

UNIVERSITY
of
VIRGINIA

Graduate Student Orientation Handbook

Student Orientation Handbook Table of Contents

DEPARTMENT OF ENVIRONMENTAL SCIENCES RESEARCH PROGRAMS	3
GENERAL SERVICES, SUPPORT, AND INFORMATION	4
GUIDE TO PURCHASING IN THE DEPARTMENT OF ENVIRONMENTAL SCIENCES	10
FACILITY SAFETY GUIDELINES	13
LABORATORY SAFETY RESOURCES	13
GRADUATE STUDENT ASSOCIATION (GSA)	14
FINANCIAL AID IN ENVIRONMENTAL SCIENCES	15
RESEARCH AND TRAVEL AWARDS	17
THE (COMPLETELY UNOFFICIAL) ENVIsci SURVIVAL GUIDE	19
DEGREE DEADLINES	22
APPENDIX A: CREDIT HOURS REQUIREMENTS CHECKLIST	23
APPENDIX B: INSTRUCTIONS FOR RESERVING CONFERENCE ROOMS AND LCD PROJECTORS	24
MAP OF GROUNDS	25
MAPS OF CLARK HALL	26



Department of Environmental Sciences Research Programs
-our research reaches the world-

Though not exhaustive, below is a sample of many of the programs our research colleagues are involved in. Check out our departmental webpage for more details (<http://www.evsc.virginia.edu>).

- Virginia Coast Reserve, Long-term Ecological Research (VCR-LTER)
<http://atlantic.evsc.virginia.edu/>
- Shenandoah Watershed Study (SWAS)
<http://swas.evsc.virginia.edu/>
- Program of Interdisciplinary Research in Contaminant Hydrogeology (PIRCH)
- Blandy Experimental Farm
<http://blandy.virginia.edu/>
- Virginia Forest Research Facility (VFRF) / Pace Estate
- Global Environmental Change Program
- Southern Africa Regional Science Initiative (SAFARI 2000)
http://www.jurgenlobert.org/projects/mpi_safari/
- Central Africa Regional Program for the Environment (CARPE)
- NASA Land Cover Land Use Change (LCLUC) Program
- Kalahari Transect Research Program (with IGBP)
- Miombo Network (with IGBP)
- Arctic Transitions in the Land-Atmosphere Systems (ATLAS)
- Virginia State Climatology Office <https://climate.virginia.edu/>

<https://evsc.as.virginia.edu/facilities>

***Note, because of a changeover in UVA website systems, some sites were rendered defunct. Contact faculty for more details about programs without hyperlinks.*

Other sites

Arctic Tundra
Costa Rica
Borden, Ontario Temperate Forest
Yucatán
Virgin Islands
Florida Everglades

Research Foci

Climatology
Atmospheric Chemistry and Transport
Aquatic Ecology
Terrestrial Ecology
Microbial Ecology
Geomorphology/Earth-surface processes

Land-Atmosphere Interactions
Catchment Hydrology
Hydrogeology
Marine Science
GIS & Remote Sensing Applications
Environmental Geochemistry

General Services, Support, and Information

SIS (Student Information System)

- Website <https://sisuva.admin.virginia.edu/>
- Registration, Course Enrollment, Grades, Address Change
- An unofficial class schedule in a more user-friendly form can be found at <https://louslist.org/>

ITS (Information Technology Services)

<https://virginia.service-now.com/>

- Email Accounts, Aliases, Passwords
- Remote access ([VPN](#), [Digital Certificates](#)).
- [Software](#) *discounted or free* ([Office 365](#), ArcGIS, SAS, SPSS, Secure FX/CRT, etc.)
- Instructional Classes, Many on-line help pages

Scholar's Lab

<https://scholarslab.lib.virginia.edu/>

- GIS support
- Workshops
- Makerspace
- Consultations for library resources, etc.

Center for Teaching Excellence <https://cte.virginia.edu/>

- Tomorrow's Professor Today program
- Many [programs and some grant](#) opportunities,
- Teaching [consultation](#) services

Hardware Access

- Computers (Sci-Eng Library; Chemistry; Alderman)
- Printers (3rd floor, New Clark and Sci-Eng Library)
- Photocopiers (Clark 118; Sci-Eng Library)
- Fax (Mailroom, Clark 118)
- Slide Maker (Howie Epstein has access to one)
- Poster Printer (Department shared in Clark 357, John Porter and Will Tomanek knowledgeable)

Office Supplies and Audio-Visual Equipment

- AV equipment: overhead projectors and slide projectors can be signed out at the receptionist **desk** (Clark 111).
- Computer projectors and conference rooms can be reserved on-line through the department's online calendar (<https://evsc.as.virginia.edu/room-reservation-calendar>). See instructions, in Appendix B.
- Office supplies are available from the stock room next to the supply room (ground level, New Clark).

Mail and Packages

- Address: Dept. of Environmental Sciences
Clark Hall, University of Virginia
291 McCormick Rd.
P.O. Box 400123
Charlottesville, VA 22904-4123
- Fed Ex, UPS, Faculty Mailboxes, Outgoing mail, etc. (Clark 111)

Travel Awards

- GARC Travel Award. See details under Research and Travel Awards and Travel on University / Department Business.

Important Department Miscellany

Getting Keys – See Elizabeth Jackson in main office (Clark 111)

- For offices, teaching labs, research labs, etc.
- Fill out the form on the EVSC Website under “Resources” tab

Getting Paid (i.e., Payroll)

All university payroll is processed through WorkDay. HR official responsibilities are handled by the central HR office, not departmentally. All payroll is done via direct deposit. If you have any payroll questions / concerns, contact Karen Mercer at kcm9e@virginia.edu or the HR Solution Center at AskHR@virginia.edu, or 434.243.3344. Login to workday through <https://www.myworkday.com/uva/d/home.html>; you can also download an iphone or android app.

- Login into WorkDay to change your federal or state income tax withholding amounts.
- Hourly employees (i.e. graders) are paid bi-weekly.
 - Hours worked are entered into WorkDay by the employee and approved by supervisor.
- GTA and GRA assignments are paid bi-weekly.
 - These assignments are a set amount and paid over 10 pay-periods in fall and spring; and 6 pay-periods in summer.
- Additional wage employment of full time graduate assistantship must be pre-approved by EVSC department chair and A&S Graduate School.
- FICA tax withholding – generally – full-time students are FICA tax exempt. Summer sessions require 3 credits grad, 6 credits undergrad to qualify for FICA exemption. More information at: <https://uvapolicy.virginia.edu/policy/HRM-008>.

Up-to-date payroll calendars may be accessed at:

<https://payroll.vpfinance.virginia.edu/academic-payroll-and-leave-calendar>

Parking and Transportation

Traveling to and from the university can be really challenging. Here are some options and general know-how regarding parking and transportation:

- Parking at the university
 - For those who have a car and/or commute, permits can be purchased for University-Hall (U-Hall), the E3 lot near Scott Stadium, and the Emmet-Ivy Garage. Except for U-Hall, most parking spots have a wait-list
 - Sometimes, special events such as football games or graduation will void the normal parking passes. Special passes will be distributed as necessary.
 - The department has both temporary and plastic parking passes for **departmental use only**. Ex: Unloading equipment. These are not for personal use.
- University Transit Services (UTS)
 - Bus system operated by the university
 - Familiarize yourself with the bus routes and times
 - Rider Safety:
 - Cross behind the Bus
 - Stand behind the Yellow Line when riding the bus. This prevents injury in the event of a sudden stop and limits distraction to the driver
 - Enter through the front door. Due to limited visibility a passenger could be left behind, or have doors accidentally close on them while trying to board from the rear.

- Remain seated when possible
- Bicycles
 - Bicycle racks are available for use around the university, including in front of and behind Clark Hall.
- [ParkMobile](#):
 - Hourly parking around UVA, including at Clark
 - Register and pay through the app
- Zip cars – (car sharing) If you plan on using one of the multiple ZipCars on grounds, contact Parking and Transportation at <https://parking.virginia.edu/thriving-without-car> or call 1-866-494-7227.

