**PhD Welcome Letter 1 – May 11, 2020**

Hello! On behalf of the Department of Chemical and Biomolecular Engineering, welcome to The Ohio State University! We look forward to you joining our PhD program!

I hope that you are all doing well during this time. I know there is a lot of uncertainty regarding Autumn semester. At this time a decision about mode of instruction for Autumn semester has not yet been made. We are expecting that decision from University leadership by mid-to-late June. The University launched a task force regarding post-pandemic operations. You can follow along here: <https://president.osu.edu/leadership-and-committees/post-pandemic-operations-task-force>.

As we wait to hear how we will be moving forward, I wanted to send to you these next steps regarding activating your OSU username and registering for classes. I am also including the names of our incoming class of Autumn 2020 incase you would like to communicate with each other.

**Activating your OSU Username**

Activating your OSU username is one of the most important things to do now. Your OSU username will be a combination of your last name and a number (commonly seen around Ohio State as your name.#).

Your OSU username will be used all over campus for a number of activities such as registering for classes, accessing different web portals, and receiving e-mails from the University, among other things. Your OSU e-mail address is how the University will contact you for official business. Get into the habit of checking your OSU e-mail address (http://buckeyemail.osu.edu) now - that way you won’t miss out on any important information over the summer. Once you have activated your OSU username, you can also have your e-mail forwarded to another account. To activate your OSU username, visit <http://my.osu.edu>.

**Department Websites for New Graduate Students:**

Newly Admitted Student Website: <https://cbe.osu.edu/health-medical>
Health and Medical: <https://cbe.osu.edu/health-medical>
Housing: <https://cbe.osu.edu/housing>
Additional Resources: <https://cbe.osu.edu/additional-resources>

**How to Register for Classes**

Every student must complete a Financial Responsibility Statement (FRS) every term they are enrolled. This statement outlines the terms and conditions of the financial responsibilities and obligations associated with attending Ohio State. You must complete the FRS BEFRE you will be enable to enroll. You can complete the FRS [***here***](https://buckeyelink.erp.ohio-state.edu/psc/shcosubl/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.OSF_SS_FIN_RESP.GBL?SRC=BL).

To begin, you will go online to the “Buckeye Link” ([buckeyelink.osu.edu](http://buckeyelink.osu.edu)). To access the reference guide, click on the link marked Student Center Reference Guide. That will give you links with information on how to register and how to search for courses.

The listing of 2020-2021 teaching schedule is attached to this email.

**Autumn 2020 Courses for PhD Students**

Please register for the following Core Courses:

CBE 8808 – Advanced Thermodynamics (3 cr.)
CBE 8815 – Advanced Transport (3 cr.)
CBE 8895 – Seminar (1 cr.)
Chem 6781 – Safety Seminar (1 cr.)
Technical Elective (optional)
CBE 8999 – Research (register under Prof. Nicholas Brunelli if you do not have an advisor)

**PhD Study Plan**

The PhD degree requirements can be found here:

<http://cbe.osu.edu/graduate/enrolled-students/phd>.

Please plan on taking all core courses during your first year. You should also take 1-2 technical electives each semester as well as the Seminar (CBE 8895). Register for research hours (CBE 8999) to ensure you are registered as a full-time student. I highly suggest registering for a total of 18 credit hours for both Autumn and Spring semester, some of those credits can be research credit hours.

**Visa Information for International Students**

Students who are not currently citizens of the United States will need to go through the process of obtaining a VISA in order to pursue their graduate studies at Ohio State this autumn. It is important to apply for your VISA to study in the U.S. as soon as you can. ***I realize this is all VERY uncertain during this time.***  As soon as you have your I-20 information in hand, you should begin the VISA application process. If you have any questions about your I-20 or what you should be doing, please feel free to contact the Office of International Affairs at iss@osu.edu. Please keep me copied on any emails that you send to OIA so that I can also help track your progress. More information can be found here: <https://oia.osu.edu/international-students.html>.

**Next Steps**

In my next email to you, I will include information about new hire paperwork and information about a new graduate student orientation.

Please stay safe and if you have any questions, please don’t hesitate to reach out to me or Professor Brunelli (Brunelli.2@osu.edu).

Best,

Angela