GRADUATE STUDENT ORIENTATION INFORMATION  
September, 2015

SOME IMPORTANT DEPARTMENT DATES

THURSDAY, SEPTEMBER 17, 12:00-1:20 p.m. Graduate Student Meeting, Lounge, 1879 Hall.

WEDNESDAY, SEPTEMBER 16, 4:30-6:00 p.m. Welcome Reception and Announcement of the Religion Department Teaching Awards for 2014-15, Lounge, 1879 Hall.

TUESDAY, SEPTEMBER 22, 1:30-4:20 Location: 1879 Hall, Rm. 137
  Religion 501: Religion and the Tradition of Social Theory (Eddie Glaude)

GRADUATE PLACEMENT AND JOB APPLICATION MEETING.  Wednesday, September 30, 2015, 4:30-5:30 p.m., Lounge, 1879 Hall.

FALL GRADUATE STUDENT PARTY.  To be determined.

GRADUATE STUDENT COMMITTEE ELECTIONS MEETING.  To be determined.

DEPARTMENT PICNIC.  Wednesday, May 4, 2016 (Rain date May 5).  12:00-2:00 p.m.  On lawn by 1879 Hall.

OTHER USEFUL INFORMATION INCLUDING PEOPLE AND PLACES

Department Faculty Administrators

Leora Batnitzky, Chair  
Rm. 237, 1879 Hall, x 4487  
batnitzk@princeton.edu

Eric Gregory, Director of Graduate Studies  
Rm. 236, 1879 Hall, x5298  
gregory@princeton.edu

Jessica Delgado, Departmental Representative  
Rm. 136, x5285(V)  
jessicad@princeton.edu

Department Administrative Services  
(Regular office hours are Monday-Friday, 8:45 a.m. - 5:00 p.m.)

Lorraine Fuhrmann  
Department Manager  
Rm. 146, 1879 Hall, x 5172/4481  
fuhrmann@princeton.edu

Pat Bogdziewicz  
Graduate Program Administrator  
Rm. 149, 1879 Hall, x4481  
pattyb@princeton.edu  
(hours: 9:45 a.m. - 5:00 p.m.)  
(alternate: 9:15 a.m. – 4:30 p.m.)

Kerry Smith  
Undergraduate Program Administrator & Course Offerings  
Rm. 145, 1879 Hall, x4482  
kerrys@princeton.edu  
(hours: 8:45 a.m. - 4:00 p.m.)

Mary Kay Bodnar  
Department Office Support  
Rm. 143, 1879 Hall, x6715  
mbodnar@princeton.edu  
(hours: 8:45 a.m. – 5:00 p.m.)  
(alternate: 8:45 a.m. – 4:30 p.m.)
Office of Information Technology (OIT)  

OIT Help Desk  
609-258-4357 (8-HELP)  
helpdesk@princeton.edu  
Open 24 hours 7 days a week  
Closed University holidays  

OIT Solutions Center  
Frist Campus Center (100-level)  
Monday to Friday, 9 am – 5 pm

Firestone Library  
Wayne Bivens-Tatum  
Philosophy and Religion Librarian  
X6367, email: rbivens@princeton.edu

East Asian Library and  
The Gest Collection  
Frist Campus Center  
Dr. Martin Heijdra  
Director, Chinese & Western Bibliographer,  
Head of Public Services  
x5336, email: mheijdra@princeton.edu

Ms. Setsuko Noguchi  
Japanese Studies Librarian  
x6159, email: snoguchi@princeton.edu

Near Eastern Studies Collection  
Firestone Library  
Kimberly Leaman  
x5307, email: kleaman@princeton.edu

James Weinberger, Curator  
x3279, email: jwwein@princeton.edu

Princeton Theological Seminary  
25 Library Place  
497-7940  
(Bring your PU ID)  
Kate Skrebuitenasa  
Reference Librarian  
497-7933, email: kate.skrebuitenasa@ptsem.edu

Kenneth Henke  
Curator of Special Collections  
497-7953

Stipend Check  
Contact Payroll at x3416 for problems with Net Pay.  
Contact Pat Bogdziewicz x4481 pattyb@princeton.edu for problems with Gross Pay.