Travel on University/Department Business

All travel expenses must be preapproved and adhere to policy FIN-004 Travel, Meals, & Entertainment Expenses Incurred on Behalf of the University. <https://uvapolicy.virginia.edu/policy/FIN-004>.

View the **travel reimbursement flow chart** on the next page to see how you will file for your travel reimbursement. **Travel must be fully completed before you can be reimbursed.** For example, you cannot pay your registration fee 2 months out and expect to be reimbursed now. That is why you need to **complete the “Travel Arrangement Request Worksheet” (below) in advance of travel.**

- Coronavirus / COVID-19 Travel Restrictions are currently in place. Refer to the UVA return to grounds “travel” webpage for up-to-date information. <https://returntounders.virginia.edu/travel> .
 - International travel is not permitted.
 - Essential domestic travel supporting necessary / critical / non-reschedulable activities that must be done in person are permitted and must be **approved by a supervisor prior to travel.**
- Official department travel outside the UVA / Charlottesville and surrounding area
 - Airline Tickets, train tickets, hotel and conference / event registration:
 - Complete the **“Travel Arrangement Request Worksheet”** form on the departmental website under “Resources”. Completing this form will require the PTAO for the cost and PI approval.
 - Send completed form to Elizabeth Jackson in EVSC administrative office for processing.
- Official travel in and around the UVA / Charlottesville and surrounding area using rental vehicles. The vehicle driver **MUST** have a current DMV check before they can transport students; DMV check for other rental use is preferred. If you are going to be driving a rental vehicle
 - Rental Vehicles – if you need a vehicle for any reason (i.e. Class field trip), you will have to rent one from Enterprise Travel, contact Elizabeth Jackson, **“Vehicles Rental Request Form”** is on EVSC website under “Resources”.
 - Cindy Allen will give you a Facilities Management gas card and paper to write down gas pumped.
 - Cindy Allen will give you a hang tag so you can park the vehicle at the football stadium.

Travel on University/Department Business (Continued)

- After you return rental to Enterprise, return the gas card, paper with gas amount used, and hang tag to Cindy Allen.

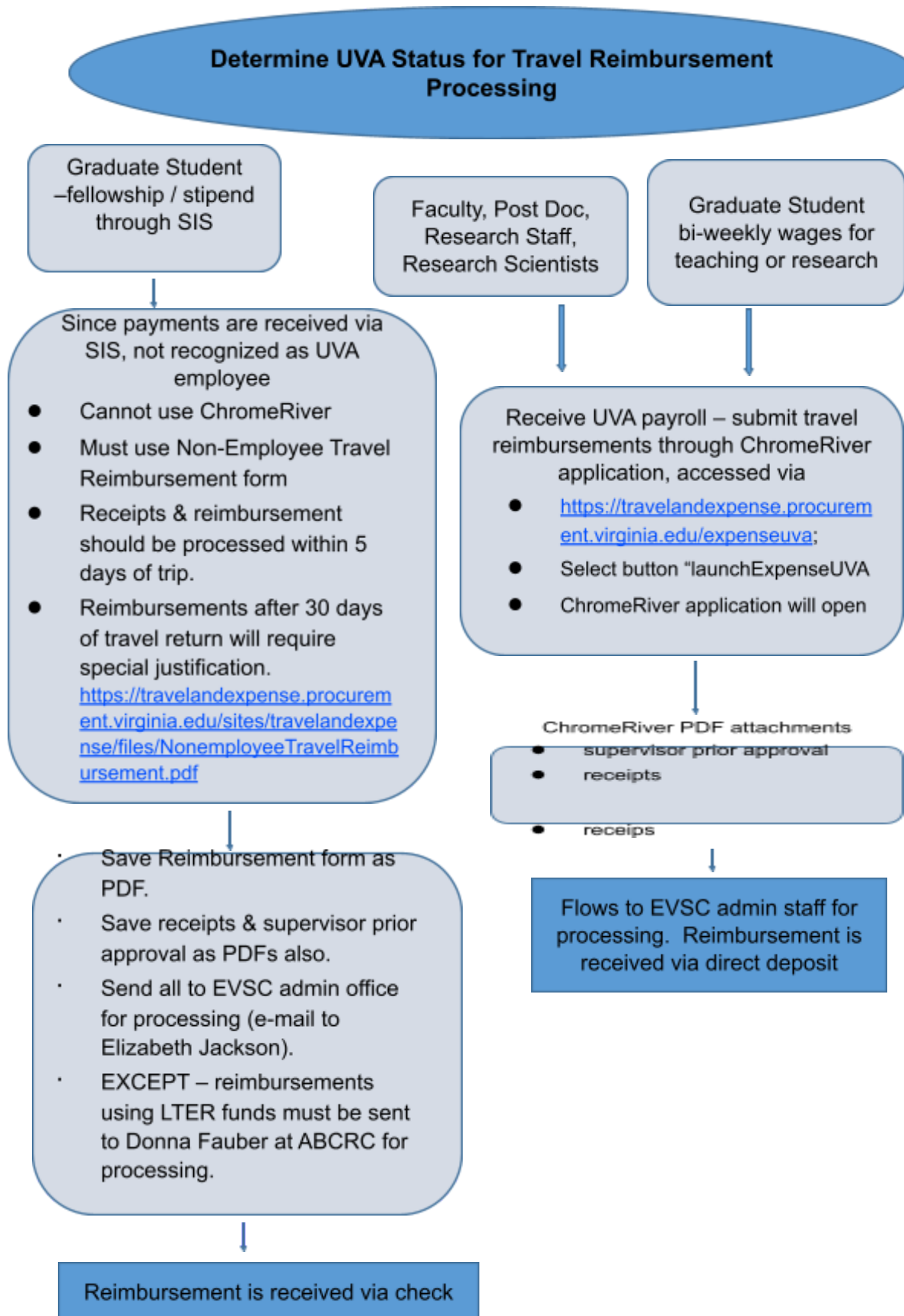
- Each lab has its own standing purchase order for rental cars that are used for class field trips. This number must be provided to Enterprise when you set up the rental reservation. See Elizabeth Jackson.
- Rental car must be filled up with gas to the level it was when it was received.

Travel on University/Department Business (Continued)

- Travel via GARC Travel Award or using other award funds (i.e. Moore endowment)
 - Make sure your travel meets criteria / justification in (1.) above.
 - Review for (2) and (3) above to see if you need to complete the **“Travel Arrangement Request Worksheet”** or **“Vehicles Rental Request Form”**.
 - Request your reimbursement via the **“Travel Reimbursement flow Chart”**, and annotate in the “other information” section that you are using the PTAO allocated to you via an award, and provide that award information. You will not need the PI signature.
- State mileage reimbursement rate is \$0.58/mile, unless otherwise specified (e.g., LTER limits trips to the Eastern Shore).
- State guidelines on per diem rates for lodging and meals (M&IE: Meals and Incidental Expenses) available at [FIN-004: Travel, Meals, and Entertainment Expenses](#) .
- NOTE – you can only be reimbursed for travel expenses AFTER the trip is completed.
- If you lost a travel expenditure receipt; complete the “UVA Missing Receipt Affidavit” found here: <https://travelandexpense.procurement.virginia.edu/sites/travelandexpense/files/MissingReceiptAffidavit.pdf>
- Make sure you have approval (usually email) from the PI for the travel PTAO.
- All reimbursements will be by direct deposit to your bank account.

Review the Travel Reimbursement Flow Chart on the following page

TRAVEL REIMBURSEMENT FLOW CHART



Reimbursements

>>> For research materials, supplies, or other items paid for with personal funds.

NOTE – reimbursement should only be one as a last resort. Any item that **can** be purchased via the OTS system **should** be purchased through OTS. Amazon items can also be purchased through OTS.

