

*Johns Hopkins University
Economics Department*



*Wyman Park Building
Fifth Floor
Student Guide*

Fall 2016

**Johns Hopkins University
Economics Department – Ph.D Program
Wyman Park Building - Fifth Floor
3100 Wyman Park Drive
Baltimore, MD 21211**

August 2016

Hello New Graduate Student:

Welcome to the Johns Hopkins Graduate Department of Economics! This Student Guide is provided to help you find your way around the Economics Department. We are located in the Wyman Park Building on the fifth floor. Our Department is open 24/7 for students and faculty. However, **after 6:00 pm and before 7:00 am** and also **weekends**, you must use your **J-Card to gain entrance** into the building and **also to gain entrance through the fifth floor Department doors**. You will also be given **1 key for access** to the Quiet Study Room on the 5th Floor as well as the Computer Lab and the Locker Room. **It is important to carry your J-Card and key with you at all times**. We hope your Graduate Student transition will be pleasant and rewarding!

FACULTY DIRECTORY

A Directory of Faculty names and their office room numbers is located on the wall, directly under the clock as you enter through the Department's glass doors. Please refer to this Directory for locating a faculty member.

FACULTY OFFICE HOURS

Faculty members hold office hours during the Fall and Spring semesters only. There is also a Faculty listing located on our Economics website where you can find their current office hours and also their room numbers.

<http://econ.jhu.edu/directoryindex/faculty/>

FACULTY MAILBOXES

Located in Room 544H

Students are always welcome to leave any messages, papers, etc. for a faculty member in their mailbox. **However, please be mindful and do not disturb other mail in their mailbox.**

STAFF OFFICES

| | | |
|-------------------------------|--------------------------------|--|
| 544D - Donna Althoff | Sr. Administrative Coordinator | althoff@jhu.edu |
| 544B - Nina Agopian | Sr. IT Specialist | nagopian@jhu.edu |
| 544E - Jennifer Miller | Administrative Secretary | jenniferj@jhu.edu |
| 544C - Maggie Potts | Academic Program Assistant | mpotts@jhu.edu |

MAIN DEPARTMENT OFFICE

Located in Room 544E

Office hours are 7:30 a.m. to 4:00 p.m. Monday through Friday.

Main Department Office - *Outgoing Mail Trays*

Three mail trays are located in the main Department Office. The **top tray** is **not** for student usage; there is a first-class mail tray (**middle**) and a campus mail tray (**lower**). If you would like to drop your **postage stamped** outgoing mail or your **Interdepartmental Delivery** mail in one of these two trays, please feel free to do so.

Main Department Office - *Delivered Packages for Students*

All packages including books, delivered by mail to a student will be kept in the main Department Office, Room 544E. Mailed packages will not be left in the student mailroom. Students will be notified by email, to come and pick up their packages.

STUDENT MAILBOXES

Located in Room 544G

All mailboxes are arranged alphabetically. Incoming campus mail and U.S. mail will be placed in student mailboxes daily, usually by 1:30 PM. **Please check your mailbox on a regular basis.**

STUDENT QUIET STUDY ROOMS

Room 571 – *Computer Lab* – *Entrance Key required*

Room 572 – *Quiet Study* – *Entrance Key required*

The Quiet Room – No key required -- (*Unlocked “glass-in” room at the north end of the 5th floor*)

STUDENT LOCKER ROOM

Located in Room 551

A key will be required to enter this room. These lockers will be assigned by the EGO (Economic Graduate Organization). Emmanuel Garcia-Morales egarci18@jhu.edu will be taking care of this task.

STUDENT KEYS

Each student will be given **1 key** which will give you access to the **Computer Lab - 571, the Quiet Study room - 572 and the Locker Room - 551**. Students will be emailed when their key is ready to be picked up. There is a \$5.00 deposit for this key.

Please be sure to have your key and your J-Card with you at all times!

STUDENT STUDY CARRELS AND LOCKERS – MSE LIBRARY

Located in the Milton S. Eisenhower Library.

Study Carrels in the M.S.E. library are assigned based on need and then by seniority. These Carrels are used for quiet study. A student can also be assigned a locker in the **Milton S. Eisenhower (M.S.E.) Library**. The Economics Graduate Organization (**EGO**) is responsible for handling all information pertaining to Library Carrels and Lockers. At the present time, please contact Emmanuel Garcia-Morales, at egarci18@jhu.edu

Student Study Carrel - Locker Keys

If a student is given a locker in the M.S.E. library, they may pick up their key from the **MSE Library Support Services Desk**. The **Support Desk** is located on the A-Level of the MSE Library. Students may contact the Support Desk by email at: www.library.jhu.edu/services/ or by phone: 410-516-8338.

Please Note: A \$5.00 deposit is required when keys are picked up from the Support Desk.

STUDENT COMPUTER LAB

Located in Room 571

Home page: <http://econ.jhu.edu/research-programs/computing-resources>

The Computer Lab is available to use Monday through Friday and any time on the weekends. **Students must use their key for access to the Computer Lab.**

The computer lab is administered by Nina Agopian, Senior IT Specialist for the Economics Department, and 2 Computer Liaisons. Their current contact information is posted at:

<http://www.econ.jhu.edu/directoryindex/staff/>.

