

College of Law

Graduate Assistant Appointment Information

<p><u>Priority Appointment Deadlines</u> Fall Semester: August 1 Spring Semester: December 1 Summer Semester: May 1</p>	<p><u>Deadline to receive tuition waivers</u> Fall Semester: September 25th Spring Semester: January 31 Summer Semester: June 30 Tuition waivers <u>will not</u> be applied after these dates.</p>
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BASIC REQUIREMENTS FOR STUDENTS:

- Must have **completed and equivalent of the first year full-time program.**
- **Must meet a part-time enrollment minimum.**
- Must be **enrolled for a minimum of 9 semester hours during the fall/spring semester to be eligible for a tuition waiver.**
- Must be **enrolled for a minimum of 6 semester hours during the summer semester to be eligible for a tuition waiver.**
- **Cannot take academic overload** during semester of employment.
- **Can not serve as a student assistant or in any other employment category** in another department or college except as a research assistant.

• **Completion of GSU Hire Packet:** Students who have not been employed by Georgia State University within the past two years must complete a GSU Hire Packet at the University's Human Resources Office, Suite 330 One Park Place South.

• **STIPEND DISTRIBUTION:** Employee pay statements are viewed through the University's Electronic HR system (ADP). The pay schedule for **Academic 2011-12** is as follows:

Fall 2011	Spring 2012	Summer 2012	Fall 2012
September 30, 2011	January 31, 2012	July 29, 2012	September 28, 2012
October 31, 2011	February 29, 2012	August 31, 2012	October 31, 2012
November 30, 2011	March 30, 2012		November 30, 2012
December 30, 2011	April 30, 2012		December 31, 2012

• **MANDATORY RESEARCH TRAINING:** All Faculty Graduate Research Assistants are required to attend research training offered by the Law Library. Dates, times and locations for training sessions will be announced.

• **BOOKSTORE DISCOUNT:** Graduate Assistants are eligible for 10% discount at the GSU Bookstore.

• **FINANCIAL AID/SCHOLARSHIP/NON-RESIDENT FEE WAIVERS:** The College of Law offers partial or full tuition waivers for graduate assistants who work 20 hours each semester. This may affect the financial aid budget for full-time graduate assistants because waivers either reduce or eliminate tuition costs, though it does include money for books and living costs. If you received a financial aid award package as a regular law student (without a graduate assistantship) your aid award might have been more than you are entitled to receive once your graduate assistantship is entered, and may have to be reduced.

Georgia State University is required to follow federal rules in the awarding of aid and may reduce certain types of aid if you originally received a regular graduate budget and now have a graduate assistantship. Based on your individual circumstance, you may be able to request that no adjustment be made to your graduate budget.

To find out if your financial aid may be impacted by a graduate assistantship please contact the **University Financial Aid Office at (404) 413-2400**. The College of Law's liaison there is Benita Matthews-Spencer.

The regular benefit for graduate research assistants includes a tuition waiver provided by the University and stipend payment provided by the College. **If you are receiving a full scholarship** and are offered a graduate assistantship, please be advised that you can not be awarded a graduate assistant waiver (or extra compensation in lieu of waiver). You will only be paid the stipend amount offered by the College. You should carefully consider this before accepting a research assistantship. **If you are receiving a non-resident fee waiver** you can not be awarded both a graduate assistant waiver and non-resident waiver (or extra compensation in lieu of waiver). You should carefully consider this before accepting a research assistantship.

STUDENT HEALTH INSURANCE:

Some students in special categories are required by Georgia State University to have accident and sickness insurance while attending or affiliated with Georgia State. Each semester, the following groups of students will be enrolled in the University's mandatory health insurance program:

- Undergraduate and Graduate International Students holding "F" or "J" visa status.
- Undergraduate and Graduate Students enrolled in academic programs that require proof of health insurance.
- Graduate Students receiving Graduate Assistantships with full tuition waivers.
- Graduate Students receiving Qualified Fellowships.
- Graduate Students receiving Qualified Training Grants.

Students in these groups who already have comparable insurance coverage can waive the insurance requirement by using an online process at:

<https://www.pearceandpearce.com/PearceSite/enroll/Intro.asp?id=144&CS=G&Enroll=waive>.

ADP ENROLLMENT:

The University uses an automated system for processing employee payroll. Employees, including graduate assistants, now have access to self-service applications for address and telephone number changes, emergency contact changes, direct deposit allocations, and W-2 forms. To achieve best-in-class efficiencies, the University System of Georgia (USG) contracts with Automated Data Processing (ADP). In order to use the ADP system you will need to register. Registration information for ADP is available at <http://www.gsu.edu/hr/adp.html>.

**If you have specific questions regarding your status as a graduate assistant, you may find the following telephone numbers helpful:

IMPORTANT TELEPHONE NUMBERS	
<p><u>All Appointment-Related Questions/Tuition Waivers</u> Anjelica Lymon, College HR Officer Law-Associate Dean's Office (Admin.) Room 407 Urban Life (404) 413-9065</p>	<p><u>Financial Aid</u> Benita Matthews-Spencer, Sr. Counselor Student Financial Aid Office Room 102 Sparks Hall (404) 413-2400</p>
<p><u>Student Accounts</u> Room 100 Sparks Hall (404) 413-2400</p>	<p><u>Law Library GRA Benefits</u> Pamela Brannon, Ref/Electronic Services Librarian Law Library (404) 413-9128</p>