- **University affiliates**-Use ExpenseUVA at <https://app.chromeriver.com/index>.
- **Non-university affiliates-or graduate students who receive payments through SIS** versus wage research / teaching bi-weekly wages will complete a “non-employee travel reimbursement form. <https://travelandexpense.procurement.virginia.edu/sites/travelandexpense/files/NonemployeeTravelReimbursement.pdf>
- **Reimbursement Documentation**
 - Provide PTAO to be used for reimbursement.
 - **Keep all receipts**; itemize on a separate sheet of paper
 - If you lose a receipt, complete the “UVA Missing Receipt Affidavit” found here: <https://travelandexpense.procurement.virginia.edu/sites/travelandexpense/files/MissingReceiptAffidavit.pdf>
 - Note: All reimbursements will be by direct deposit to your bank account.

FedEx & UPS Shipping

On the FedEx shipments (access the “FedEx” form on the EVSC website under the Resources tab.

- Send form via Email to Elizabeth Jackson, or bring to reception desk in admin office.
- Form should be completely filled out including the PTAO to which item should be charged.
- Include **what** was sent, and your name and contact information (in case we have questions)

Some items can't be charged to federally-sponsored research projects; therefore, these specifics will help when it comes time to pay the bill.

For UPS shipping (See Fiscal Tech)

Recycling @ the Clark Hall Loading Dock

- Please break down your **boxes** and put them in the receptacles under the counter.
- **Packing peanuts** are recyclable. Place them in a bag and leave them near the cardboard recycling area. Big pieces of Styrofoam (i.e. from computers) are not recyclable by UVA.
- For other recycling information you can go to <https://www.fm.virginia.edu/services/recycling.html>.

Copy charges

Put funds in your Cavalier Advantage account on your student ID card to use “fee copiers” around grounds. <https://www2.virginia.edu/cavalieradvantage/about.html>

Facilities

Please notify Elizabeth Jackson, (EVSC Facilities Coordinator) of any functional, damage, or janitorial issues that may arise within Clark Hall. Contact her at email: ej2h@virginia.edu.

The Guide to Purchasing for the Department of Environmental Sciences

As a graduate student, you may be expected to purchase or request purchases for your research. As a public university, the University of Virginia is exempt from paying sales tax. As you may know from your own personal purchases, each purchase you make has a sales tax. As a rule of thumb, you should request purchases from our Fiscal Technicians using the systems below.

The duty of the Department Buyer is to make sure we are following the state's guidelines for all purchases made by the University of Virginia. When we do not request an order from an internal, contract, eVA registered or SWaM vendor, a clear justification must be documented. The purchase must be made from the lowest responsive and responsible vendor that can meet all requirements of the purchase.

Please DO NOT wait until the last minute and purchase things yourselves. Over-the-Counter purchases is not the preferred method without the use of a university Pcard as the university is exempt from sales tax. If you make an over-the-counter purchase without a Pcard you will be charged tax and the university will be responsible for reimbursing the sales tax. **Since the University is exempt, we try to avoid paying sales tax whenever possible on purchases.**

With that in mind, please use the methods below when requesting purchasing:

1. **OTS: Order Tracking System**

Policy: For the Department buyer to place an order for you or to issue a purchase order number, you must make the request in OTS. Orders cannot be placed by the department buyer unless they are first entered into the ordering system. Your PI is responsible for granting individuals authorization to make purchases on their PTAO (charge account). This system may be used for lab and research supplies, equipment, and services as well as general office supplies. Please keep in mind that in addition to shipping time, it could take extra time to initiate your purchase and receive other internal approvals. Department buyers will communicate with you directly if there are any other questions, please help them by giving all detailed information in the OTS order form.

- Lab and research supplies, as well as general office supplies.
- Use the Department Online Tracking System (OTS) for placing orders. Requires that PI authorize you as a valid user for any given PTAO.
- POs (Purchase Orders) are used for items > \$5,000.
- When placing an order, PLEASE:
 - Order ahead – do not wait until the last minute or the day before.
 - Provide specific details of the order – PTAO, item description, item number, price, etc.
 - Obtain prior approval from the PI whose PTAO you are using.
 - Be sure to state all relevant information in the OTS request

Amazon orders: please enter orders into OTS as we have a departmental business account set up to eliminate the sales tax. Please allow a reasonable amount of time for delivery.

Directions: www.evsc.virginia.edu

- 1) Click on Resources
- 2) Click on OTS
- 3) Netbadge authentication is required
- 4) Enter username (email ID) and password
- 5) If you are a first-time user, please click the link for "How to use the new OTS (video).
- 6) If you are a student, you may disregard the first part as these are instructions for the PI to add people who have permission to use their PTAO.

The Guide to Purchasing for the Department of Environmental Sciences (continued)

- 7) In OTS you can “Place and order” or “Request a PO#” (Note: requesting a purchase order number tells the buyer that you are making arrangements with the vendor yourself)
- 8) Enter vendor and item information and select PTAO to be used
- 9) Add notes as necessary – typical notes may be the class number you are purchasing for or a justification to the purchase from a vendor not on the contract, eVA, or Swam vendor list.

Ship to address:
Department of Environmental Sciences
Clark Hall, Room G062
291 McCormick Rd.
Charlottesville, VA 22904

Bill to address (invoice must include PO#):
Accounts Payable
PO BOX 400197
Charlottesville, VA 22904

Contract and eVA Vendors

<https://procurement.virginia.edu/purchasing/contracts>

SWaM vendors

<https://supplierdiversity.procurement.virginia.edu/resources/uva-departments/finding-swam-suppliers>

2. Internal Purchases

Internal to UVA purchases are easy options from which to request your items or services.

All you need with the vendors below is to take the PTAO (account number) to be charged with you when you make the purchase. All receipts must be turned in to the Fiscal Tech's located within the Administrative office.

Medical Storeroom

<https://www.medicalcenter.virginia.edu/intranet/scm>

UVA Bookstore (Cavalier Computers included):

<http://www.bookstore.virginia.edu/>

Printing and Copying: Printing, Copying, design, and mailing services

<http://uvaprint.virginia.edu/>

If what needs to be purchased cannot be made internally, then the next place to check is with a Contract or Minority vendor.

Outside the Department: Take your PTAO with you in a bar code format. A barcode can be created using the PTAO card generator and can be found on the links for UVA systems page under **HR, Finance, Admin Systems**

https://virginia.service-now.com/its?id=itsweb_kb_article&sys_id=90022971dbd5d3804f32fb671d9619bc.

- Physics shop
- Newcomb Hall Bookstore
- Cavalier Computers

The Guide to Purchasing for the Department of Environmental Sciences (continued)

The above websites are the first places you should check for a vendor from which to request your purchase. After an Internal Service Provider, Contract or eVA registered vendors should be first choice for purchase requests. Agreements have been made between these vendors and the University or the State of Virginia for special pricing and terms. Secondly, we should attempt to request purchases from a qualified SWaM vendor which includes small, women owned, and minority owned businesses.

One thing to remember is that you may be able to request a specific item through a contract, eVA registered or SWaM vendor. For instance, Fisher Scientific is a contract vendor that supplies Fisher Brand items, but they are also a distributor for many other suppliers. Items that are made by Seqwright, Sun Sri, Thermo Electron, etc. can be requested through Fisher. Therefore, just because you know the manufacturer of a certain item, your buyer may still be able to order the same or comparable items from a contract, eVA registered or SWaM vendor.

How can you help?

Request orders with companies that have contracts with the state/UVA or registered SWaM vendors. If you need to request an order from a vendor that is not on contract or a minority, please fill out a sole source justification form. https://procurement.virginia.edu/sites/procurement/files/Sole_Source_Form_PSDS.pdf Please indicate in the notes section of OTS or send the justification form through email to the buyer. You must solicit three quotes and one must be from a SWaM vendor.

Rental Vehicles: A rental request form must be filled out and given to Elizabeth Jackson prior to scheduling a rental.

IMPORTANT: All Enterprise receipts must be returned to the buyer immediately.

If you have any other questions, please contact the Fiscal Technicians Laurie Hammond or Henry White (see Who's Who). You may also visit the Procurement website at <https://procurement.virginia.edu/>

NOTE: When the Fiscal Techs contact you about picking up your order, please do so within 24/48 hours or make arrangements to have your order to be picked up. The reason for this is, if something needs to be returned to the vendor (for damaged items or wrong items, etc...) we have a short turn-around time to send the item(s) back to receive a possible credit. In addition, there is limited space in the office for storing package.