POLICIES AND PROCEDURES

Address/Change of Address  
Please notify Pat Bogdziewicz of your home address, telephone number and email address as soon as possible. Pat should be informed of any changes that may occur as well.
Bulletin Boards

- **graduate student information:** job market information is located in Pat Bogdziewicz’s office, Room 149; job and fellowship announcements are forwarded by email.
- various university announcements and advertisements are located on the bulletin boards in the hallway
- the official “department” bulletin for departmental information only is located in the mail room just above the copying machine.

Coffee and Tea/Department Lounge
Graduate students are welcomed to help themselves to coffee or tea. We ask that you:
1. wash your own cup and keep the lounge clean
2. return any trays, dishes, utensils that are from the Frist Student Center
3. keep microwave and refrigerator clean

Copy Machine
The department’s copy machine in Room 141 is for administrative use only. Copy machines located in all of the university Libraries and in the Frist Campus Center are for student use. Students normally use PAW points as a method to pay for copies. Access the following link for more information on PAW points: [http://www.princeton.edu/tigercard/ppwhat.html](http://www.princeton.edu/tigercard/ppwhat.html)

Email
Students are expected to check their email regularly; the department will communicate most information by email.

Emergency Procedures/Public Safety **911**
If you notice anything unusual happening in the department (e.g., strange visitors, emergency medical situations, building maintenance needs, etc.), please inform a department staff member as soon as possible.

Fire Safety Plan
If you discover a fire, activate the nearest fire alarm pull station and call Public Safety and 911. If the fire alarm does not work, call 911 and notify occupants verbally of the emergency and the need to evacuate.

You may attempt to put out the fire if you have been trained in and are comfortable with using a fire extinguisher. **Otherwise, immediately evacuate.**

Evacuation Procedures: Evacuate via the nearest stairwell to the outside assembly point located in the courtyard in front of the Music/Architecture Buildings. Remain at the assembly point so that Lorraine Fuhrmann can account for personnel and report any that are unaccounted for to Public Safety.

Instructors/Preceptors are responsible for their assigned precept students by reporting to the predesignated meeting place and conducting a head count. Each student must be accounted for by name, and the instructor/preceptor must report information to Lorraine Fuhrmann.
Fax Machine
For administrative use only. In cases of emergencies, please see department staff. (There will be a charge of 50 cents for domestic and 1 dollar for international for each page faxed.) You may receive faxes of a reasonable length; however, we are not responsible for delivering those faxes.

Job Opportunities
OPENINGS ONLINE. You can reach the site by going to http://aarweb.org. No institutional subscribers -- only individual membership @ $55 per year. Princeton has campus-wide online access to the Chronicle of Higher Education located at http://chronicle.com/

Keys
Graduate Students have access to keys for the following department rooms:

Outside Entrance (Key #11-N-1)
Common Rooms (classrooms, department lounge, and graduate study space in 1879 Hall). (Key #11-M-33)

Keys can be obtained from Pat Bogdziewicz. There is a $10 fee for each lost key.

Mail
• Student mailboxes are located in Room 141. The mailroom is open during regular university hours, Monday - Friday, 8:45 a.m. - 5:00 p.m. (Students do not get keys to access this room.)
• Please remove packages immediately, since the mailroom is small and tends to clutter quickly. Packages have been known to disappear.
• If you plan to be away for an extended period, please arrange for a friend to collect and forward your mail.

Paychecks
Stipend checks are available the last business day of each month; the only exception is December 23, 2015. Contact Pat Bogdziewicz for problems with Gross Pay. Contact Payroll at 8-3416 for problems with Net Pay.

Direct deposit sign up is available online via self service on TigerHub. https://registrar.princeton.edu/tigerhub/

Precepting
Please email Lorraine Fuhrmann.

Study Space
Please email Pat Bogdziewicz for information about study space in the basement of 1879 Hall.

SREL in Firestone Library 2-12-C, is study space for all religion graduate students. The Student ID Card will allow access to SREL.

Firestone Lockers. Application form can be found at the following link: http://libweb10.princeton.edu/AssignedSpaceApplication/