Economics Computer Lab *Policies:*

<http://econ.jhu.edu/research-programs/computing-resources/econlab-policies-acceptable-use/>

Please read and follow these guidelines when using the lab. Repeated failure to do so could result in loss of lab privileges.

Economics Lab Computing *Procedures:*

<http://econ.jhu.edu/research-programs/computing-resources/econlab-computing-procedures/>

You can find the answers to most general use questions in these pages. The Computer Lab and common study areas, are equipped with mostly Dell computers (Precision Workstations and Optiplex desktops) running Windows OS. All computers have access to the internet. The Department also has access to the **University's Wireless network**, which is available throughout the department. Instructions on how to set up the wireless connection on your laptop or mobile device can be found at <http://www.it.johnshopkins.edu/services/network/wireless/>.

There is a variety of econometric and word processing programs on each computer – please check the software list posted in the lab.

Econ Computer Lab Printing:

There is a printing allowance of 400 pages (\$12) per month allocated to everyone using the computer lab. Anything above that is charged at 3c/p.

For more details please visit:

<http://econ.jhu.edu/research-programs/computing-resources/econlab-computing-procedures/#print>.

Printing (not photo copying) on the Department copy machine

is reserved for Job Market/RA/TA print jobs **ONLY**. Please contact Nina Agopian nagopian@jhu.edu to request access.

Scanning using the **Department copy machine** is **free** of charge. You can scan documents (single or multiple pages) and forward the scanned information as a PDF or image file (JPEG or TIFF) to your e-mail address. Please use your assigned user code (the same one you would use for making copies when scanning your documents).

COPY MACHINE AND DEPARTMENT OFFICE EQUIPMENT

Located in Room 544H

Copy Machine – User Codes

All students are given their own User Code for the department copy machine and will be charged .05 a copy. Individual “User Codes” are emailed to each new student.

Please Note: In regards to the copy machine “User Code”, this is **only a 3 or 4 digit number**; you will enter it on the Home Page screen and you will enter it in the Department ID box.

Copy Machine - Pin Number

Please Note: A “Pin Number” request will also appear on the Home Page Screen of the copy machine. **A Pin Number is not required** for the usage of this particular copy machine. *Please leave this box empty and proceed with your photo copying!*

Copy Machine - Usage Billing

The copy machine retains the data for student usage per User Code.

Students can expect to be billed periodically throughout the semester. An invoice will be placed in each student's mailbox. Please pay this invoice accordingly when you receive it.

Other Office Equipment

Also located in **544H** are an **electric stapler**, a **three-hole paper puncher**, an **electric pencil sharpener** and a **heavy duty stapler** for multiple page documents. A **Fax Machine** is also located in this room. The Fax Machine # is 410-516-7600. **Please Note:** Instructions for using the Fax Machine are located on the wall just above the Fax Machine.

DEPARTMENT KITCHEN/Breakroom

Located in Room 532

We share this kitchen with the **Office of Institutional Equity**. This room houses our refrigerator (next to the window), a microwave, a toaster oven, and a Keurig coffee machine. We do not supply drinking cups. We ask that you supply your own cup for any drinks. Students may use the refrigerator to store their lunch or snacks. **Please Note: Everything in the Kitchen is for short-term use only.** For example: lunches or other food that you may bring should not be left in the refrigerator for extended periods of time. The refrigerator is cleaned out once a month and any items that are not labeled are thrown away. **In addition, any student who uses the facilities in the Kitchen is expected to CLEAN UP after him or herself.**

Department Kitchen - Student Storage Areas

The Cabinets labeled "Economics" on the side of the room where the microwave and toaster oven are located are for student usage.

Department Kitchen - Coffee

Coffee is available in the Kitchen throughout the year at .60 per K-cup. Keurig coffee (K-cups) will be made available each morning. All K-cups are put away each evening by 4 pm. A tally payment sheet is located on the side of the refrigerator. Please place a check mark next to your name for each cup you drink.

Department Kitchen - Coffee Billing

Students can expect to be billed periodically throughout the semester. An invoice will be placed in each student's mailbox. Your form of payment may be cash or check. **Please Note:** If you are paying your coffee invoice by check, please make it payable to: Johns Hopkins University, Department of Economics.

PAY CHECKS/STIPENDS

If a new student is scheduled to receive a **stipend/fellowship payment** or any other form of **payroll check**, from the Department of Economics, please see Donna Althoff in Wyman 544D to be entered into the Hopkins Payroll System.

Direct Deposit

Students are strongly encouraged to set up Direct Deposit for their paychecks.

Please fill out a Direct Deposit form and send it to the Johns Hopkins HR/ Payroll Department. This form can be found by going to the Johns Hopkins Institutions Shared Services website.

For your convenience you may use the direct link below:

http://ssc.jhmi.edu/hr_payroll/ess_home.html

Then select my.johnshopkins.edu. For questions, the Hopkins main Payroll Department's phone number is: 443-997-5828.

Payday

The 15th and the last day of every month is payday. In addition, if the 15th or last day falls on a weekend, or a holiday, the pay date will be the previous workday. **Please Note: Students will be emailed when their paycheck is ready.** This will be done until their Direct Deposit is set up.

Finally, if you should have future questions or concerns, please do not hesitate to contact a staff member. We will be very happy to assist you. Thank you and good luck with your Graduate Studies!