Facility Safety Guidelines

- There must be clear access to all fire extinguishers. Please notify your coordinator if any extinguishers in your area do not have a current annual inspection tag.
- There should be nothing within 30 inches of the electrical panels and nothing blocking easy access up to the panels. If you use the area as temporary storage, please make sure that the items can be quickly and easily moved in the case of an emergency. The space under the panels may not be used for permanent storage.
- There must be at least 18 inches of clearance around all sprinkler heads and from the ceiling.
- All gas cylinders must be secured with a chain or appropriate strap.
- Coat racks are not allowed in the hallways.
- Extension cords and multi-plug adapters are not allowable as part of permanent wiring. Power strips are permissible.

Laboratory Safety Resources

These resources are available if you have additional questions about laboratory safety.

- MSDS for chemicals are available through a searchable database at <https://ehs.virginia.edu/Chemical-Safety-SDS.html>
- If there are workers in the laboratory setting that do not have access to electronic copies, ensure printed copies are available.
- <https://ehs.virginia.edu/Waste.html> Provides detailed information about waste collection and disposal.
- Lab workers should complete and update Chemical Safety Training. This includes undergraduate researchers. <http://ehs.virginia.edu/Chemical-Safety-Training.html>
- Laboratory Personal Protective Equipment (PPE) guidelines: <https://ehs.virginia.edu/Chemical-Safety-PPE.html>
- There is an anonymous form to report safety concerns: <https://researchcompliance.web.virginia.edu/report/user/concern.cfm>

Graduate Student Association (GSA)

MISSION STATEMENT

The GSA is a student run organization that aims to provide:

1. professional and personal support for existing graduate students,
2. events that build community among students and faculty,
3. information and guidance for incoming and new graduate students,
4. a voice for graduate students in the department and university, and
5. support, space, and outspoken solidarity with historically marginalized individuals in academia and the wider scientific research community.

Duties

- Mentor Program – mentor undergraduate student theses or independent studies
- Student Action – i.e. health care coverage
- General departmental assistance

Student-led Events

- Socials – food and drinks in the Odum Room after seminars
- Annual Events – Pig Roast, Winter Holiday Party, Spring Fling
- EnviroDay – Environmental Sciences Student Research Symposium
- Prospective week and party
- New Student Party

Funding

- Social and Event Dues (alcoholic/non-alcoholic) – \$30/\$20 per semester; \$5/\$10 for larger events (i.e. Pig Roast)
- Departmental Donations (roughly 75% of annual budget)

Leadership- Fall 2020 – Spring 2021

The following is a result of changes in the organizational structure of the GSA. Accompanying duties and further details are enumerated in the GSA Bylaws (rev. 2020).

Elected

Co-Presidents	Kelsey Huelsman & Angelique Demetillo
Secretary	Libby Bieri
Treasurer	Michael Cornish
GSAS Representative	Kylor Kerns
GSA Faculty Representatives	Tyler Barnes and Allison (Alie) Lepp
Department DEI Rep.	Kayleigh Granville & Marion McKenzie
Department Sustainability Rep.	TBD

Appointed

Social Chair(s)	TBD
Prospective Week Chair	TBD
EnviroDay Chair(s)	TBD
Interview Chair(s)	TBD

(Updated: July 2021 by Tyler Barnes (teb5g@virginia.edu))

Financial Aid in Environmental Sciences

Almost all students admitted to the graduate program of Environmental Sciences at the University of Virginia receive support to pursue their M.S. or Ph.D. studies. M.A. students usually do not get financial aid. As noted in the lines below, the financial support comes from various sources. Thus, the amount of support that students receive depends on the funding sources and/or research and teaching responsibilities. Normally, the department provides two and three academic years of support to M.S. and Ph.D. students, respectively. The continued support depends on satisfactory progress made by students in both course work and research. Below is some information students might find useful concerning the various opportunities of securing financial support to pursue graduate studies in the Department of Environmental Sciences.

Full research assistantships

From existing research grants, faculty members provide full-time research assistantships to their graduate students. The student normally receives monthly stipends from grants to pursue research full time, amounting to at least 20 hours of work per week. Tuition is also paid from research grants. The Financial Aid Committee does not deal with research assistantships. Financial arrangements and associated amounts of support are made between the concerned student and the advisor. Research assistantships can be granted at any time in the student academic program.

Half teaching and research assistantships

The department strongly encourages the participation of qualified graduate students in the teaching of undergraduate laboratories. The assignment of teaching assistantships is under the purview of the Financial Aid Committee in consultation with the student major advisor. For a half teaching assistantship, the student is expected to work 10 hours per week running one laboratory session (2-3 hours per week), grading laboratory reports, and assisting undergraduates in completing laboratory-related tasks. Lecture TAs are also becoming more common where responsibilities may include attending lectures, grading, writing exams, hosting study sessions, etc. Compensation includes a stipend, tuition coverage, and health insurance.

Graderships

To be paid on an hourly rate, the student is assigned to assist faculty members with the administering and grading of exams in large (> 20 students) undergraduate courses. On average, the student is expected to work less than 10 hours per week.

Fellowships

The Department offers many fellowships to qualified students. Fellowships are granted on the basis of academic achievements and other specified criteria. Fellowship decisions for returning students depend on progress identified in annual reports. In the spring of each academic year, students are expected to prepare and submit a current CV outlining progress to date and the principal achievements made during that year. The information provided is critical to assess whether students deserve fellowship support. The CV must be submitted electronically to the Chair of the Financial Aid Committee. Special fellowships occasionally arise, and the Financial Aid Committee administers nominations (e.g., Dissertation Year Fellowship). To learn more about the various available fellowships, visit the department web page <http://www.evsc.virginia.edu/>

Deadlines

As noted above, individual faculty members assign research assistantships to their graduate students. At the beginning of each academic year, it is *important* that students verify with their advisor whether the research assistantship support will be available. The Financial Aid Committee assigns teaching assistantships sometime in the month of March, but final decisions are not made until May. If a student wants to become a teaching assistant, then it is important to communicate such desire to the academic advisor during the spring semester or earlier. The Financial Aid Committee makes every effort to work closely with advisors to decide on the assignment of teaching assistantships. Finally, the CV must be submitted to the Financial Aid Committee during January. If students wish to be considered for fellowship support, then they must prepare and submit an

annual report. Instructions on how to prepare the annual report will be provided by the Chair of the Financial Aid Committee.

Contacts

In case difficulties arise, concerning issues related to financial aid, students are advised to first seek assistance from their academic advisor. As noted above, advisors control the level of support students get in the form of research assistantships. Students can also contact the Chair of the Financial Aid Committee in case clarification is required concerning teaching assistantship assignments and allocation of tuition differential fees. Cindy Allen, the assistant to the department Chair, can also clarify questions related to financial aid. As with other issues, grads can also seek support from a GSA faculty representative, and the greater GSA leadership team.

Tuition

Another responsibility of the Financial Aid Committee is to allocate resources to cover out-of-state tuition. To optimize the finite resources available, students are advised to work closely with their advisor to ensure that the prescribed credit hours are earned in the appropriate semesters. Students must enroll for a total of 12 hours each semester to maintain full time student status. These credits can be a combination of classroom-related work, Research Problems (EVSC 9995), and Non-Topical Research (see below).

Non-Topical Research Courses

EVSC 8998	Non-Topical Research, Prep for Research For master's research, taken under the supervision of a thesis director.
EVSC 8999	Non-Topical Research For master's thesis, taken under the supervision of a thesis director.
EVSC 9998	Non-Topical Research, Prep for Doctoral Research For doctoral research, taken before a dissertation director has been selected.
EVSC 9999	Non-Topical Research For doctoral research, taken under the supervision of a dissertation director.

