

Graduate Students of the School of Economic Sciences at Washington State University Frequently Asked Questions (FAQ)

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This FAQ is a list of questions repeatedly asked by graduate students of the School of Economic Sciences at Washington State University. This list is an attempt to provide answers to most of the questions but not all of them. It is a guide to the new graduate students in efficiently managing their time and resources. Note, it reflects authors' personal experience during the program, and it is not the official department version.

LIST OF QUESTIONS

Graduate Student's Computer Lab

- **Where is the graduate student's computer lab?**
A: Hulbert Hall 202.
- **How do I get access to the computer lab?**
A: Every graduate student has access to the lab. Contact Ben Weller (Hulbert 103A) to obtain an individual access code to the lab.
- **How can I login in the computer lab?**
A: You need to set up an account with the Information Technology Office (Hulbert 303).
- **Can I use books, journals, and dissertations in the computer lab?**
A: These publications are available to all graduate students with the access to the computer lab. Please, make sure to return them after use.

Graduate Studies Program

- **Who do I talk to about my study plan, classes, and graduation procedures?**
A: You can talk to Karla Makus (an Academic Coordinator, Hulbert 101E), and/or to Prof. Jill McCluskey (Hulbert 111 E).
- **Can I change a temporary advisor?**
A: A temporary advisor is assigned to you in the beginning of your program to provide you with academic advice. You can make you temporary advisor your dissertation advisor, or you can choose a different chair for your dissertation committee.

Financial Issues

- **I have my RA or TA appointment, but I have not received my check for more then a month. What would I do?**
A: Talk to Ben Weller (Hulbert 103A).
- **Does SES provide full funding to its graduate students?**
A: The SES funds doctoral students with TA or RA appointments for 9 months during an academic year for 4 years of study. If you have very specific questions, contact Prof. Mittelhammer (Hulbert 101 C) and/or Prof. McCluskey (Hulbert 111 E).
- **Can I apply for funding if I currently do not have a TA or RA appointment?**
A: Yes. Please, read more at http://www.ses.wsu.edu/graduatestudies/G_FincAsst.htm.

Emergency Issues

- **Q: What should I do in case of emergency, e.g., a severe health problem or car accident?**
A: Please, notify your advisor or Melissa Meyer (509-335-5556). If you cannot, ask somebody to do it for you.

Printing and Photocopying

- **Q: Where can I print?**
A: You can print in the SES graduate student's computer lab (Hulbert 202).
- **Q: Where can I photocopy?**
A: You can photocopy in the photocopying room (Hulbert 103L).
- **Q: Does it cost me to print?**
A: It is 3 cents per page.
- **Q: Does it cost me to use the copying machine?**
A: It is 4 cents per page.
- **Q: What is \$20 deposit fee for?**
A: It is a deposit every grad student has to pay to Hayk Khachatryan (the SES GSA treasure, Hulbert 323G) for printing and copying. It will be reimbursed to you when you graduate and pay all the printing/copying bills, i.e., you need to go to Ben when you have completed your degree and request a refund of unused funds.
- **Q: What is the list of student's names next to the printer for?**
A: It is to make sure that you are not charged for the prints you do for either RA or TA assignments. Please, write down the number of pages you print for these purposes, and this amount will be subtracted from your printing/copying bill.
- **Q: What do I do if I run out of paper while printing?**
A: You can get more paper in the copy room.
- **Q8: What do I do when I need to print and the printer does not work?**
A: Please, contact Dean Pittenger, a lab technician, and he will fix it for you.
Dean Pittenger, dpit@wsu.edu, Phone: (509) 335-9214, Office: Hulbert 303A
However, before you do contact Dean, PLEASE CHECK THE PRINTER WINDOW to make sure it is not jammed/stuck, or out of toner. If it is stuck, PLEASE CANCEL THE JOB either from the printer's status window or the computer.
If you don't know how to cancel the print job from the computer:
 - click on start,
 - click on printer and faxes,
 - click on the printer which is agec201_2420 on CRU12, and you will be able to see ALL the documents in line to be printed, who sent the document, the time it was sent, and the status.
 - Right click on your document and select CANCEL.
 Unfortunately, only the person that sent the document can cancel it.
- **Q: What do I do when I need to print and the printing cartridge is out of ink?**
A: Ask Ben, Melissa, or notify a SES GSA officer.

Networking/Computer Problems

- **Q: How do I access my files on my office computer from the computer lab?**
A: copy them onto your network drive and use your network drive in the computer lab to access the files (read more on how to do access files from the server below).
- **Q: Do I have a network drive I can access from my office and the computer lab?**
A: Yes, every graduate student has a network drive which can be accessed either from your office or from the computer lab by you alone. To access your folder from your office you need to create a shortcut and specify the path to the network drive. For example, if your login name is ChuckNorris then create a shortcut and add [||134.121.80.21|student|ChuckNorris](http://134.121.80.21/student/ChuckNorris). Save it. Click on the shortcut if you are connected to the internet and it will bring you to your network drive. If any of this does not make sense to you contact Dean Pittenger for additional information (see next question). In the computer lab, there is a shortcut already made for you on the desktop, just click on it and your network drive will be connected, and you will be able to find it in the Explorer.

