Welcome to the Roy J. Carver Department of Biochemistry, Biophysics & Molecular Biology

Fall 2015 Orientation Information

Department contact information:
Roy J. Carver Department of Biochemistry, Biophysics & Molecular Biology (BBMB)
1210 Molecular Biology Building (MBB), ISU, Ames, IA 50011
Telephone: 515-294-2231, Fax: 515-294-7629, website

Your BBMB student mailing address:
- Mailbox #21 at the above address during lab rotations. You will need a #21 mailbox key to access mail.
- Once you join a lab, your major professor or lab manager will provide instructions about the lab mailbox key. Be sure you change your address on AccessPlus to your lab address.
- See Pete Lelonek, the MBB building manager or his assistant in 1210 MBB to request keys.

Department and program administration
1210 Molecular Biology Building (MBB) Administrative Suite, unless otherwise noted

Department Chair
Professor Guru Rao
(515) 294-6116
gururao@iastate.edu

Administrative Specialist
Kelly Yohnke
(515) 294-2226
raquel14@iastate.edu

Director of Graduate Education (DOGE)
And Faculty Consigliere for Graduate Education
Professor Richard Honzatko
Office: 4206 MBB
(515) 294-7103
honzatko@iastate.edu

Systems Support
Herman Huang
(515) 294-5193
bbmb-tech@iastate.edu

Program Coordinator for Graduate Education
Connie Garnett
(515) 294-3317
cgarnett@iastate.edu

BBMB Student Admissions Assistant
TBD
bbmbapps@iastate.edu
BBMB Orientation Schedule

| BBMB Orientation Schedule | Please plan to arrive on campus by **Monday, August 17, 2015**, when your research appointment begins, to participate in various orientation events planned for new students, to arrange for your support, and to register prior to the first day classes on **Monday August 24**. BBMB orientation is scheduled for **Thursday, August 20**. **Schedule will be available soon.** |

Before your arrival at Iowa State . . .

| Obtain ISU Net ID and Email Account | Set up your ISU email account (Net-ID) online. Go to [Net-ID Services](#) and select “Register or a Net-ID”. **Think about your choice of “name” for your Net-ID because it will become your email address for your tenure as a graduate student at ISU.**  
Any questions or problems setting up your Net-ID, contact the [ITS Solutions Center](#). |
| AccessPlus | [AccessPlus](#) allows you to register for classes, view your university bill, and access other ISU services. Create your AccessPlus account by using your University ID as your Login ID and as your initial password, use your birth month and day in a four digit format. For example, if you were born May 10, your initial password would be 0510. You can log on to AccessPlus using your UID, Social Security Number, or Confirmation Number and a password that you have established.  
Through AccessPlus you can conduct many employee transactions or obtain personal information through the **Student tab** on AccessPlus. See [Self Service Through AccessPlus](#) for more information.  
Any questions or problems with AccessPlus, contact the [ITS Solutions Center](#). They can reset your password over the phone and grant you access. |
| Lab Safety Training | All new BBMB students are required to attend a hands-on four-hour Lab Safety Orientation offered by [Environmental Health and Safety](#) (EH&S) during orientation week prior to working in a lab. Your EH&S Lab Safety Orientation is scheduled for Wednesday, August 19 from 8:20 am to 12:00 noon. Peer mentors will arrange to escort you to the EH&S classroom for this orientation.  
All students planning to work with hazardous materials or processes must be adequately trained before beginning work in the laboratory. See the [Safety Training Curriculum for Laboratory Personnel](#) for more information. |
### Housing

**On-campus housing.** The University offers housing options. You can register for University housing via your AccessPlus account. Communicate with University housing officials by email at: housing@iastate.edu.

**Off-campus housing** - Available apartments or homes may be located through realtors, the Ames Tribune, the Iowa State Daily, and online at Rent Iowa. There is also an Ames Craigslist and a new national website, Apartments.com.

