

Graduate Assistant (GA) Orientation 2026-2027



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Presentation Goals

1

Introduce the Graduate College and services

2

Review the role of a GA at WMU

3

Provide relevant policies, procedures, and best practices

4

Guide GAs towards additional training resources and campus services



Graduate Student Online Orientation

wmich.edu/grad

- Review prior to this training, not mandatory
- Available to all graduate students on the Graduate College homepage at wmich.edu/grad
- Self-paced, resource on many helpful topics





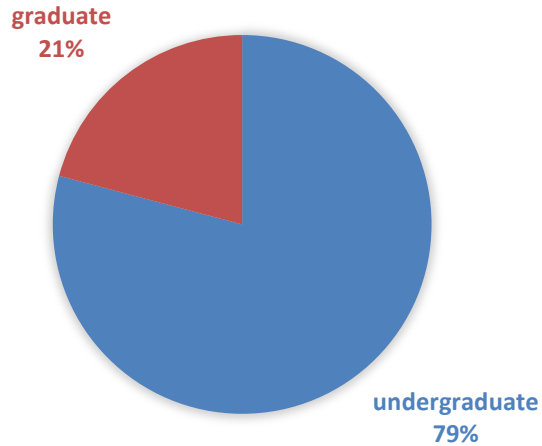
***WESTERN
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Graduate College: Welcome & Overview

