

ISyE Graduate Student Reference Sheet – Contacts and Other Resources

Topic	Resources & Contacts
Visas & other administrative details for international students	Office of International Student Education Savant Building, Rm.214 http://www.oie.gatech.edu/
Organizations for international students	
Parking permits, parking ticket payment & appeals.	Parking & Transportation Services 875 Hemphill Ave., N.W. (404) 894-9645 http://www.parking.gatech.edu/ie_home.html Note: W02 & W03 are the lots closest to ISyE
Shuttle (Stinger) services and routes	
Medical services and pharmacy	Health Services 740 Ferst Drive http://www.health.gatech.edu/
Health Insurance	
Housing announcements, policies, and deadlines	http://www.housing.gatech.edu/
GRA/GTA stipend payments, tax withholding	Payroll 404.894.4614
Enrollment, dissertation processing, commencement, etc.	Graduate Studies & Research Savant Building, Rm. 310 http://www.grad.gatech.edu/
Fellowships, Grants, Co-op opportunities	
Course overloads and permits	http://www.isye.gatech.edu/overload-permit
Guidance on courses to take	1) Your advisor 2) ISyE Graduate Handbook contains degree requirements & recommendations http://www.isye.gatech.edu/academics/graduate/grad_handbook.pdf
Prism Account (campus wide computer account) & GT computer resources, software	Office of Information Technology http://www.oit.gatech.edu/home/index.cfm
ISyE computer account & IE computer resources	ISyE Help Desk (3 rd Floor, Groseclose) http://www.isye.gatech.edu/helpdesk (Note the 'Submit a Helpdesk Request' link)
Fee payment & refunds	Bursar's Office http://www.bursar.gatech.edu/
Comprehensive Exam registration	Pam Morrison AND Faculty Chair of Exam Committee
Graduation Petition	Valarie DuRant-Modeste http://www.isye.gatech.edu/people/profile.php?id=1419
Facilities: Keys, Buzz Card Access to buildings	Mark Reese http://www.isye.gatech.edu/people/profile.php?id=1456
Office/Desk Assignments	1) Through faculty member (advisor, research team faculty director) 2) Dr Parker and/or Mark Reese
Room Reservations	http://www.isye.gatech.edu/reserve (to check availability) Groseclose Building (w/ exception of Rm. 226A): Patti Parker (patti.parker@isye.gatech.edu) IE Main Building plus Rm. 226A in Groseclose: Sheila Devezin (sheila.devezin@isye.gatech.edu) IC rooms and others on campus: beverly.peace@spaceplan.gatech.edu
Applying for jobs, resume writing, etc.	Career Services http://www.career.gatech.edu/students/
Assistantship (GRA/GTA) Assignments	Pam Morrison http://www.isye.gatech.edu/people/profile.php?id=1446 Note: Students promised an assistantship in their acceptance letter are given first priority