Tuition costs change with time in residence for PhD students, declining from \$26,276 per year to \$7,440 per year in their 4th and 5th years. There is no change over time on tuition costs for Master's students. It is also important to know that in contrast to previous years, Non-Topical Research hours are no longer free of charge when taken with paid hours. In the past you would have been prompted to increase Non-Topical Research hours as you were advancing in your degree to efficiently use your financial aid. Now you may take courses throughout your entire time as a grad student. Be aware of this new condition when looking for information on how to fulfill your credit hours requirements.

Health Insurance

All UVA students are required to show proof of health insurance coverage. But do not worry: as a graduate student, you may be eligible for a health insurance subsidy! UVA will pay for the Aetna basic health plan for students who earn at least \$5,000 in wages during the academic year. The subsidy is non-transferable and non-refundable. As soon as eligibility is determined (which means as soon as the student's financial aid is set up in the department), students should receive an email indicating their eligibility for the subsidy. This notice will also include instructions on how and when you may register for the Aetna plan. Both subsidy and non-subsidy students may enroll for the Aetna plan and dependents are also eligible, although all associated

costs for dependents will be paid by the enrollee. Please see <http://www.virginia.edu/studenthealth/insurance.html> for more information.

Research and Travel Awards

Graduate Academic Review Committee (GARC)

The Graduate Academic Review Committee oversees the graduate academic program in the department. This committee manages requests for travel awards and the annual competition for research awards supported from the Department's research overhead account and from the Moore Research Endowment.

Note that in all cases, application for the research awards or grants must be submitted with a signed letter of support from the student's advisor. The letter should indicate the status of the student's progress, the advisor's evaluation of the proposed work, and any additional information or materials described in the guidelines for preparing the proposal as indicated below. Each award is limited to one per degree, and the award must be spent within one calendar year from the date awarded. A student who transitions to the PhD program without receiving an earned master's degree is eligible for only one award.

Each year the GARC asks for your CV, so keep it updated!

Travel Support Awards for Students

Each graduate student in good standing with the department is eligible to apply for up to \$1,200 in support of travel to a major meeting where he/she is presenting a paper/poster as senior author. The basis of the paper must be research accomplished during the student's tenure as a graduate student in the department. This allotment is a one-time, nonrenewable award for each degree (one \$1,200 award per degree). Request guidelines are as follows:

1. A formal **letter** requesting authorization to expend funds must be submitted to the Chair of the GARC at least **30 days prior** to the time of travel. Failure to do so will prevent you from receiving the award.
2. The letter should specify the title and authorship of the paper and itemization of the anticipated expenses and must contain the student's major advisor's signature.

Exploratory Research Awards

Exploratory Research Awards are merit-based prizes for proposals from graduate students submitted in the spring. Graduate students, prior to the defense of their research proposals, may apply for financial support for exploratory research leading to a thesis or dissertation proposal. Awards are limited to a one-time per degree amount usually not exceeding \$1,500.

An Exploratory Research Award proposal should be not more than three pages of text. Four (4) copies of the proposal for exploratory research support must be submitted to the Chair of the GARC **no later than 5:00 p.m. on the first Friday in April**. An applicant should have established a committee prior to the April deadline. A signed cover letter from the student's advisor indicating strength of his/her support for the project and the necessity of the preliminary research that will lead to a thesis or dissertation proposal should be provided. This proposal should describe the concept of the proposed research, define the special need for the preliminary research to be funded and include a detailed budget. Items requested in the budget may include research equipment, materials, and supplies. Travel to collect preliminary data may be supported. No salaries of any type will be paid. Only costs incurred after the award date will be permitted. Ownership of non-expendable equipment purchased from these funds will reside with the Department and under the oversight of the student's major professor and will be available to future students.

Department Overhead and Moore Research Awards

The Department Overhead and Moore Research Awards are merit-based prizes for proposals from graduate students, both MS and PhD students that must be submitted in the spring. Graduate students, who have established a committee and have successfully defended their research proposal, may apply for these research awards. Awards are limited to a one-time per degree amount usually not exceeding \$5,000. Requests for funding for travel to scientific meetings is strongly discouraged. The Department Overhead and Moore Research Awards are not related to the travel awards, and it is possible for a student to receive funding from both sources.

A Department Overhead/Moore research award proposal should not exceed three pages of text and must be accompanied by a committee research proposal that has been defended and is signed by the committee. The research proposal will serve as a reference resource for the 3-page proposal. Four (4) copies of the proposal for exploratory research support must be submitted to the Chair of the GARC **no later than 5:00 p.m. on the first Friday in April**. A signed cover letter from the student's indicating the basic intrinsic merit of the research idea and strength of his/her support should be provided. The three-page proposal should describe the concept of the proposed research, define the component of the research to be funded and include a detailed budget. Items requested in the budget may include research equipment, travel, materials, and supplies. If the funds are awarded from the Moore Research Award account, some stipend support might be allowed. The GARC will rank the proposals in a competitive fashion and determine the most meritorious proposals each year.

For more information on Departmental Research Awards visit
<http://www.evsc.virginia.edu/graduate-research-awards/>

The (completely unofficial) EnviSci survival guide

This guide was compiled based on the experiences by grad students in the department. It contains information that was useful to us and is correct to the best of our knowledge, but it is not official.

FULFILL COURSE WORK HOURS

- To fulfill the departmental requirements, Masters and Ph.D. students have to take 4 GARC classes, which means a 5000 or 7000-level (3 or 4 credit) class from each discipline Ecology, Geology, Hydrology, and Atmospheric Science. A passing grade is anything above a B-. You must also maintain a B average for every semester.
- Ph.D. students also need an additional 5000/7000-level (3 or 4 credit non-seminar) environmental sciences class, in addition to the graduate area requirements.
- Master's students must complete 30 hours of graduate credit hours including at least 24 credit hours of coursework. EVSC 8998-8999, 9998-9999: Non-Topical Research and EVSC 9995: Research Problems do **not** count toward the 24 credit-hour course work requirement.
- Ph.D. students must complete 72 graduate credit hours, comprised of 24 hours of course credits and EVSC 9995 Research Problems hours, and 48 hours of Non-Topical Research (EVSC 9998-9999).
- GSAS RULE = First year students must take at least 9 hours of graded credits (classes, EVSC 9995 Research Problems, Dept Seminar).
- See Appendix A (p.19) for a checklist of coursework hours requirements.

USE RESEARCH PROBLEMS AND NON-TOPICAL RESEARCH TO FULFILL FULL TIME STUDENT STATUS

You have to take a total of **12** credit hours per semester to be a full-time student. For example, if you are taking two GARC courses (let's say 7 credits total), and are enrolled in the Department Seminar (1 credit), you may enroll in 4 credit hours of Research Problems.

- The official number scheme according to the department web page for Non-Topical research is like this: 'Master's students and Ph.D. students should sign up for EVSC 8998-8999 or 9998-9999', respectively.

CHECK FOR WAYS TO SAVE MONEY

- Becoming a Virginia resident can save you or your advisor a lot of money in your tuition. You can become a VA resident if you have lived and worked in VA for one year. Or you can become a Virginia resident if your spouse has lived and worked in VA for one year. The admissions office has information about that.

Committee

1. If you are an MS student, you need three people on your committee. One of these is obviously your advisor. One committee member has to be outside your specialty, so if you are an ecologist, you can only have two ecologists on the committee. You can check the faculty listing on the department homepage for people's specialties.
2. If you are a Ph.D. student, you need an additional fourth committee member who has to be from a different department but from within UVA.
3. As a Ph.D. student, officially you are supposed to have all four committee members together when you take your comps. However, you don't really need the fourth one until you defend your proposal (unless your advisor demands it, which is highly unlikely).

Comprehensive Exams

1. You cannot take your comps until you are finished with your required classes, but there are exceptions.
2. You are supposed to do your comps no later than the fourth semester, but there might also be exceptions.

