

**GRADUATE STUDENT ORIENTATION INFORMATION**  
**September, 2011**

**SOME IMPORTANT DEPARTMENT DATES**

**WEDNESDAY, SEPTEMBER 14, 12:00 p.m.** Graduate Student Meeting, Lounge, 1879 Hall.

**THURSDAY, SEPTEMBER 15, 4:00-5:30 p.m.** Welcoming Reception in the Department Lounge.

**FRIDAY, SEPTEMBER 16, 9:00-11:50 Location: 1879 Hall, Rm. 137**  
Religion 501: Religion and the Tradition of Social Theory (Stephen F. Teiser)

**GRADUATE PLACEMENT AND JOB APPLICATION MEETING.** Thursday, September 22,  
12:00 noon-1:20 p.m., Department Lounge

**FALL GRADUATE STUDENT PARTY.** TBA

**GRADUATE STUDENT COMMITTEE ELECTIONS MEETING.** Wednesday, September 21,  
5:30 p.m., Department Lounge

**DEPARTMENT PICNIC.** Wednesday, May 9, 2012. 12:00-2:00 p.m. On lawn by 1879 Hall.

**OTHER USEFUL INFORMATION INCLUDING PEOPLE AND PLACES**

**Department Faculty Administrators**

Judith Weisenfeld, Acting Chair  
Rm. 234, 1879 Hall, x 8409  
[jweisenf@princeton.edu](mailto:jweisenf@princeton.edu)

Jeffrey L. Stout, Director of Graduate Studies  
Rm. 241, 1879 Hall, x4485  
[stout@princeton.edu](mailto:stout@princeton.edu)

Jonathan Gold, Departmental Representative  
Rm. 242, 1879 Hall, x4489  
[jweisenf@princeton.edu](mailto:jweisenf@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](mailto:fuhrmann@princeton.edu)

Pat Bogdziewicz  
Graduate Program Administrator  
Rm. 149, 1879 Hall, x4481  
[pattyb@princeton.edu](mailto:pattyb@princeton.edu)  
**(hours: 9:45 a.m. - 5:00 p.m.)**

Kerry Smith  
Undergraduate Program Administrator  
& Course Offerings  
Rm. 145, 1879 Hall, x4482  
[kerrys@princeton.edu](mailto: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](mailto:mbodnar@princeton.edu)  
(hours: 8:45 a.m. - 5:00 p.m.)

Office of Information Technology (OIT)

**OIT Help Desk**

609-258-4357 (8-HELP)

[helpdesk@princeton.edu](mailto: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

General & Humanities Reference Librarian

x6367, email: [rbivens@princeton.edu](mailto:rbivens@princeton.edu)

**Gest Oriental Library**

Frist Campus Center

Martinus Heijdra

Chinese & Western Bibliographer

x5336, email: [mheijdra@princeton.edu](mailto:mheijdra@princeton.edu)

Yasuko Makino

Japanese Bibliographer

x6159, email: [ymakino@princeton.edu](mailto:ymakino@princeton.edu)

**Near Eastern Studies Collection**

Firestone Library

Kimberly Leaman

x5307, email: [kleaman@princeton.edu](mailto:kleaman@princeton.edu)

James Weinberger, Curator

x3279, email: [jwein@princeton.edu](mailto:jwein@princeton.edu)

**Luce Library**

Princeton Theological Seminary

Off of Library Place

497-7940

Kate Skrebutenas

Reference Librarian

Luce Library

497-7933

Clifford Anderson

Curator of Special Collections

Luce Library

497-3642

Photo ID cards available from

Luce's Circulation Desk

(bring your PU ID)

**Stipend Check**

Contact Payroll at x3416 for problems with Net Pay.

Contact Pat Bogdziewicz 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 and fellowship announcements including job market information is located in Pat Bogdziewicz's office, Room 149; electronic 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. See Mary Kay Bodnar, Rm. 143 for coffee machine tokens. Also 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 copy machine in Room 141 is for administrative use only. Students interested in purchasing copy cards (\$42.50 for 490 copies) to use in University copiers should see Pat Bogdziewicz. (No cash accepted, checks only.) Checks should be made out to: Department of Religion.

### **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 @ \$50 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.
- 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 22, 2011. 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 **SCORE**.

### **Precepting**

Please email Lorraine Fuhrmann.

### **Study Space**

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

**SREL** (third floor, Firestone Library) is study space for religion graduate students. A key for this room is obtained from the Access Office which is located in the Lobby of Firestone. A \$5 non-refundable fee is charged for the key.

**Firestone Library Carrels.** Application form can be found at the following link:

<http://library.princeton.edu/services/carrels.php>