp-cdn.aws.wfu.edu/wp-content/uploads/sites/207/2017/07/18152924/Commuter_Email_Communication_2017_20182.pdf).

## WEEK OF AUGUST 21<sup>ST</sup>

**STUDENT ID DISTRIBUTION** - ID cards can be picked up from your department beginning the week of August 21<sup>st</sup>. Anyone who did not submit a photo will need to go to the Deacon OneCard Office located in Angelou Hall, Room 001. <http://rlh.wfu.edu/current-students/deacon-onecard/>.

### **INTERNATIONAL STUDENTS RECEIVING AN ASSISTANTSHIP (TA, RA or GA)**

Human Resources (HR) and the Payroll Office have scheduled two days that they will be available to meet with international students to assist with and collect documents needed to process stipends (Form I-9, Form W-4, Form NC-4 NRA and Foreign National Information Form). You will also need to complete a Direct Deposit Form in WIN so that future checks can be direct deposited into your account. Meeting dates are August 21<sup>st</sup> or August 24<sup>th</sup>.

#### **HR and Payroll will be available:**

**Monday, August, 21<sup>st</sup>**

**Benson University Center**

**Room 343**

**9:00 – 12:00**

- Or -

**Thursday, August 24<sup>th</sup>**

**122 Manchester Hall**

**2:00 – 5:00**

### **INTERNATIONAL STUDENT – CHECK IN SESSIONS – ALL NEW F-1 STUDENTS**

**Wednesday, August 23<sup>rd</sup> or Friday, August 25<sup>th</sup>**

**Office of Global Programs and Studies - 116 Reynolda Hall – 9:00 – 11:00 a.m.**

All new F-1 students must check in at the front desk in the Office of Global Programs and Studies, 116 Reynolda Hall, between the hours of 9:00 – 11:00 a.m. on Wednesday, August 23<sup>rd</sup> or Friday, August 25<sup>th</sup>.

### **DOMESTIC STUDENTS RECEIVING AN ASSISTANTSHIP (TA, RA, GA) OR GRADUATE ENGLISH FELLOWSHIP**

Students receiving an Assistantship or Graduate English Fellowship (Fellowship offered through English Department) should submit their tax forms and direct deposit enrollment form by August 22<sup>nd</sup>.

Log on to [win.wfu.edu](http://win.wfu.edu)

Choose the tab WF@WORK within the top right corner

For Tax Forms – Choose Update W-4/NC-4 Federal and State Tax Exemptions/Allowances

For Direct Deposit Form – Choose Direct Deposit Authorization & Maintenance

Please direct any questions to [payroll@wfu.edu](mailto:payroll@wfu.edu).

## **WEDNESDAY, AUGUST 23<sup>RD</sup>**

### **TA ORIENTATION**

**August 23<sup>rd</sup> – 1:00 – 3:00 – Room 145, Greene Hall**

All new graduate students who have been awarded a Teaching Assistantship (TA) are required to attend the TA Orientation.

## **THURSDAY – AUGUST 24<sup>TH</sup>**

### **COMPUTER DISTRIBUTION**

**August 24<sup>th</sup> – ZSR Library – Room 204 – 10:00 – 3:00**

Full-time, Degree Seeking students are eligible for a laptop computer (part-time, non-degree and certificate students are not eligible for laptops).

WFU Student ID's will be required when picking up computers.

Programs not participating in the computer distribution: Documentary Film and Religious Studies.

## **FRIDAY – AUGUST 25<sup>TH</sup>**

### **NEW GRADUATE STUDENT WELCOME SOCIAL**

**August 25<sup>th</sup> – The Barn at 106 Reynolda Village – 1:00 – 3:00 p.m.**

### **INTERNATIONAL STUDENT IMMIGRATION SESSION**

**August 25<sup>th</sup> - Magnolia Room in Reynolda Hall – 5:00 p.m. – 7:00 p.m.**

All new F-1 students must attend a 2 hour immigration session, which includes dinner, in the Magnolia Room located on the 2<sup>nd</sup> floor in Reynolda Hall.

## **MONDAY – AUGUST 28<sup>TH</sup>**

**1<sup>st</sup> Day of Classes**

## **THURSDAY – AUGUST 31<sup>ST</sup>**

### **DOMESTIC STUDENTS RECEIVING AN ASSISTANTSHIP (TA, RA, GA or Graduate English Fellowship) – COLLECTION OF I-9 FORMS**

Human Resources (HR) will be available to meet with domestic students to collect I-9 Forms and verification documents needed to process stipends:

**When: Thursday, August 31**

**Where: 122 Manchester Hall**

**Times: 9:00 – 12:00 and 2:00 – 5:00**

Form I9 (Employment Eligibility Verification) and instructions can be found on the Human Resources website under Forms and Documents: <http://hr.wfu.edu/forms-and-documents/>.

**STIPEND DISTRIBUTION – ALL STUDENTS (DOMESTIC AND INTERNATIONAL) RECEIVING A STIPEND (TA, RA, GA OR GRADUATE ENGLISH FELLOWSHIP).** Your first stipend can be picked up:

**Thursday, August 31**

**122 Manchester hall**

**Between 9:00 – 12:00 or 2:00 – 5:00**

**Please bring your student ID when picking up your check.** Future checks will be direct deposited into your account.

A payroll calendar for graduate students can be viewed by scrolling to the bottom of <http://finance.wfu.edu/faculty-staff/payroll-services> (under Tools).

Please direct any questions to Ms. Pearlie Patton in the Human Resources Office at [pattonpd@wfu.edu](mailto:pattonpd@wfu.edu) or 336.758.4952.