SCHEDULE OF ACTIVITIES FOR NEW IPB GRADUATE STUDENTS - FALL 2017

Prior to arrival:

- Obtain an [ISU Net ID](#) (university email address). This is your log-in for campus computers and CyMail.
- Set up your [ACCESS PLUS](#) account. To obtain an ACCESS PLUS password, call 515-294-4000, option 1, and ask for a temporary password. They will ask you for your University ID number. This number is located on your Letter of Intent, in box I, next to your name.
- **For International Students**: [Fall 2017 Orientation/Temporary Housing/Graduate Student Checkin/Orientation Checklist](#)
- **Students on ISU assistantships** receive single paid Health Insurance. To enroll, you will need to sign up via ACCESS PLUS. If you also want to sign up for Dental Insurance: note that the cost of dental insurance is partially covered by the University and partially by the student. See here the [cost of dental insurance and health premiums for family](#).
- If you have not yet sent an official transcript from your educational institution(s), do so after your degree is awarded. **Address**: Registrar Office, 210 Enrollment Services, Iowa State University, Ames, IA 50011-2011, USA
- **Bring** payroll verification documents (i.e. passport; OR driver's license AND social security card). Students will receive partial pay on August 31 for August 15-31 (this is not a full month), provided they turn in their eligibility for employment and other payroll documents prior to or on August 15. All future Payrolls are paid once per month on the last working day of the month.
- Registering for courses for Fall. You may do this before you arrive or after you arrive. Courses recommended:
  - BBMB 316 or BBMB 404 (3 cr)
  - GDCB 545 (3 cr)
  - PBIO 696 (IPB seminar, 1 cr)
  - PBIO 699 (Rotation, 2-3 cr; Ref#: 1468130 Bassham section)
  - GRST 565 (1 cr)

Upon Arrival at Iowa State University

- Obtain an ISU ID card (and Net ID if you have not already done so.). ID cards are available in 0530 Beardshear. Email accounts will be set up automatically when you register for a Net-ID.
- **Click** here for payroll sign up packet: [http://www.hrs.iastate.edu/hrs/node/471/attachment](http://www.hrs.iastate.edu/hrs/node/471/attachment). Print out the payroll packet and complete it in advance of your actual visit in person to sign up for payroll. Take the packet and the required documents listed on page 2 of this packet (i.e. US Passport; OR Driver's License AND Social Security Card) to **3810 Beardshear Hall** on campus. Page 2 is “Lists of Acceptable Documents”. All documents must be valid and not expired. These documents establish both your identity and employment authorization.
- **Student Health Insurance**: Information on health insurance, dental, and pharmacy plans can be found here. Students on assistantship receive paid single health insurance and
ISU Thielen Health Center pharmacy benefits. To sign up for your health insurance, go to ACCESS PLUS and sign in. Click on the STUDENT TAB and look at the menu on the left. Click on health insurance. Up at the top of the menu you will see in red "enroll". Go ahead and enroll even if the computer system says you are not a graduate student on an assistantship. The computer system may initially charge you for health insurance; however, that charge will be removed when human resources approve your payroll. Students may also consider signing up spouses and dependents for an additional cost. Students may also wish to sign up for dental insurance at an additional cost.

- Contact Dai to meet with her and provide her your new local address and telephone number, and pre-existing e-mail address if still used. Office Address: 207 Science I.
- New IPB students will be assigned desk space temporarily in the Graduate Student Office in room 272 Science I and a mail box in the Main Office in 207 Science I until they have identified a permanent thesis lab. For keys to the student office and desk, please check with Dai in the main office. Students can access their mailbox when the Main Office is open during work hours.

**FALL 2017 IPB ORIENTATION**

**Interdepartmental Plant Biology Graduate Students**

Please use our website for most information ([http://www.ipb.iastate.edu/](http://www.ipb.iastate.edu/))

**Thursday, August 17 (Tentative): IPB Orientation in 221 Science I - REQUIRED**

9:00-~10:30 AM- Meet and Greet Social with faculty and peer mentors and grads
Refreshments and coffee provided
Dr. Bassham, Dai Nguyen, student mentors, and other grads will provide an overview of course requirements, registration, rotations, and orientation activities.

**August 10-24: Multi-Program Orientation Activities**

**Friday, August 18: New Student Orientation Faculty Presentations**

Time: 9:00 am-4:00 pm
Location: Molecular Biology Building ([map](http://www.genetics.iastate.edu/friday.html))
Program Itinerary: [http://www.genetics.iastate.edu/friday.html](http://www.genetics.iastate.edu/friday.html).