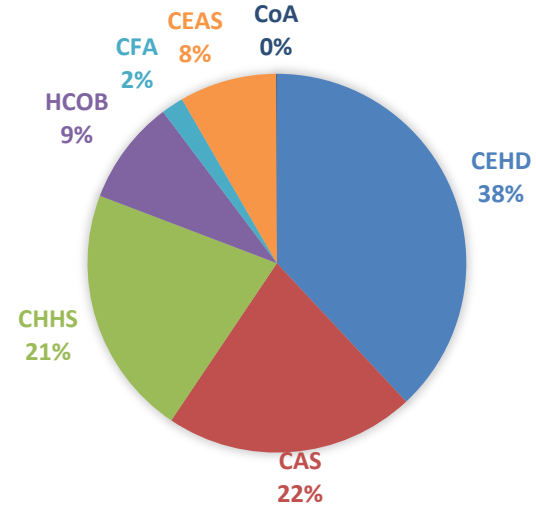
Dr. Christine Byrd-Jacobs, Dean

Graduate Education at WMU

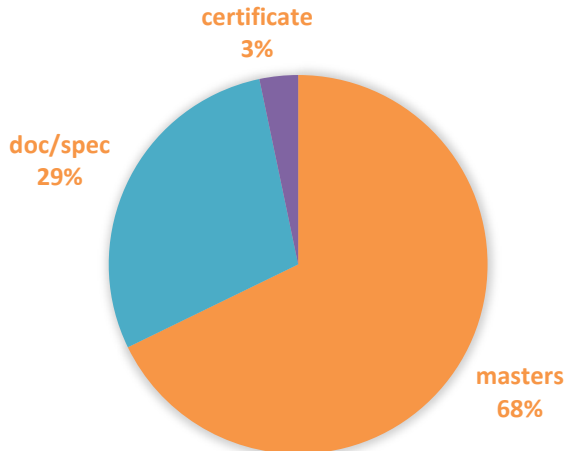
17,331 TOTAL STUDENTS



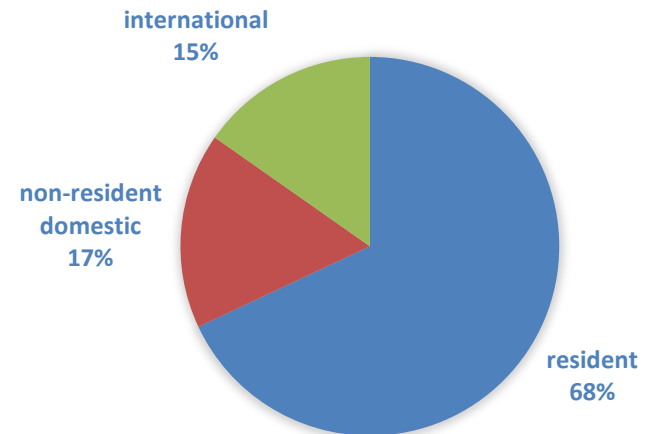
BY COLLEGE



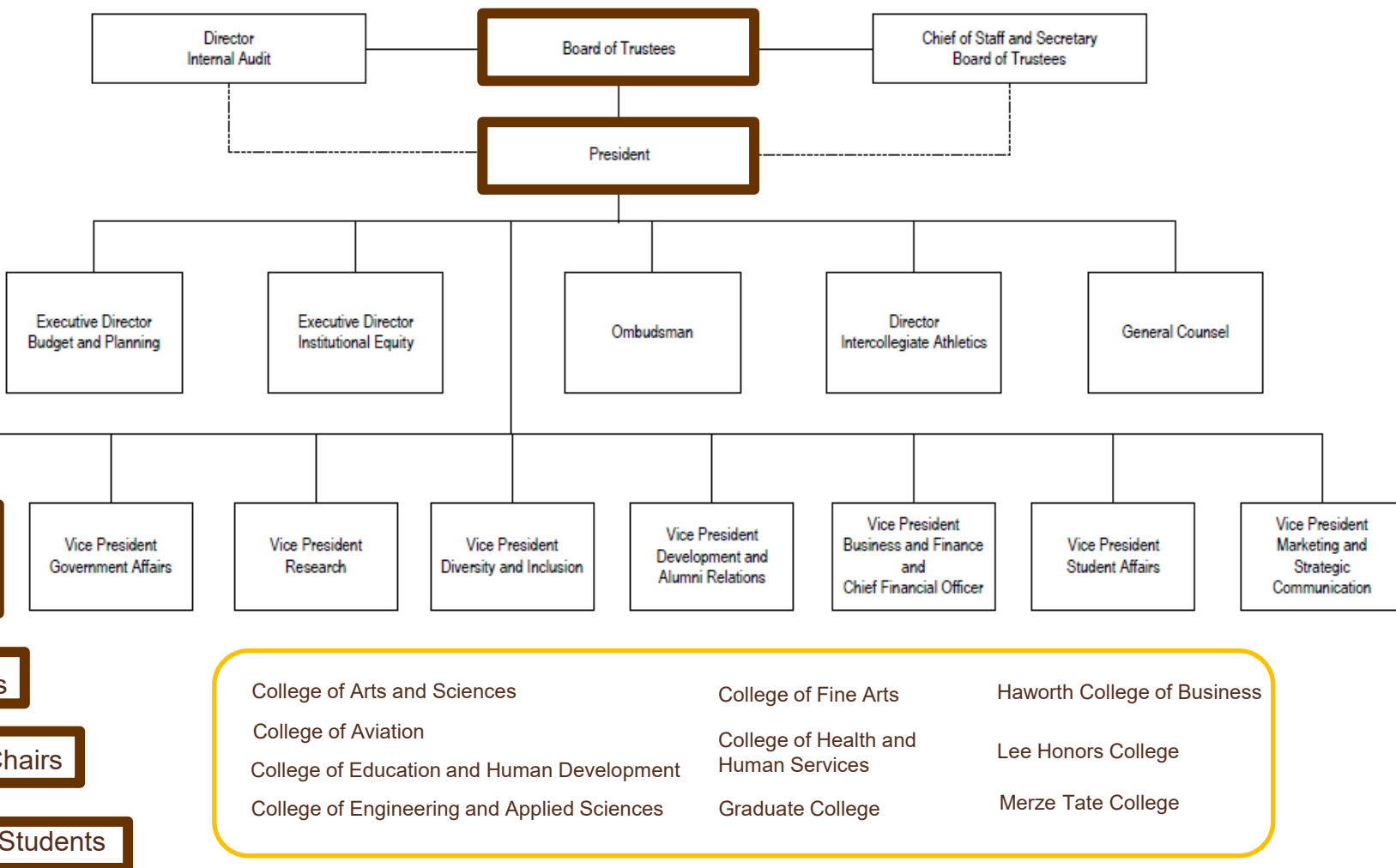
DEGREE TYPE



RESIDENCY



WESTERN MICHIGAN UNIVERSITY



We're here to support you

- Advocacy
- Graduate appointments
- Awards & fellowships
- Thesis & dissertation formatting
- Forms & processes
- Responsible Conduct of Research (RCR)
- Policies & guidelines related to graduate education
- Events, including 3MT Competition
- Student resources for success



Stay Informed



wmich.edu/grad



grad-info@wmich.edu



[@WesternGradCollege](https://www.facebook.com/WesternGradCollege)



[@wmugradcollege](https://twitter.com/wmugradcollege)



[@wmugradcollege](https://www.instagram.com/wmugradcollege)



[Grad student newsletter](#)





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Graduate Assistants: Roles and University Policies

Dr. Christine Byrd-Jacobs, Dean

Graduate Assistants at WMU

Graduate Assistants/Graduate Appointees (GA)

- Research Discovery (RD)
- Research Application/Service (RA)
- Teaching Assistants (TA)