3. You have to take your comps during the academic portion of the semester (which includes finals week but that's it) and you probably have to be registered during that semester.
4. Basically, you schedule your comps when you feel ready, or most importantly, when your committee is available. It is completely up to you to schedule a date and time and make a room reservation (with the chair's secretary) for the oral part.
5. Comps consist of a two-day written part and a several hours long oral part.
6. Everyone on your committee plus anyone you have taken a class from can submit questions.
7. Your advisor will collect everyone's questions, screen them, and hand them to you in one package. The exact process depends on your advisor, this is just a description of the general procedure so you know what to expect.
8. You or your advisor is supposed to get in touch with all your former instructors to alert them of your comps so they can submit questions. Some advisors don't do that. Some students prefer to talk to their former instructors directly to find out if they will submit questions and what they should study.
9. You have to officially notify the GARC two weeks before you take your comps and you have to post a notice in the mailroom a week before your comps. Also, you have to send an e-mail notice to all faculty members at least a week before your comps.
10. Usually, you pick up the written comps and then have two days, 8 hours per day, to answer all questions. Some might be open book, some might have time restrictions on them, it really depends – every comp exam is a little different.
11. When you are finished or your time is up, you make copies for everyone. Everybody who has submitted questions receives a complete set of questions and answers.
12. The oral comps follow shortly after the written comps. You need to give everyone enough time to read your answers and come up with new questions.
13. You can study for oral comps after submitting your written comps. Why would you want to do so? A good reason might be that you aren't completely comfortable with one of your written responses - and since it is likely that the committee member who submitted the question will want to follow up on your shaky response, it would benefit you to brush up on the topic before orals commence.
14. The oral comps are a very personal experience. They depend mostly on you, your attitude, and who is asking you questions. Probably, it will be only you and your committee. If someone else submitted comps questions, you can ask if he/she will come to the oral. Most likely, everyone will go over mistakes that you made in the written comps. You have the opportunity to explain yourself and learn more. Your committee will want to see what you know but mostly how you conduct yourself in unknown territory. Stay calm, think logically, and apply all you have learned. Some think it's really not that bad. For others, orals is a terrible experience, even though people rarely fail.
15. After your comps you are officially done with the required part of your studies.

Proposal Defense

1. When you do your proposal defense you have to have your committee assembled.
2. You are expected to write a proposal that you submit to your committee at least a week before your defense.
3. It is your responsibility to arrange a date, time, and place to give your presentation. Afterwards there will be questions.
4. Proposal defenses are always public, so anyone can attend.
5. You have to send out an email a week before the defense to all Envi.Sci. Students and faculty and post a note in the mail room. Some people also hang up flyers around Clark Hall.
6. If you are a PhD student, you have to have completed and passed the comps before you can do the proposal defense.
7. Ph.D. students: when the time comes, you must present a Department Seminar of your research *in addition to*, and before, your Dissertation Defense.

Direct Ph.D. Track

You may have heard about students who enter as master students and then skip the master and get a PhD without presenting a master thesis. Well, that depends entirely on your committee. If your committee decides that you can do a PhD without doing a master's, and they all agree, you can present a letter to the GARC, signed by your advisor and committee members, requesting to "skip" the master and go directly for the PhD. The GARC generally approves it. That option can save you a year of your life, but your project should be appropriate for a PhD, and your committee has to support you on that. Some advisors favor that option and others do not. Check with them.

A note about funding

1. If you get a teaching assistantship, the department gives you funding for 2 years, but after that, somebody has to pay for your tuition and stipend. Generally it is your advisor, but check with them in advance, because if they have no money, you will have to get a TA ship in this or another department. Funding is NOT guaranteed forever (unless your advisor tells you but even then nothing is certain).
2. If you still need credit hours to fulfill the program requirements after your 2 years of teaching with the department, remember that you also have to get money for the "out of state" part of the tuition (if you are an out-of-state student). Suppose you are lucky and get another teaching assistantship: that will cover your "in state" part of the tuition and half the stipend, but your advisor has to pay the other half of the stipend and the "out of state" part of the tuition (which is more than twice the "in state"). The department sometimes has extra money for the "out of state" tuition (or "tuition differential"), and the Dean sometimes has money, but your advisor (in the ideal case) has to go and ask for it. Take some time to check these details with your advisor.

Registration

1. Course enrollment is done through "SIS". Information about the timeline of enrollment may be found [here](#).
2. ID cards can be obtained from the University ID Card Office in the lower level of Observatory Hall, on the corner of Alderman and McCormick Roads; <http://www.virginia.edu/idoffice/>. You can load money onto this card and use it to make copies in the library or buy snacks from vending machines. Your university ID card will also allow you to ride the CAT (Charlottesville Area Transit) buses for free.
3. Students are also encouraged to sign up for direct deposit so refunds and stipend payments can be deposited directly to their bank account.
4. Students can access the Graduate Record through the Registrar's web page: <http://www.virginia.edu/registrar/>

Graduate School of Arts and Sciences Orientation

The Dean's Orientation meeting for entering graduate students is listed on the website. The purpose of the orientation meeting is to acquaint entering graduate students with various offices at the University which may be helpful to them during their graduate studies. Department Chairmen, Directors of Graduate Studies, and all other graduate faculty members are welcome. New graduate faculty members, especially might find the meeting beneficial.

Degree Deadlines

See <https://graduate.as.virginia.edu/thesis-submission-and-graduation>

December Degree Candidates:

Sept 30 Last day for submitting graduate degree applications in SIS.
November 30 Deadline for submitting theses/dissertations to LIBRA.

May Degree Candidates:

January 31 Last day for submitting graduate degree applications in SIS.
March 15 Last day for submitting an unsigned copy of thesis or dissertation title page to student's department.
April 30 Deadline for submitting Theses/Dissertations to LIBRA.

August Degree Candidates:

June 30 Last day for submitting graduate degree applications in SIS.
July 31 Deadline for submitting theses/dissertations to LIBRA.

Note: Please check these dates as they may have changed.

Appendix A: Credit Hours Requirements Checklist

	Classes	Credit Hours
A		
EVAT GARC ¹ or 7000 level		
EVEC GARC or 7000 level		
EVGE GARC or 7000 level		
EVHY GARC or 7000 level		
Department Seminar		
Additional GARC or 7000 level course (Ph.D. students only)		
Additional class		
Additional class		
Independent Study ² (M.A. students only)		
B		
Research Problems		
C		
Non-Topical Research		
	Total credit hours	

A GARC is a 5000-level class.

² EVxx 7999

Checklist:

- A. Total hours of classes, seminar, and independent study: _____
- B. Total hours of Research Problems: _____
- C. Total hours of Non-topical Research: _____

- M.S. Students: the **hours in A must be at least 24**. Since credit hours from GARC courses can add up from 12 (if all courses are 3 credit hours) to 16 (if all courses are 4 credit hours), the number of additional classes to take will depend on the number of credit hours missing to complete the required 24. **A+B+C should be at least 30.**
- M.A. Students: the **hours in A must be at least 24**. Since credit hours from GARC courses can add up from 12 (if all courses are 3 credit hours) to 16 (if all courses are 4 credit hours), the number of additional classes to take will depend on the number of credit hours missing to complete the required 24. However, note that Independent study (EVxx 7999) may be used to complete these 24 credit hours. **A+B+C should be at least 30.**
- Ph.D. Students: **A+B must be at least 24**. These 24 credit hours must also be completed by students a) holding a MS from another university, b) with a BS only, or c) pursuing both MS and PhD from UVA. Students who obtain their M.S. from UVA are normally allowed to count **all** graduate hours earned (except for Non-Topical Research) toward the Ph.D. **A+B+C must be at least 72.**

Appendix B: Instructions for reserving conference rooms and LCD projectors

The Department has three conference rooms and four LCD projectors that can be reserved via an on-line calendar. It is best to use Internet Explorer to access the calendars.

The conference rooms are: The Odum Room (CLK 346) and CLK 209 and CLK 353. Conference rooms are not to be used for teaching classes.

The LCD projectors are stored at the Receptionist desk.

Procedure:

To get to the online resource calendar, go to the main department web site. Click on the link to "Info" on the left, then click on the link to "other links" at the top. Finally, click on the link to the "Room Reservation Calendar". Or, you can go directly to the URL

<http://www.evsc.virginia.edu/resources/room-reservation-calendar/>

This will bring up the department calendar. The room and projectors will appear on a list on the left and by clicking on the desired room or projector and selecting "Only this calendar" you will be able to see the current reservations for the specific space or projector. To make a reservation, click on "here" in the sentence at the top of the page. Double click on the date you would like to reserve and the "Add Event" window will open. When adding an event, please include your name on the "Who" line so that others will know who reserved the space in case there is a conflict.