**Lab Safety Orientation - REQUIRED**

Please register for training in August, see link: [http://www.ehs.iastate.edu/my-ehs/training](http://www.ehs.iastate.edu/my-ehs/training).
Location: 1230 Environmental Health and Safety Services Building (EHSSB)
• Alternatively, you can take this training online. Setting up a login for Environmental Health and Safety for Lab Training on-line. You will need your ISU Net ID to register. This can be done before you arrive or by the end of the first week. It takes a minimum of 1-2 business days to create your account. After you receive your login information you will (1) log into the learning management system, (2) click on the Course Catalog under My Menu, (3) scroll through the alphabetized ONLINE Course Catalog, and (4) Click the Launch link next to the desired course. Take "Laboratory Safety: Core Concepts" and "Fire Safety and Extinguisher Training". NOTE: Do not use Internet Explorer as your browser. Everything else should work.
  o Lab Safety Orientation: EHS provides an overview of their services, how to navigate their website, their resources and requirements.
  o Frequently asked questions about the EH&S safety training

Monday August 21: CLASSES BEGIN

AUGUST 21-22, 2017: Genomics Data Carpentry Workshop

Thursday August 24: Graduate & Professional Student Orientation

  o Time: 5:30-7:30 p.m.
  o Alumni Center, 420 Beach Ave.
  o Registration: https://pd.grad-college.iastate.edu/event/view/277.
  o More Details: http://www.grad-college.iastate.edu/orientation/.

TBD: Annual GPSS (Graduate & Professional Student Senate) picnic

Thursday, September 14: Latest date to start a rotation

Tentative, September: IPB Fall Picnic & New Student Reception
  Location: TBD

New IPB Students -- Fall 2017

Samantha Snodgrass (rotation) PhD
Temp advisor(s): Diane Bassham
Student mentor: Joseph

Sandhi Thu (rotation) PhD
Temp advisor(s): Diane Bassham
Student mentor: Bibechana

Florence Akintayo (rotation) PhD
Temp advisor(s): Diane Bassham
Student mentor: Katerina
WHAT YOU NEED TO KNOW:

_____ IMPORTANT--If the transcript you sent to ISU Graduate Admissions during the admissions process was incomplete, request a final transcript from your home institution be sent to: ISU Graduate Admissions, 100 Enrollment Services, Ames, IA 50011-2011. Your fall registration may be on HOLD until Admissions receives your final transcript.

_____ Rotation students should be thinking about potential rotations. You should have a good idea about 2 or 3 labs that you are interested in before you arrive. We recommend that you wait until you arrive to contact faculty. Opportunities to discover research and researchers on campus: PLBIO 696 for weekly faculty seminars, and we will provide you with a listing of faculty looking for students. You may contact any IPB faculty member to discuss possible rotations. The IPB faculty list can be found here: http://www.ipb.iastate.edu/people. Your temporary advisor is an excellent resource for the discussion of your scientific interests and this advisor can make recommendations as to faculty working in the area of your interest.

You are required to do 3 rotations (6-8 weeks each), and the fourth one is optional.

Orientation Week Checklist

Maps of campus: http://www.fpm.iastate.edu/maps/

_____ Obtain University Email (Cymail) account. When students register for a Net-ID, their Cymail account will be created automatically. To register for a Net-ID, go to Net-ID Services (https://weblogin.iastate.edu/cgi-bin/index.cgi) and click on “Register for a Net-ID”. They will need their University ID number on their ISU card to do this. Please note that ISU class lists will only print out ISU email addresses as a means of contact from faculty.

_____ Sign up for payroll in 3810 Beardshear Hall. Students should have all the payroll documents filled out before they arrive. The sign-up packet is available online: http://www.hrs.iastate.edu/records/. I-9 form must be completed and signed by the employee on or before their first day of work.

_____ Obtain University ID card, 0530 Beardshear Hall http://www.it.iastate.edu/passwords/.

_____ Provide your local address and telephone number, and pre-existing e-mail address if still used, to the Interdepartmental Plant Biology (IPB) Administrative Office, 207 Science I. This email account will be added to the email for all IPB graduate students (ipbs@iastate.edu).

_____ Campus Address: For IPB graduate students participating in rotations, your temporary campus address is 207 Science I, Building code: 3211. There is a mail box in this office for you. Your campus phone number is 515-294-9052 (messages may be left here and will be placed in your mail box). IPB Graduate students going directly into labs will use the appropriate phone, fax, and campus address for members of that lab.
New IPB rotators are temporarily assigned desk space in the Graduate Student Office in 272 Science I. You may use this space until you identify a home lab/department to settle in. For keys to the student office and desk, please check with Dai in the main office.

Fill out Health Insurance Form on-line through ACCESS PLUS. Students will need their ISU ID card to do this. **Best to wait until 3 days after filling out and turning in payroll documents.** Access Plus is found on the ISU homepage [http://www.iastate.edu](http://www.iastate.edu). Once logged in, go to Student Tab and then to Health Insurance. Single health insurance is provided as part of their assistantship and to insure that they are not charged for this expense it is necessary that we have payroll documents in the system. For more information please go to: [http://www.hrs.iastate.edu/sship/homepage.html](http://www.hrs.iastate.edu/sship/homepage.html).

Students can register for courses on-line using AccessPlus. If you are unable to register on-line please fill out an ISU Graduate College "Request for Schedule Change (Add or Drop)" form (yellow, half-sheet). The form is available in 207 Science I. After the advisor and graduate student sign the form, it should be taken to Room 10 Enrollment Services. Students should sign up for a minimum total of 9 credits each fall and spring and at least 2 credits for summer session.