### International Students, prior to and upon arrival...

See the International Students and Scholars (ISSO) Office “New Student Checklist” for important information and forms you will need prior to and upon arriving on campus. The ISSO has scheduled fall orientation sessions from August 17 to 21. Students who must arrive late due to circumstances beyond their control MUST contact ISU Admissions (admissions@iastate.edu, phone 515-294-5836, 800-262-3810, Fax: 515-294-2592) for a letter permitting them to arrive late. Please contact ISSO upon arrival to schedule a late check-in appointment.

The ISSO Office is located on the south side of campus in 3248 Memorial Union (Phone: 515-294-1120, Fax: 515 294-8263, isso@iastate.edu).

### Transportation from Airport to Ames

If you plan to arrive at Des Moines International Airport, please note that Iowa State University is about 35 miles from the airport in Ames and you will need to arrange ground transportation to Ames. Information about ground transportation from the airport can be found on the ISSO website under: Airport Transportation

*International students special instructions for luggage:* Please put your name and Iowa State University in English somewhere on your luggage. This will help to locate any luggage that may be lost or delayed.

### Cy-Ride Bus Routes

Cy-Ride is the public bus system in Ames that you can ride for free by showing your ISU Card. The cost is covered by your student fees. As you search for a place to live in Ames, you may want to check Cy-Ride routes and schedules to make sure you can easily access Cy-Ride from where you choose to live.

### Thielen Student Health Center

Please visit the Thielen Student Health Center website for information about immunization requirements, as they differ for new domestic and international students. *Documentation of the required immunizations is due by July 31 for fall semester entries. It is essential that all new students turn in required forms to avoid any delay in course enrollment.*

A health screening is required for international students and the ISSO office will schedule this 15 minute appointment when you check in with their office.

The Thielen Student Health Center is located on the northeast corner of Union Drive and Sheldon Avenue, just west of Beyer Hall. Part of your mandatory student fees will be a health fee, which enables the availability of high quality and accessible health care to the ISU student community by helping support the overall costs of the health center. **The health fee is not health insurance.**
Upon arrival at Iowa State . . .

<table>
<thead>
<tr>
<th>International Students – obtaining a Social Security Number</th>
<th>International students who do not yet have a Social Security (SS) number should <strong>wait at least two weeks</strong> after arrival in the United States before applying for an SS number.</th>
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<tr>
<td></td>
<td>Both ISU ISSO and Payroll emphasize the importance of waiting this period of time. <strong>Applying too early will initiate paper processing of your Social Security number which can take up to five months, delaying your assistantship support.</strong></td>
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<td></td>
<td>Two weeks after arriving in the United States, go to the <a href="#">Ames Iowa Social Security Office, 2615 University Boulevard in Ames</a> to apply for your SS number. The <a href="#">Cy-Ride Brown Route</a> stops in front of their building. You will need to bring your passport, visa, I-20, and a copy of showing your support, like a letter of intent for an assistantship or documents for Fellowship support.</td>
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<tr>
<td></td>
<td>Your SS number and card will be sent to The <a href="#">Office of the Registrar</a> and they will email you when it arrives to you can pick it up, by showing a photo ID like your ISU card, and bring it to the Human Resources Records Management Office in room 3810 Beardshear to record to complete your payroll process. Once this number is in the system, your payroll action can be entered retroactive to your assistantship start date or first day of employment.</td>
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| Payroll sign up | **International students** will fill out an I-9 Employment Eligibility Verification form in the ISSO office during their check-in. This form verifies your eligibility to be paid as a graduate student. The I-9 needs to be filed on or before the first day of employment listed on your letter of intent. Also, you may be eligible for a [Tax Treaty exemption](#), which will lower the amount of U.S taxes. If eligible, you will fill out [Form 8233](#) each year. The forms to claim Tax Treaty exemption may be completed in the ISU Payroll office located on the first floor of the [Administrative Services Building](#). More information about taxes can be found [online](#). |
| Graduate College | The [Graduate College website](#) and [Graduate College Handbook](#) are your most important resource to learn about the policies, procedures and deadlines for graduate students, professional development, and other campus resources and services. |
| Obtain your ISU ID and Card | Obtain your [University ID card](#) (UID) in [0530 Beardshear Hall](#). Your UID is your student identification, library card, meal card (if you have a residence hall meal plan); access card to university services, CyRide card, and cash card (if you activate the cash stripe). |
| Enroll in Student Health Insurance | Student health insurance coverage is provided at no cost to you as part of your assistantship. To learn more, visit the [Students and Scholars Health Insurance](#) (SSHIP) website. Once you complete your payroll sign up and your support is entered into the payroll system, you will be eligible to
enroll online using AccessPlus. Coverage will be retroactive to your appointment start date. The Annual Open Enrollment Period opens on July 14 and closes on September 11, 2015. The Students and Scholars Health Insurance (SSIP) office located in the University Human Resources office in 3810 Beardshear Hall.