Your Role as a GA at WMU

Eligibility requirements:

- Maintain good academic standing (3.0 or higher)
- Meet enrollment requirements
- Employee and University guidelines

Rights, responsibilities and privileges as a GA:

- GA professionalism and ethics
- Non-discrimination
- Title IX
- Confidentiality and records
- Research ethics



Additional GA Training Resources

Supplemental opportunities include:

- Graduate Online Student Orientation
- GA Training program booklet
- Additional, position-specific training:
 - Teaching Assistants (TAs): Office of Faculty Development
 - Research Appointees (RDs): WMU Office of Research and Innovation
- Additionally, training is offered by many hiring units
- Ongoing professional development throughout the year by various departments across campus



WMU Values Diversity & Inclusion

WMU Notice of Non-discrimination

Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, admissions, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, protected veteran status, height, weight, or marital status. Retaliation against any person or group who makes a good faith complaint or participates in a grievance, investigation or related processes is prohibited by law and policy.



Institutional Equity (269) 387-6316 wmich.edu/equity
Policy wmich.edu/policies/non-discrimination
Incident reporting forms wmich.edu/equity/reporting-forms

Sexual & Gender-Based Misconduct

wmich.edu/sexualmisconduct



Know your rights and responsibilities under Title IX and WMU Policy Institutional Equity (269) 387-6316 wmich.edu/equity



Seek help through resources appropriate for the situation, including Counseling Services in WMU Sindecuse Health Center (269) 387-1850 or WMU Public Safety, 911.



Report it! Online reporting form: wmich.edu/sexualmisconduct



Learn more. GAs are expected to complete the “Sexual Assault Prevention-Graduate” online module at wmich.edu/sexualmisconduct/education

Review the WMU policy on sexual misconduct at wmich.edu/sexualmisconduct

FERPA and Confidentiality

wmich.edu/registrar/policies/ferpa

- As an employee of WMU you may have access to confidential information (including grades, SSN, WIN, enrollment status, academic standing, GPA, etc.)
- Certain student information is protected by the Family Education Rights Privacy Act of 1974 (FERPA)
- That information may never be duplicated or shared without the consent of the individual and your supervisor
- If you don't know – then don't share or ask your supervisor



Campus Safety & Security

wmich.edu/campus-safety

Campus safety contact information

- (269) 387-5555 from any phone anytime
- 911 will reach Kalamazoo County emergency dispatch

WMU alert system

- Register online at GoWMU

Emergency management & procedures

- Visit the website at wmich.edu/emergencymanagement for information on critical incidents, active shooter, fire, tornado and more

Building security

- Keys and swipe systems



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Graduate Appointee Information

Elena Wood

Associate Director of Graduate Operations



Graduate College Role in the GA Appointment Process

- Review and record every offer letter to ensure they meet university minimum requirements. There are almost 650 this fall!
- The offer is noted on your student record, and an estimated award is placed on your aid account.
- If your hiring agent is part of Academic Affairs, your approved background check is recorded.
- Review and approve your hiring form before it is finalized in Human Resources.
- Apply the tuition award to your account.



How Do I Get Paid?

As a Graduate Assistant, you are a contracted student employee, and will be paid bi-weekly. Your stipend amount can be found on your offer letter.

First pay date: **Fall 2026** September 8, 2026

Spring 2027 January 12, 2027

- The full year pay schedule is available wmich.edu/grad/assistantships
- You must either set up Direct Deposit or receive a PNC Paycard.
- Complete the I-9 form with HR through GoWMU (go.wmich.edu/s)
- Visit the [HR Student Employment Hub](#)
- Questions? payroll-dept@wmich.edu

Accessing goWMU and Employee Self Service



Find help articles, support resources and more...

Search

[Login](#)

[Home](#) [Help Articles](#) [Quick Links](#) ▾

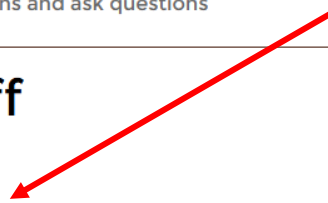
Welcome to goWMU!

A place where you can easily find solutions and ask questions

Current students, instructors and staff

Log in with your Bronco NetID to access all content and the full goWMU experience.

Log In



W-Exchange

Email, communication, and collaboration tools.



Elearning

The official online learning management system for courses.



Library

Access library collections, book study rooms and get help.

