



**BOB SCHIEFFER**  
COLLEGE of COMMUNICATION

**Congratulations on your admission!**  
**The information in this packet will help you join the incoming class.**

### **Create Your Email**

Students can create accounts at <http://my.tcu.edu>. Click the **Need a TCU UserName?** button to get started. A TCU email account is created in conjunction with the normal account creation process. Your TCU ID number is listed in your acceptance letter. Keep in mind that TCU usernames and email addresses are different. Email addresses generally have a period in them while the username will not.

### **my.tcu.edu**

This TCU portal is the one you will use to access course enrollment, tuition fees, grades, and other important information.

### **Course Registration**

Contact your graduate director to determine which courses you should select. You can peruse which classes are available for a given semester by visiting the TCU Course Search portal at <https://classes.tcu.edu/>. Some classes require that you have a permission number in order to enroll. To request a permission number, contact your instructor of record or graduate director.

### **Graduate Catalog**

The graduate catalog is available online at [www.catalog.tcu.edu](http://www.catalog.tcu.edu).

### **Housing**

For information regarding graduate housing options, visit the Housing and Residence Life website: <https://housing.tcu.edu/off-campus-living/>. Leibrock Village houses graduate students in programs other than those at Brite Divinity School when space permits. For more information, visit their website: <https://www.brite.edu/admissions/student-life/housing>.

### **TCU ID Cards**

The TCU ID Center provides students, faculty and staff reliable and verifiable identification. The ID also is your pass to enjoy amenities on campus including sporting events, access to facilities, dining and special events. All cards are issued from the ID Card Center [www.idcenter.tcu.edu](http://www.idcenter.tcu.edu), located in the Brown-Lupton University Union, room 2033. Office hours are 8:00 am to 5:00 pm Monday through Friday.

### **Student Health Insurance**

See <https://graduate.tcu.edu/financial-support/health-insurance/> for information.

### **Parking Permits**

Visit the TCU Police Department website at <https://police.tcu.edu/> to learn about parking permit options.

### **TCU Graduate Student Senate (GSS)**

The GSS is the official representative body for graduate students at TCU and provides a forum for discussing issues, coordinating efforts, and providing social events. Visit their website to get involved and learn more: <http://www.gss.tcu.edu/>

### **International Students**

International students will receive information and the I-20 form from TCU's International Student Services office. Visit their website for additional information <https://internationalservices.tcu.edu/>

### **1-9 and Employment Verification**

If you will be earning a stipend as a teaching assistant, you will need to complete a 1-9 form.

#### *U.S. Citizens*

- Complete and sign the attached Federal I-9 form – only Page 1, but bring all pages.
- Bring an original document of your picture ID (Driver's license or student ID) to be copied.
- Bring one of the following original documents: Social Security card, Birth Certificate or current US Passport to be copied.
- Come to the Career Center, suite 1100, first floor, in the Harrison administration building, Mon-Fri 8:00-5:00 during the academic semester to complete the process (or by scheduled appointment during the summer).

#### *International Students*

- Upon completion of the I-9 form, specifically pages one and two—which is dependent upon the Social Security number— Students will bring the completed paperwork to the TCU Center for Professional Development Center located in the Harrison, suite 1100, Mon-Fri 8:00-5:00 during the academic semester to complete the process (or by scheduled appointment during the summer). At the completion of that process, you are eligible for employment and in possession of a Social Security number, one which stays with you through your time in the US.

### **Setting up Direct Deposit**

Graduate assistants are paid through Payroll and must use Direct Deposit. Set up Direct Deposit on [my.tcu.edu](http://my.tcu.edu). It usually takes at least one pay period to go into effect. For the first pay date, pick up your check in the HR Payroll Department. Thereafter, the checks go to Direct Deposit if there are no problems. The Payroll Department is located in the TCU Human Resources building at 2701 W. Berry (next to CVS). Contact the Payroll Department if you have any questions or problems at 817-257-7790.

### **TCU Photo/Media Release Form**

If you consent, complete and send the signed Photo/Media Release form to [randi.kellenberger@tcu.edu](mailto:randi.kellenberger@tcu.edu).

### **Helpful TCU Links**

Visit the TCU Graduate Studies website at [graduate.tcu.edu](http://graduate.tcu.edu). Answers to many questions can also be found by accessing TCU's Directory at [www.tcu.edu/a\\_to\\_z.asp](http://www.tcu.edu/a_to_z.asp).

### **College of Communication Contact Information**

- Bob Schieffer College of Communication:

<https://schieffercollege.tcu.edu/resources/graduate/resources/>

- The College of Communication Graduate Studies Office is located in Moudy South, Room 207H.
- The Communication Studies department is on the third floor of Moudy South. Phone is 817.257.6669.
- The Department of Strategic Communication is on the second floor of Moudy South. Phone is 817.257.6156.

Julie O'Neil, Ph.D.

Associate Dean for Graduate Studies

[j.oneil@tcu.edu](mailto:j.oneil@tcu.edu)

817-257-6966

Randi Kellenberger

Coordinator of Degree Certification

[randi.kellenberger@tcu.edu](mailto:randi.kellenberger@tcu.edu)

817-257-6669