Courses recommended:

**Fall 2017:**
- BBMB 316 or BBMB 404 (3 cr)
- GDCB 545 (3 cr.)
- GRST 565 (1 cr)
- PLBIO 696 (IPB seminar, 1)
- PLBIO 699 (Rotation, 2-3 cr. to make total of 9 cr/sem. Use ref#: 1468130)

**Spring 2018:**
- GDCB 511 or BBMB 405 (3 cr)
- STAT 401 (4 cr)
- GRST 565 (1 cr—if did not enroll in fall)
- PLBIO 696 (1 cr)
- PLBIO 699 (Rotation, 2-3 cr or make the total to 9 cr/sem. Use ref#: 1468130)

**Summer 2018**
- PLP 699 (1 cr. Lab Research with major advisor. Check with Dai for ref #.)

**Fall 2018**
- GDCB 513 (3 cr)
- PLBIO 696 (1 cr)
- PLBIO 699 (Lab Research with major advisor. Check with Dai for ref #.)

**Please refer to online websites for:**
- **Course availability** ([http://classes.iastate.edu/](http://classes.iastate.edu/))
- **Course description** ([http://catalog.iastate.edu/](http://catalog.iastate.edu/))
- **Registration information** ([http://www.registrar.iastate.edu/registration/](http://www.registrar.iastate.edu/registration/))

For reference number when signing up for PLBIO 699, check with Dai.

Rotation students are to let Dai ([dna112@iastate.edu](mailto:dna112@iastate.edu)) and Dr. Diane Bassham, IPB Chair ([bassham@iastate.edu](mailto:bassham@iastate.edu)) know when they begin their first rotation. Students should remember to submit rotation evaluation form after each rotation. Ask Dai to send form.
Additional information for International Students Only:

As soon as you arrive at ISU

_____ Check in with International Students and Scholars at 3248 Memorial Union

Maps of campus can be found here: http://www.fpm.iastate.edu/maps/

Download or pick up the Fall 2017 Graduate Student Orientation Schedule at ISSO Orientation/Temporary Housing/Graduate Student Checkin/Orientation Checklist.

_____ Fill out an I-9 form while at the International Students Office which is used to verify your eligibility for payroll. The beginning payroll date is based on when you complete this paperwork and the date on your letter of intent. Example: if your letter of intent begins August 15 but the I-9 paperwork is processed on August 23, August 23 is the earliest we will be able to begin your payroll. Payroll forms are available on line at this location: http://www.hrs.iastate.edu/hrs/node/471/attachment.

Note: payroll is on the last working day (Monday through Friday) of the month so you are paid once per month.

_____ The International Student Office will advise you as to when it is best to apply for your social security number. This will be somewhere around two weeks after you arrive in the country. You will need a letter from ISSO. You will apply at the Social Security Administration Office at 600 5th Street in Ames. You will need to take passport/visa, I-20, I-94 card, and documents showing that you will be receiving an assistantship or Fellowship (letter of intent).

_____ ENGLISH PLACEMENT TEST: This test is REQUIRED for all international students whose TOEFL score is less than 105 and can be taken only by admitted students. International students with TOEFL scores of 105 or better or have a US degree should check in with the Graduate College in 1137 Pearson to establish they do not need to take the English Placement Test. The Graduate College will note on your graduate student records that you have met this requirement. International students, who are from countries where the TOEFL examination is not required, do not need to take the English Placement exam. After taking this examination you may be required to take English coursework your first semester. Failure to take the examination and/or failure to take the required English coursework, during your first semester, will result in your not be allowed to register in the spring. You will need to bring two #2 sharpened pencils, a ballpoint pen and your ISU Card or passport. Students bring ISU ID Card or a valid photo ID. They should also have a black or blue ballpoint pen for the test. If you need more information, please contact the English Department, 337 Ross Hall.

English Placement Test: Schedule for Fall 2017

For further information and test online registration:
https://apling.engl.iastate.edu/signup/.
What to Bring:

- **Required:** ISU ID card (or a photo ID* with ISU ID number) (*passport, driver's license, or state ID)
  
  - Students are NOT allowed to take the test without a photo ID.

- **Required:** Two sharpened pencils, an eraser, and a pen

- Optional: ISU NetID (i.e., ISU e-mail address)

EPT Registration:

NEW international students who want to take the English Placement Test should check in with the International Students and Scholars Office (ISSO) first and then complete online registration for EPT before coming to the test place. Non-native English speaking students who hold a U.S. citizenship do not need to check in with the ISSO. **ISU ID number** (the middle nine digits on the ISU card) is required for the registration. **NetID** should be entered if students want to check their results online.

Go to the signup page. (Note: Online test registration will be available a week before each test date.)

If you need to change test dates after the registration, please log into the registration site using your ISU ID number and password you set when you signed up for the test. Use the drop-down menu at the bottom of the page to select a new test date.