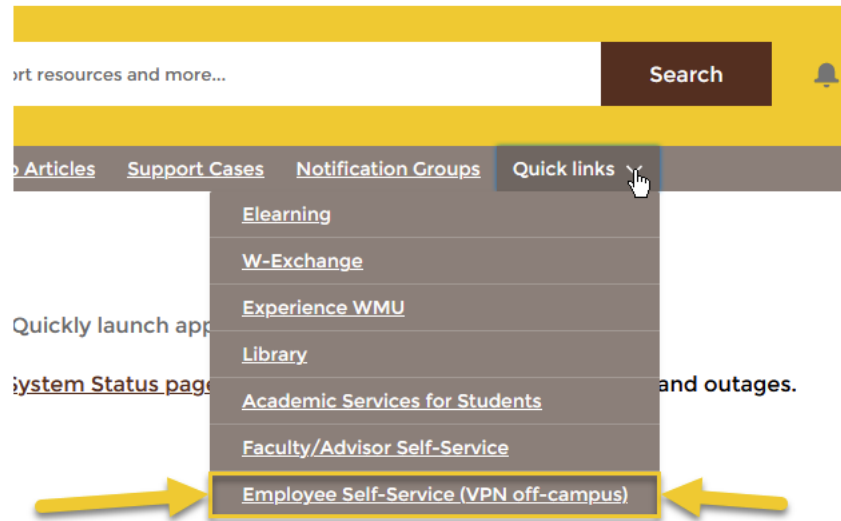
✓ *You must use a VPN to access this feature*

Direct Deposit Instructions

Setting Up YOUR Direct Deposit

Please use the set-by-step tutorial below to setup your direct deposit information in Employee Self-Service.

1. Visit [goWMU](#) and select [Employee Self-Service](#) under the quick links menu

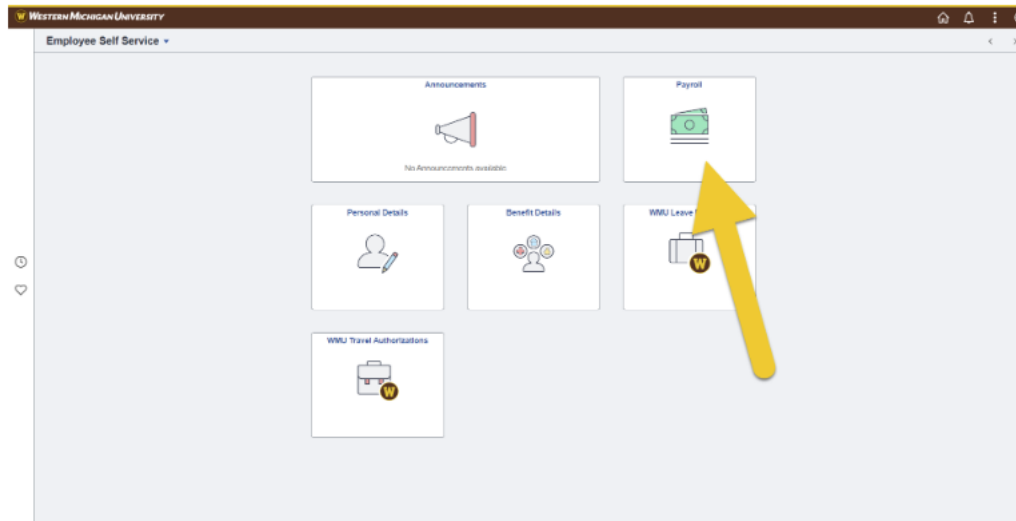


1. Visit [goWMU](#) and select [Employee Self-Service](#) under the quick links menu

First, visit [goWMU](#) and select the [Employee Self-Service](#) from the quick links menu at the top of the page.

