

**VIRTUAL NEW STUDENT ORIENTATION, TEACHER ASSISTANT TRAINING, AND LAB SAFETY
INFORMATION**

Wednesday, January 27th from 8:30 am to 11:30 am, EST for Open Office Hours

Teacher Assistant (TA) Training by video

[Lab Safety Training](#)

Dear New Graduate Student,

Congratulations on your acceptance into Lehigh University and welcome to the community of 1,800 graduate students! We are eagerly preparing to help you with your transition to graduate school and excited to help you thrive as you begin your studies. There's a lot of information in this memo, so I suggest you take in the information step by step.

The Graduate Life Office will assist you with concerns about living and learning at Lehigh. We are here to provide general advice, consultation, and information. We can direct you to academic, professional, and other support services, and we facilitate the building of a strong community among graduate students across the University.

First and foremost, please review the information on [Lehigh's COVID-19 Information Center](#). In addition, make sure to read the [Graduate Student FAQs](#) about semester break and spring semester COVID-19 protocols.

As you can imagine, the spring semester will be different due to the COVID-19 Pandemic. We will communicate with you regularly about policies and procedures that maximize both your safety and your educational experience. General Orientation, Teacher Assistant Training, and Lab Safety will need to be delivered in the form of pre-recorded videos. However, the [Graduate Life Office will host "live" office hours on Wednesday, January 27 from 8:30 to 11:30 am, EST](#). Please join us to ask your individual questions.

If you've been awarded a Teaching Assistantship, please review the **TA training video** (link coming soon) recorded in August. In addition, we strongly urge you to prepare for these videos by acquainting yourself with [curated material from our Center for Innovation in Teaching and Learning](#). These sessions will help prepare you to be an effective teacher. For example, sessions will include such topics as, how to craft an effective presentation, an introduction to educational technology, and how to think through assessments of learning.

If you are an international TA whose first language is not English, you will need to take and pass the [TOPSS](#) test. Please email topss@lehigh.edu or call 610-758-6099 for more information.

If you'll be working in a lab, you'll be required to attend **Lab Safety Training**. The link for registration for [Lab Safety Training can be found here](#). We expect that additional training will be required regarding safe practices due to Covid-19. We will keep you informed.

In summary, here are all the necessary links:

[Graduate Life "Live" Office Hours: January 27th, 2021 from 8:30 am to 11:30 am.](#)

[Orientation Videos](#)

[Transition to Grad School: Imposter Syndrome; You were not Admitted by Mistake!](#)

TA Training Videos (Link coming soon!)

[TA Supplementary Information](#)

[Lab Safety Training](#)

IN ADDITION:

HOUSING: Please check out the [Lehigh Graduate Housing](#) for information and advice on finding on or off-campus housing. We also suggest checking out [Places4Students](#) and joining the [Lehigh Graduate Student Life Facebook group](#), [Twitter](#) and [Instagram](#).

COMPUTING ACCOUNTS: New graduate students must establish their Lehigh computing account through the [Lehigh graduate application](#). Click on "View Your Decision" Letter and follow the link under "Next Steps."

ID CARDS: Your Lehigh ID card provides you with access to several important services, such as access to academic buildings, the Fitness Center, the Health, Wellness, and Counseling Centers, athletic events, bookstore discounts, and library borrowing.

****[ID Photo Submission Information](#)**** You must submit a photo of yourself in advance, to be used on your ID card. The picture must be a color, head-and-shoulders photograph of you facing the camera with a plain background. We cannot accept photos where you are wearing sunglasses, hats, or anything that would make it difficult to determine your identity.

We reserve the right to refuse any photo, due to poor quality, unacceptable content, or other variables. We reserve the right to crop or edit the image in order to produce an acceptable ID picture.

You must email your photo as a .jpg file to inideal@lehigh.edu prior to your arrival on campus (please label your photo file with your LIN, example, 876543210.jpg). Recommended picture size is a minimum of 400 x 400 pixels, and a **maximum of 800 x 800 pixels**. We will produce your card prior to your arrival on campus

HEALTH AND WELLNESS: Please click [here](#) to learn more about required health information for incoming students, especially regarding TB testing, forms, and the Pennsylvania State Law mandating either the [meningitis vaccine](#) or required declination form for students living on campus. Click here to stay up-to-date regarding Lehigh's actions, policies, and procedures in light of the [COVID-19 Pandemic](#). We will communicate with you closer to the start of the spring semester regarding requirements upon arrival on campus.

HEALTH INSURANCE: Lehigh University offers a high-quality [student health insurance](#) at a reasonable cost. All graduate students must enroll in Lehigh's insurance plan or waive coverage by confirming they have insurance of their own. The cost for Spring 2021 is \$1,182 with coverage from January 18, 2021 to August 14, 2021. Please click [here](#) to see if you qualify or are required to purchase this plan (all F-1 and J-1 visa holders are required to purchase this plan. Please consult with the Office of International Students and Scholars for exceptions.) If you are a funded full-time graduate student, you will be eligible for a 50% subsidy in your May paycheck. Please click here for more information on the [Graduate Student Health Insurance Subsidy](#).

MENTOR COLLECTIVE: We would like to offer you the opportunity to connect with a current graduate student or recent alumnus who can help answer your questions about graduate school. The Mentor Collective team will ask for your information so they can try to find you a good match. If you're interested, please click [here](#).

OTHER IMPORTANT INFORMATION:

- You can expect to also have a program or departmental orientation. If you are an international student, you will also have orientation sessions pertinent to you.
- For questions regarding academics, course choices, and assistantships, please contact your program.
- If you are an international student and have questions about immigration-related issues, please contact the [Office of International Students and Scholars](#).
- Check out the [Grad Life](#) website for information and online activities this summer.
- Please join our [Facebook](#), [Instagram](#) and [Twitter](#) pages. For Facebook, Twitter and Instagram follow LehighGLO. This will be a great chance to find out what's going on and to ask questions to your fellow graduate students.
- Please refer to the [Lehigh COVID Information Center](#) for the latest information. In particular, we invite you to read the Question and Answer page especially for graduate students. [link when it's up]
- Please do not hesitate to reach out to me, Kathleen Hutnik, associate dean for graduate life (kaha@lehigh.edu), or Amy McCrae, coordinator for graduate life at gradlife@lehigh.edu or call 610-758-4722.
- We also have graduate students from across the university who are ready and willing to answer your questions about getting started at Lehigh. Please click [here](#) to read their bios and get their contact information!

You will be hearing from us again soon. And, please be aware that things are subject to change!

Stay well, travel safely.

We can't wait to meet you!

Kathleen and Amy