The password for the calendar is: odumroom

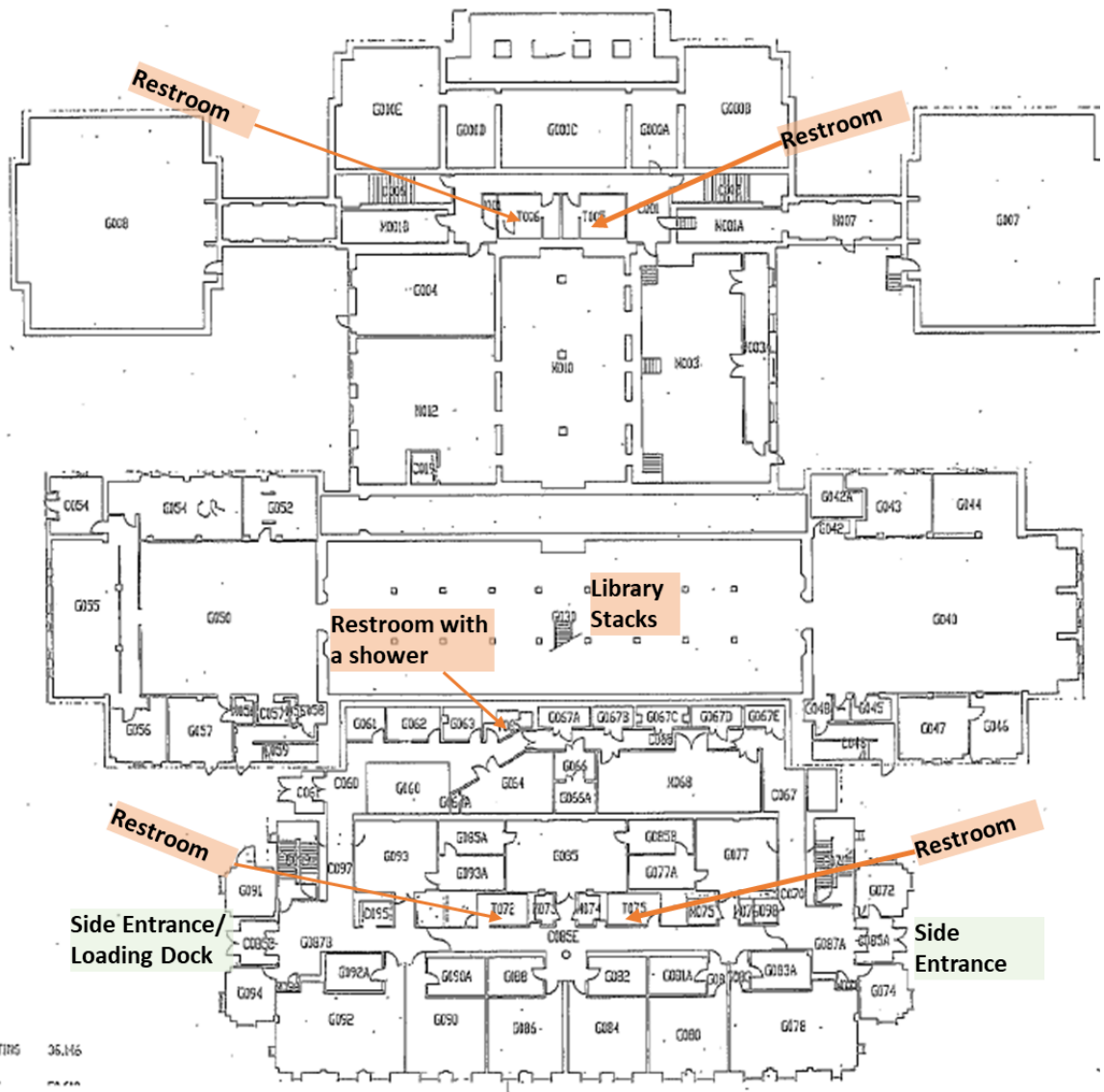
Map of Grounds

All maps are available for download as a powerpoint file and can be edited via this link: [LINK](#)