Direct Deposit Instructions

2. Select the payroll tile on the homepage in Employee Self-Service

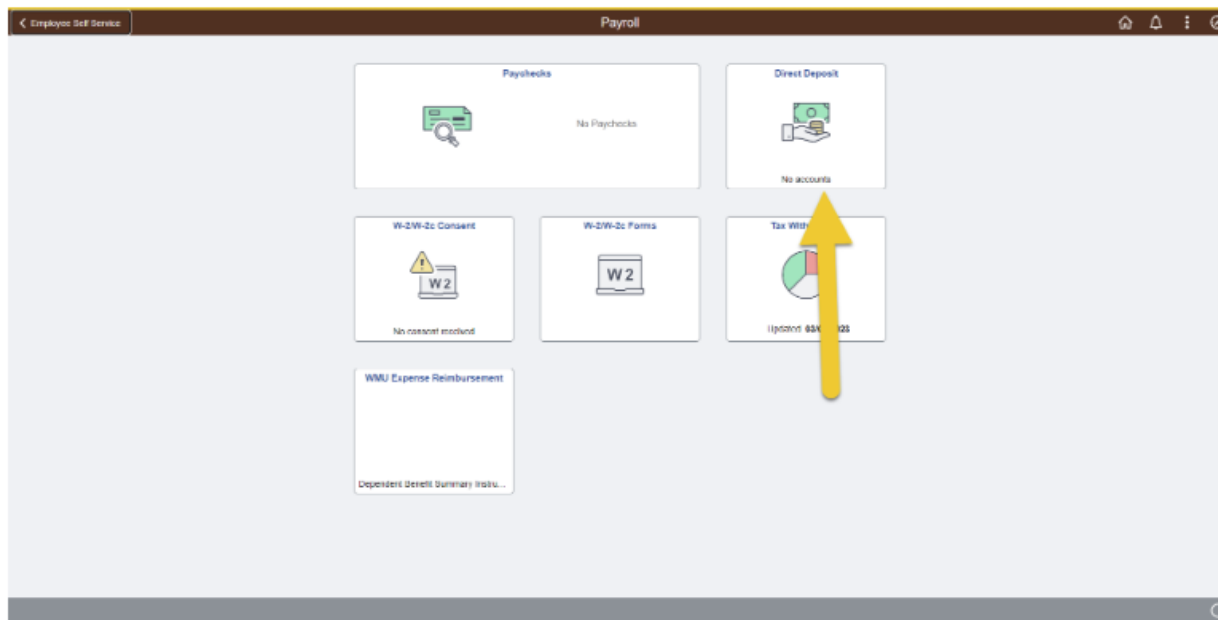


2. Select the payroll tile on the homepage in Employee Self-Service

After navigating to the **Employee Self-Service**, select the **payroll** tile from the homepage of the portal.

Direct Deposit Instructions

3. Select the direct deposit tile

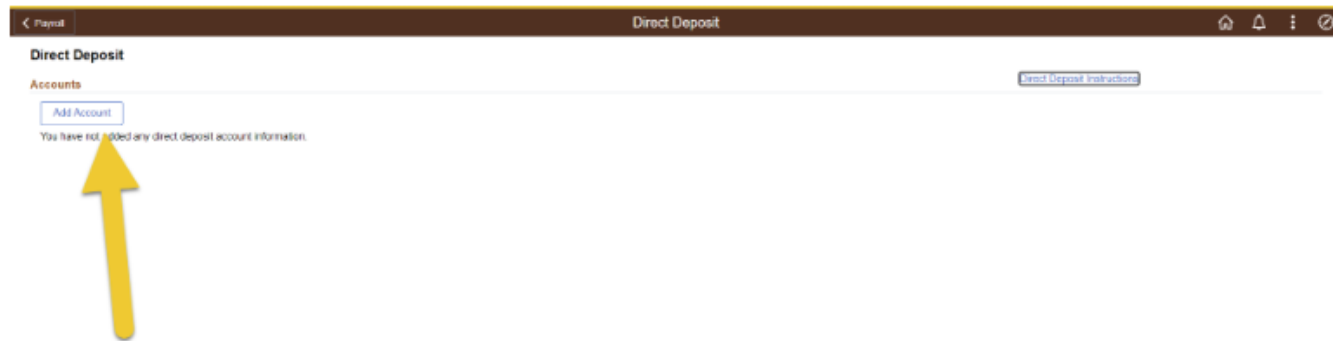


3. Select the direct deposit tile

Next, select the **direct deposit** tile.

Direct Deposit Instructions

4. Click the add account button



4. Click the add account button

Next, click the **add account** button to enter your bank account information securely.

Direct Deposit Instructions

5. Enter your bank account information

Cancel

Add Direct Deposit

5 Save

Direct Deposit Instructions

*Nickname

*Payment Method

Direct Deposit

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Remaining Balance

Amount

5. Enter your bank account information

Finally, enter your bank account information in the appropriate fields.

1: Enter a nickname for the account. This can be whatever you choose, however, we recommend either using the bank name or the type of account it is.

2: Enter the bank's 9-digit routing number.

3: Enter your bank account number (**This is NOT your debit card number**)

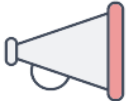
4: Select what type of account it is, checking or savings.

5: Click the blue **Save** button.