- **Q: How do I print from my office computer to the computer lab's printer?**
A: You need to install the printer. Go to install a new printer, select network printer, then specify: \\cru12\agec201_2420 as the printer name. You can contact Dean Pittenger if you have questions (See Q8 above).
- **Q: What should I do if my office computer does not work properly?**
A: Contact Dean Pittenger (See Q8 above).

Midterms and Exams

- **Q: Can I get midterm and final exams from previous years?**
A: Yes, you can get many previous year's exams for ECON 500, 501, 502, 503, 504, and 510 in Joel Michalski's office (Hulbert 311C). You have to return them the same day.

Listserv

- **Q: What is Grad Students' listserv?**
A: It is a mailing server list that includes email addresses of all SES Graduate Students, some faculty and staff.
- **Q: Can I send Jokes to the SES Grad Student listserv?**
*A16: No, the list serve is for **official use only** to be used by the faculty, staff, and the SES GSA officers to distribute information. Graduate students also can send important announcements.*

Presentations

- **Q: How do I reserve room 104 for my presentation?**
A: Talk to Laci Graciano (Hulbert 203) or Melissia Meyer (Hulbert 101) in advance.
- **Q: Can I get a laptop and a projector for my presentation?**
A18: Talk to Laci Graciano (Hulbert 203) or Melissia Meyer (Hulbert 101) in advance.
- **Q: What should I do if I want to practice my presentation?**
A: You may participate in the department's seminar series. See the following link for more information (<http://www.ses.wsu.edu/announcements/seminar/index.htm>). Also, see question 30 and 31 about graduate student's workshop.

SES GSA

- **Q: What is the SES GSA?**
A: It is School of Economic Science Graduate Student Association. Every graduate student majoring in economics or agricultural economics is a member.
- **Q: Who are the current SES GSA officers?**
A: Evgeniy Perevodchikov (Hulbert 317), Joel Michalski (Hulbert 311C), Hayk Khachatryan (Hulbert 323G).
- **Q: When are the next SES GSA elections?**
A: The elections are conducted every year in the beginning of the school year.
- **Q: How can I become a SES GSA officer?**
A: Run for election next year in the beginning of the school year.
- **Q: How many senators are there for the SES, and who are the current SES senators?**
A: There are two senators from the SES. The current (2008-2009) are: Evgeniy Perevodchikov, Sanatan Shreay, Mark Holmgren, and Almuhanad Melhim.
- **Q: How can I become a senator for the SES?**
A: The elections or nominations are usually in the beginning of each school year. If three or fewer graduate students request to become senators, then the current SES GSA president appoints them. If there are more than three nominees, then an election is held.

Research

- **Q: How do I choose my major research advisor?**
A: You are responsible to choose your major research advisor. You might stay with your temporary advisor assigned to you by the school, or you can select someone else. Talk to your temporary advisor, and as many faculty as you can. Find out their interests and match their interests to yours.
- **Q: How do I choose my committee members?**
A: Talk to your advisor and select faculty members who will help, assist, and provide you with valuable advice. Ask them if they are willing to be on your committee and have them sign the required form.
- **Q: What is an oral exam and when should it be completed?**
A: The oral exam should be completed in the third year of the program.
- **Q30: Where can I get feedback on my research?**
A: There is graduate student workshop (supported by the SES GSA). Its purpose is to provide feedback to other graduate student's as well as receive feedback on your own research. This workshop takes the work of editing off your major professor, and helps you to learn how to get involved in research and provide feedback to other students.
- **Q: Where can I get feedback on my writing?**
A: See Q30 above. The workshop is typically split into groups of 4~5 people with similar interests. The more feedback you provide to other students, the more you will get in return.

Deadlines and Forms

- **Q: Where can I find an application for degree, program of study, committee change and other forms?**
A: Online forms - <http://www.gradsch.wsu.edu/current-students/formsfordegree.html>
- **Q: Where can I find deadlines and procedures for graduation and/or an academic calendar?**
*A: Deadlines can be found at the following URL:
<http://www.schedules.wsu.edu/Schedules/Apps/AcademicCalendar.ASP?RKRN=SF00&RK16=20073P&RKUO=Go>*

Question and Answers

- **Q: Can I suggest another question to be added to the list?**
A33: Yes, you can. Please, contact the author.
- **Q: I am not happy with some of the answers on the FAQ, what should I do?**
A: Please, contact the author.

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