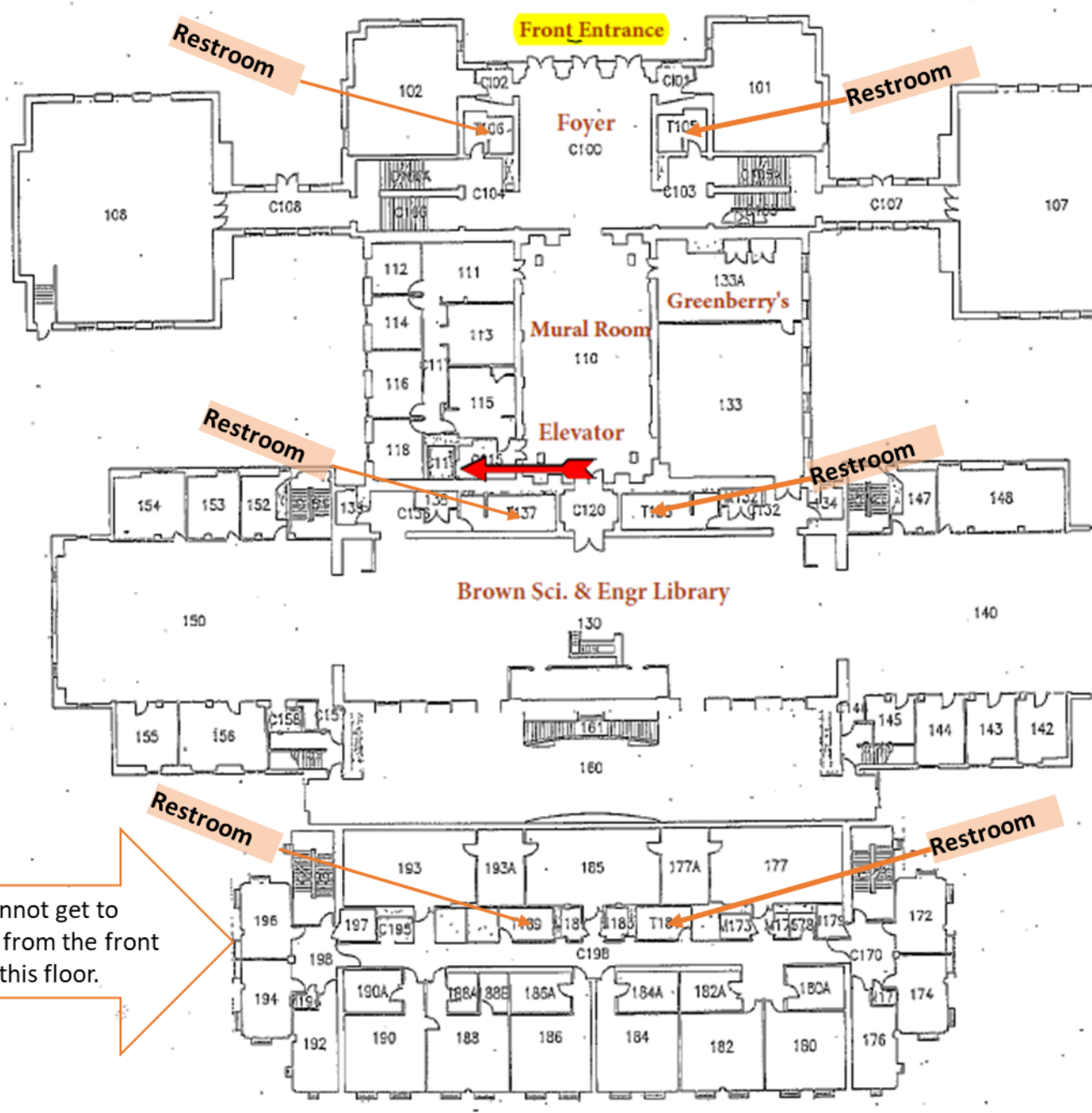


MAPS OF CLARK HALL

“GROUND” FLOOR

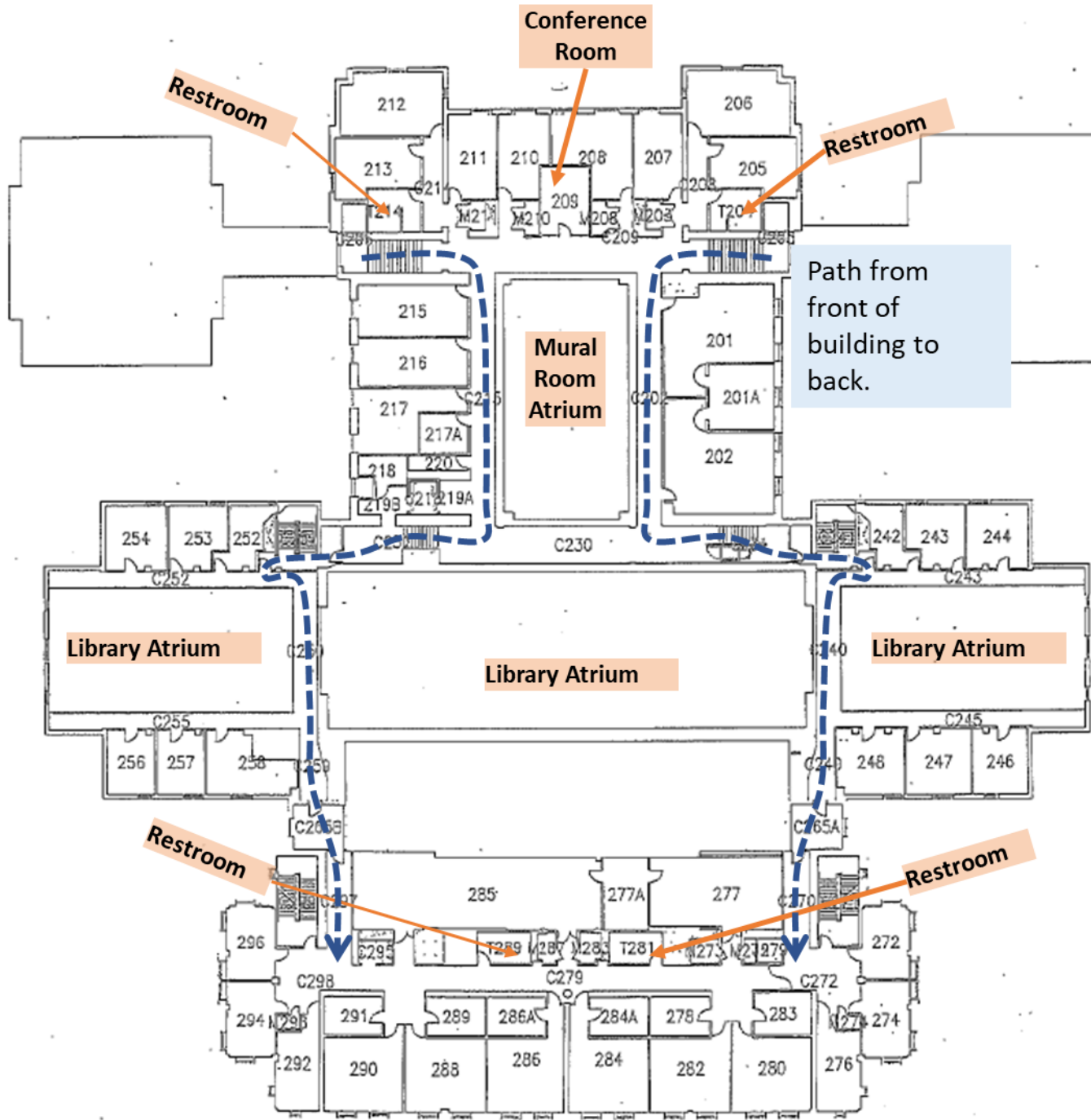


1st FLOOR

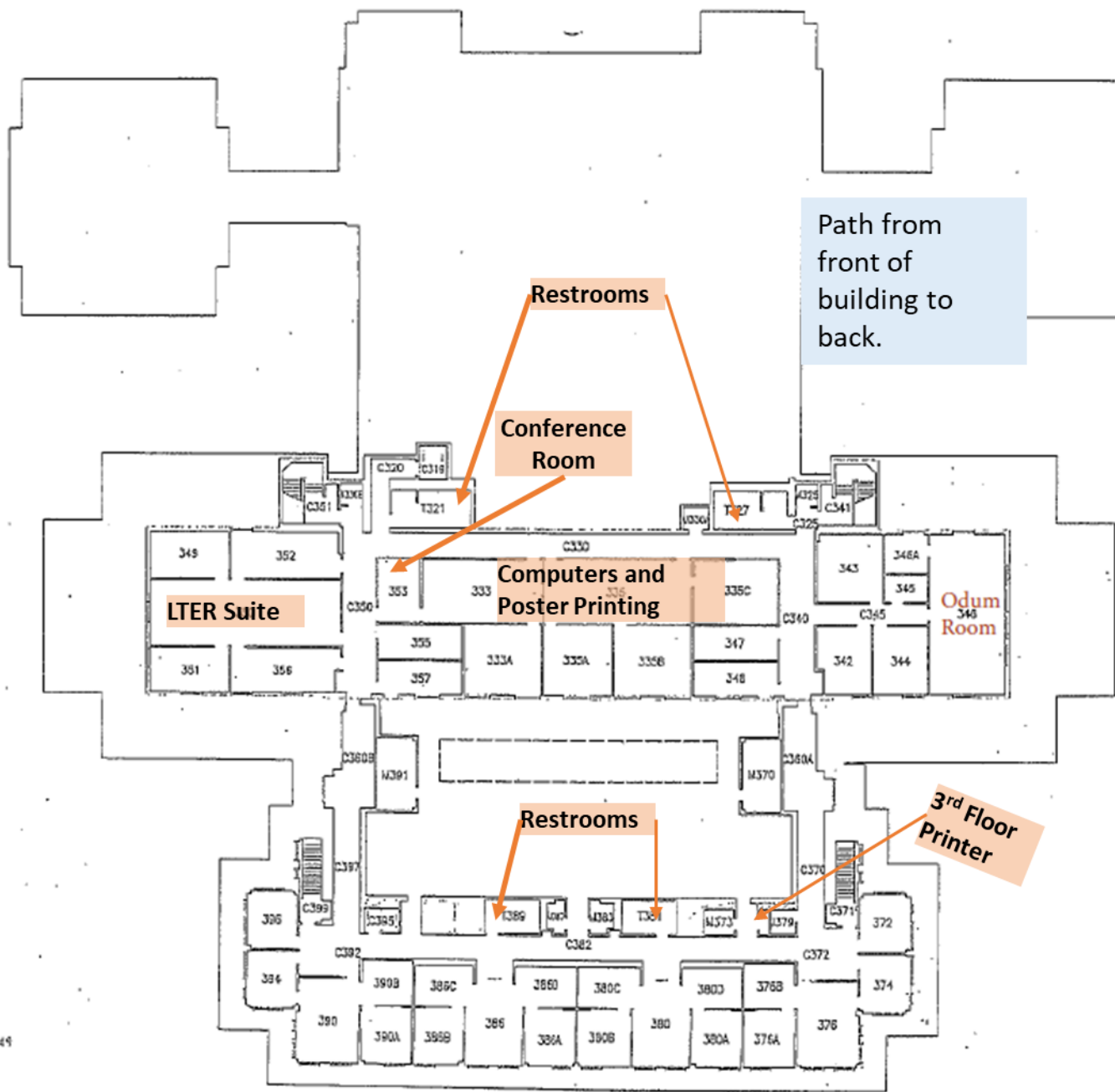


Note, you cannot get to these rooms from the front entrance on this floor.

2nd FLOOR



3rd FLOOR



Path from front of building to back.

10,144