Accessing Form I-9

UNIVERSITY ▼ Employee Self Service

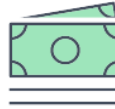
Announcements



Payroll and Disbursement Department Hours

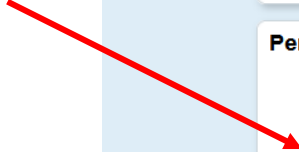
0 Unread

Payroll



Last Pay Date **10/20/2021**

Personal Details



Benefit Details



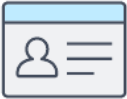
WMU Leave Balances



WMU Travel Authorizations



Accessing Form I-9

Addresses  Updated 02/05/2018	Contact Details  5 Details	Emergency Contacts  1 Contact
Name  Updated 11/20/2012	WMU Preferred Name  	Ethnic Groups  1 Ethnic Group
Disability  Not Submitted	Veteran Status  Updated 11/01/2015	Form I-9  Updated 12/03/2012



Completing Form I-9

[< Employee Self Service](#)[Personal Details](#)

Joanne Beverage
Program Mgr Grad Appointments

Addresses

Contact Details

Marital Status

Name

WMU Preferred Name

Ethnic Groups

Emergency Contacts

Additional Information

WMU Information

Disability

Veteran Status

Form I-9

Form I-9

Employment Eligibility Verification

Read instructions carefully before completing this form [I-9 Instructions for Employee](#)

[Go to Form I-9](#)



Michigan Earned Sick Time Act

- All Graduate Assistants will receive 1 hour of paid leave for every 30 hours worked
- You can view the amount of your accrued sick leave on your Leave Balance tile in Employee Self Service or on your paycheck
- You will work with your department supervisor to request paid leave
- MI ESTA law has expanded the circumstances under which sick leave may be used. A complete list of approved uses is available at wmich.edu/hr/policies/sickleave
- Teaching Assistants have additional leave time per the Teaching Assistants Union (TAU) Contract

View Leave Balances

Employee Self Service

Announcements



Electronic 2020 W-2 Forms

0 Unread

Payroll



Last Pay Date **05/20/2021**

Personal Details



Benefit Details



Leave Balances



As of Date **05/20/2021**

WMU Travel Authorizations





Enrollment

All Graduate Assistants **must** be registered for classes in the semester or session they hold an assistantship. You will receive reminder emails before the start of each semester.

Students have to register themselves in classes. Please consult with your academic advisor to identify which courses to register for.

Instructions on how to register are found on the Registrar's Office website at wmich.edu/registrar/students/registration.



Tuition Award

Disburses on:

Usually 10 days before the start of semester

Fall 2026: August 24, 2026

Spring 2027: January 2, 2027

Tuition does not disburse automatically if you are enrolled less than full time (6 credits in fall or spring, 3 credits in the summer)

- *Permission to Under-enroll Form* must be completed (take fewer than 6.0 credits)

Graduate College Forms are available at
wmich.edu/grad/forms



Tuition Award

- Your graduate assistantship only pays tuition. Refer to your offer letter to see the amount of credit you will receive.
- You will be able to see the estimated dollar amount of your award in your GoWMU account.
- You are responsible for all other fees, and your balance should be paid by the due date.

What happens if your tuition didn't disburse by the end of drop/add?

- If you are under-enrolled, complete the *Permission to Under-enroll form*. Tuition will disburse after the form is approved.
- If you are enrolled full time, reach out to grad-awards@wmich.edu



Parking Pass

wmich.edu/parking

WMU Parking Services uses a virtual parking permit system.

- Obtaining a permit is easy! To start, click the yellow “*Get a Permit*” button on the Parking Service website.
- A parking permit is required on the first day of class for each semester and allows parking in designated lots.



[APPLY](#) [A-Z](#) [FIND PEOPLE](#) [GOWMU](#) [VISIT](#)



[Academics](#) [Admissions](#) [Financial Aid](#) [Student Life](#) [Athletics](#) [Research](#) [Give](#)

[Home](#) > [Parking](#)

Parking

Get a Permit

[Get a Permit](#)

[Home](#)

[Get A Permit](#)



Parking Pass Instructions

wmich.edu/parking

- Submit your request on or after August 17, 2026
- Click the yellow “*Get a Permit*” button
- Click the “*Student*” tab
- Your Graduate Assistant classification is automatically uploaded to our parking system so you will be issued the appropriate student permit upon check out.
 - If it asks for credit card information, your appointment may not be completed in the system. You can email grad-awards@wmich.edu or go in to Parking Services. They can verify your appointment with our office.
- Click “Pay” to complete the process (you will not be charged). The confirmation page will reflect the payment method as “Bill to OBF web.”
- Make sure you look at the **expiration date** on the confirmation.



Parking Pass FAQs

Teaching Assistants will receive a permit that will cover Fall, Spring, Summer 1 and Summer 2.

- Your permit will be valid in the summer, even if not on appointment.

Research Discovery and Research Application Assistants may obtain one virtual permit that must be renewed each semester of eligibility.