### English Placement Test

All incoming students who are non-native English speakers are required to take the English Placement Test. Please visit their website for more information about testing dates and exemptions.

### Register for Classes

You will register as a group for fall classes during BBMB Orientation on August 20 – Do not enroll before then. Registration is done using AccessPlus.

### Helpful Orientation Handbooks and Websites

| BBMB website | The BBMB website is your resource for all things related to this department. |
| BBMB Graduate Student Handbook | The BBMB Graduate Student Handbook is an ever-changing document that outlines the academic requirements and your responsibilities as a Biochemistry or Biophysics graduate student. In the interest of being green, it will also always be available online. |
| BBMB GSO | BBMB Graduate Student Learning Community (GLC) was established in 2013 to explore professional development and careers for graduate students studying for their advanced degrees in the area of biochemistry or biophysics. |
| Graduate College Handbook | The Graduate College Handbook is an ever-changing document due to updates in university policies and programs. The online version will contain the latest updates of the Handbook so you can have easy access to the most current information. |
| Graduate and Professional Student Senate | The Graduate and Professional Student Senate (GPSS) founded in 1969, represents the graduate and professional students’ perspective on campus issues and serves as a liaison between graduate/professional students and the university administration. The GPSS will hold their first fall meeting on Monday, August 25, 2014. |
| Registrar’s Office | The Office of the Registrar website contains information about the academic calendar and deadlines and links to useful forms. |
| Schedule of Classes | Use the Schedule of Classes website to quickly check classes by semester. You will register for fall classes following a presentation on course requirements at the BBMB orientation scheduled for Tuesday afternoon, August 19. |
| Computer and networking support | The IT Solution Center, 195 Durham Center, provides direct support for information technology customers (using your Net ID) and acts as a single point of contact for problem resolution. |

Page 5
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<table>
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<tr>
<th>Mission</th>
<th>The mission is to help the people of ISU with supported computer software, networking, and service issues.</th>
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<td>EH&amp;S</td>
<td>The Environmental Health &amp; Safety (EH&amp;S) website has information about lab safety and training. You will attend a lab safety orientation during the week of August 19. See email from BBMB coordinator for more information.</td>
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<tr>
<td>Online Campus Map</td>
<td>The ISU Online Campus Map has information about the campus building locations and parking.</td>
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<td>Bookmark this page!</td>
<td>The Iowa State University Info for Students website is an excellent information resource on all things related to being a student at Iowa State, from academics to support services.</td>
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<tr>
<td>About Iowa State</td>
<td>The About Iowa State website provides interesting facts and information about ISU.</td>
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<td>Questions?</td>
<td>Contact Connie Garnett at 515-294-3317 or <a href="mailto:cgarnett@iastate.edu">cgarnett@iastate.edu</a>, your BBMB graduate program coordinator.</td>
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