- If you do not have a summer appointment, you will need to purchase a permit.
- \$65 each session, \$15 weekly, \$5 daily.

Parking permits are not required in commuter or employee lots after 5 p.m. Monday-Thursday or after 4 p.m. on Fridays.



WMU Bronco Card

wmudps.wmich.edu/bronco-card.php

The WMU Bronco Card® is your photo identification card at Western Michigan University, and is also used for:

- Your Library Card
- For dining services access and Dining Dollars – a prepaid declining balance account loaded onto your card
- For access to the Student Recreation Center
- At the Computer Centers
- As a security access card to many on-campus buildings
- For sport event entry (select events/students only)
- To ride the Metro bus for free around campus and throughout the Kalamazoo area by showing your Bronco ID to the driver when boarding.



WMU Bronco Card

wmudps.wmich.edu/bronco-card.php

- Get your WMU Bronco Card online at wmudps.wmich.edu/bronco-card.php
 - You may have your photo taken at Parking Services or upload your own.
 - If you provide your own photo, you must meet the photo requirements
 - Within two business days, visit Parking Services to pick up your ID card
- Need your ID immediately? Can't access the website?
 - Visit Parking Services during regular business hours
 - Cards are typically printed within minutes

Graduate Appointee Information



Contact me anytime, I am here to help!

grad-awards@wmich.edu

Elena Wood (269) 387-8247



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Responsible Conduct of Research

Amy Viviano
Senior Administrative Assistant



Responsible Conduct of Research

wmich.edu/grad/current-students/responsible-research

- Ethics course
- Required of all new graduate students
- Follow directions on Graduate College website to create a CITI account and register for the correct module
- There is no fee, and no credit earned
- You must pass with 70% or higher
- Approximately 2-3 hours to complete
- 2026-2027 deadlines:
 - Fall: December 19, 2026
 - Spring: May 1, 2027

Questions? Email grad-rcr@wmich.edu



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Resources for Graduate Students

Dr. Malia Roberts
Director, Graduate Enrollment



COMPASS

Centering on Mentorship,
Professionalization, and Student Success

COMPASS will serve as your go-to guide for graduate school study. If you're wondering...

- How do I get published?
- Which awards am I eligible for?
- What is an IDP and why do I need it?
- How do I ask people to mentor me?
- What's process for responding to a CFP?
- How do I give a successful conference presentation?
- Do I need a personal academic website?
- What can I do to get leadership experience?

COMPASS has the answers to those questions and more! Visit the Graduate College website and look for the 8-point COMPASS logo.



WMU Student Services

wmich.edu/studentservices

- Career & Student Employment Services
- Counseling Services
- Experience WMU
- Graduate College professional development events
- Office of Faculty Development
- Office of Research & Innovation
- University Libraries & Grad Student Commons
- WMU Recreation Center
- WMU Signature
- WMU Writing Center



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**WMU Library Resources for
Graduate Students**

Dr. Micky Carignano

Natural Sciences Librarian



Know your librarian



Use the library website



Don't pay \$\$\$ to read sources

3 important
things to
remember

Subject Librarians



Ed Eckel
Engineering
and Applied
Sciences



Brad Dennis
Education
and Human
Development



**LuMarie
Guth**
Business



**Dianna
Sachs**
Health and
Human
Services



**Carrie
Leatherman**
Social
Sciences



**Dylan
McGlothlin**
Humanities



**Micky
Carignano**
Natural
Sciences



Mike Duffy
Fine Arts

See your
subject
librarian for...

One-on-one research consultations (in person or online)

- Figuring out your research topic
- Finding the right sources
- Managing citations
- Publishing your work
- Teaching support
- **Any point in the research process**

**“I don’t know what I’m doing” is a
valid question!**

Visit the library!

Variety of study spaces

Graduate student
commons

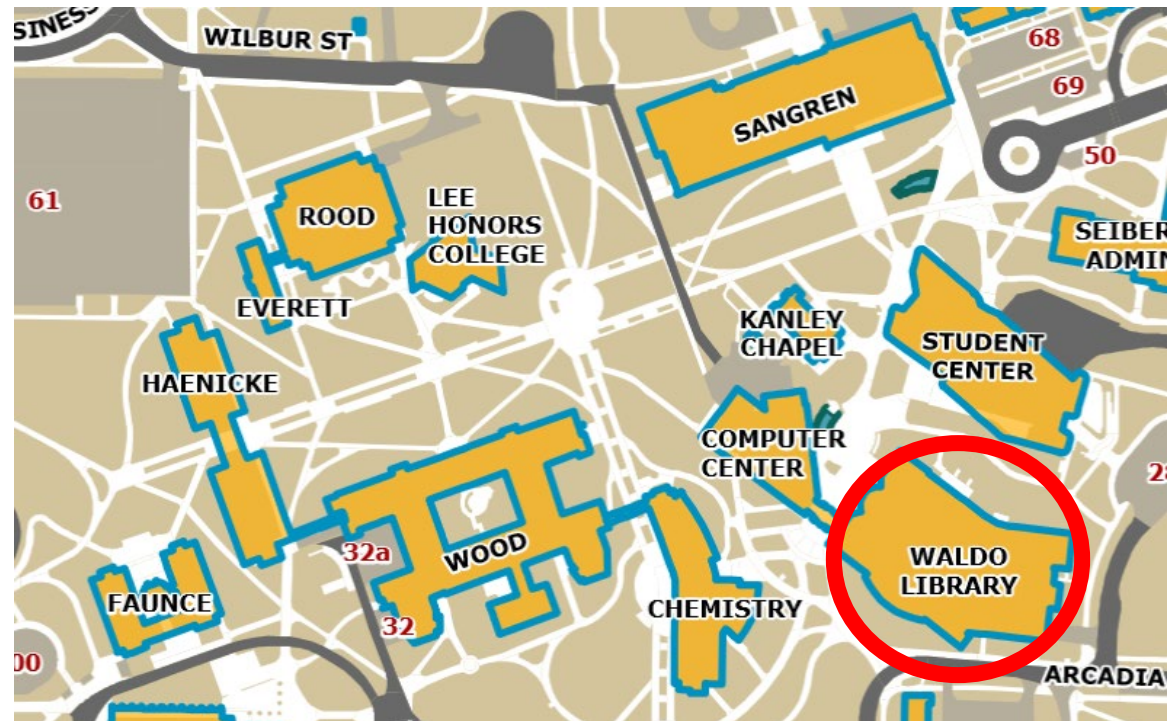
Spaces for group work

Printers and computers

Books

Talk to a librarian

Events and workshops



University Libraries

Library Search

Search books, e-books, articles and media

☒ Everything ☐ Books and media ☐ Articles ☐ Textbooks

[Advanced search](#) [About Library Search](#)

Search

Home

[Find Items](#)

[Borrow And Request](#)

[Research Support](#)

[Teaching Support](#)

[Visit](#)

[Events And Exhibits](#)

[News](#)

[About](#)

[Directory](#)

[Contact](#)



Popular links

[Course and subject guides](#)

[Databases](#)

[Journals](#)

[Study rooms](#)

Library accounts

[Library Account](#)

[Course Reserves](#)

[Interlibrary Loan](#)

Tuesday, August 25, 2026

[Waldo Library](#) 1pm - 5pm (delayed opening)

Public Hours 1pm - 5pm (delayed opening)

Bronco Card -
Required

[Bookmark Café](#) Closed

[Zhang Legacy](#) 1pm - 4pm (delayed opening)

[Collections Center](#)

[More hours](#)

Never pay for
a source!

Start your search from the library
website:

wmich.edu/library

If we don't have what you need, use
Interlibrary Loan:

wmich.edu/library/borrow#illarticles

Ask me or another librarian for help:

wmich.edu/library/contact

Face Your Research Fears: Graduate Research Workshop & Community



When: Friday, Oct. 30, from 10 am to noon

Where: 1070 Waldo Library

Who: All graduate students

- Explore research types
- Develop your interests
- Get organized
- Find your people

Register now:

wmich.libcal.com/calendar/events/GradResearchSession

A graduate-level research project can feel intimidating, especially if you're not sure where to start. This session breaks it down into manageable pieces, and connects you with a community of fellow researchers for the long haul.





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Elena Wood

Associate Director of Graduate Operations

Luis Jacobo Mejia

Graduate Student Ambassador



WMU Graduate College

wmich.edu/grad/assistantships/ga-orientation

Final Steps

- Attend position-specific training:
 - Teaching Appointees (TAs): Monday, Aug. 31, from 9 a.m. to 12 p.m.
 - Research Appointees (RDs): Tuesday, Sept. 1, from 9 to 10 a.m.
- Review the training booklet for your specific role as a Teaching, Research, or Service Appointee
- Familiarize yourself with important policies:
 - Graduate Appointee policies
 - WMU FERPA Policy
 - WMU Policy on Sexual Misconduct
- Submit the Graduate Appointee Training Verification Form
- Complete the Responsible Conduct of Research (RCR) Course
- Review Graduate Student Online Orientation (optional)



WMU Graduate College

Thank you for attending!



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Graduate College

