

General tips and advice for new students:

Computers, email, and reference software:

- Mendeley and Zotero can be used to store papers that you have read with your notes and MS Word plug-in can help you with in-text citation & bibliographies
- See the Bio Department computer staff to set up your email account, choose which Bio email lists you want to be included on (<http://www.bio.fsu.edu/emailaliases.php>), and get access to department computers
- With your bio email account you can send emails to department lists: <http://www.bio.fsu.edu/emailaliases.php>
- Computer issues: support-ticket@bio.fsu.edu
- Official poster instructions link: <http://www.bio.fsu.edu/complabs/conradiposterprinter.php>
- Unofficial poster instructions:
 1. Use computer facing center of room closest to you as you walk in.
 2. Log on as user name: dj800 – password: PrintAPoster!
 3. Open your file in powerpoint
 4. Press Print (Ctrl + P)
 5. Uncheck “Fit picture to frame”
 6. Printer: kin1057-hpt520, Paper Size: Poster, Quality: Best, Paper Type: Any
 7. Print dat sexy poster
 8. Printer will cut poster automatically when finished (DO NOT TOUCH WHILE PRINTING)

Parking

- Renew permit mid-august (<https://transportation.fsu.edu/parking/parking-permits>)
- You can get a parking ticket if you park on a red-lined parking spot. Our parking permit is only valid for white-lined areas.
- If your license plate changes, update it online.
- If you need to register a car temporarily (like a rental car) you can request a temporary permit online.

Conferences

- Request funds from COGS (<http://sga.fsu.edu/cogs-individual-forms.shtml>) and the Bio department (http://www.bio.fsu.edu/travel_auth_g.php) as soon as possible because funds may run out during the fiscal year, particularly for conferences around June 30
- Try to coordinate travel accommodations with other graduate students to minimize costs

- Try to attend FSU E&E talks to show support

Student Health Insurance & FSU Student Health Center

- Graduate students are eligible for a health insurance subsidy. You will receive an email about the subsidy a few weeks into the semester and you need to select that you want the subsidy. DO NOT pay your health insurance when you pay your fees, wait until you opt-in to the subsidy.
- If you need to make a doctor's appointment, you can visit <http://uhs.fsu.edu/>. There is no co-pay if you visit the student health center and they can help you with minor things like a cold, annual exams, or OBGYN appointments.

Key & Building Access Requests

- You should request key and card access to places like your lab, office, the 4th floor graduate student printer (King 4056), and the field locker (http://www.bio.fsu.edu/property_request_form.php)

UROP

- If you would like to mentor first and second year undergraduate students in research and help them develop a poster for the undergraduate research symposium, fill out an application in August. Learn more about the program here: <http://www.bio.fsu.edu/undergrad/research.php>

Departmental Awards

- The department offers several opportunities for awards to fund your research. The deadline to apply for the awards is often September/October: http://www.bio.fsu.edu/grad/ug_scholarships/

How to Order Research Supplies (Spearmart & Stockroom)

- Complete a purchasing form: http://www.bio.fsu.edu/bio_purchase_form.php
- Or use spearmart if you have access

Fees & Forms

- You pay fees at the beginning of every semester. You can pay online (Student Central) with a check/debit for free or with a credit card for a fee
- If you prefer to make the fee payment in increments, Ben Miller will send an email with a pdf form named "**Tuition Payment Plan**," follow the instructions.
- You must sign a tuition waiver the first week of classes (instructions at the end of this document)

Grad Beta

- Grad beta is a system that is where all paperwork and checklists associated with your degree progress are maintained. Green dots indicate you have completed a necessary step: <http://www.bio.fsu.edu/gradbeta/>

BioNotes

- Jen Kennedy sends "BioNotes" every Friday that lists the next week's talks. Check these regularly and mark the events on your calendar!
- If you are hosting a visiting speaker email Jen Kennedy (jkennedy@bio.fsu.edu) to submit the talk to BioNotes

Regarding mental health

- You have access to a therapist for 12 one-on-one sessions per fiscal year.
- Access to group therapy is unlimited.
- You must do a walk-in for your first visit (appointments can be made after your first visit). <https://counseling.fsu.edu/>

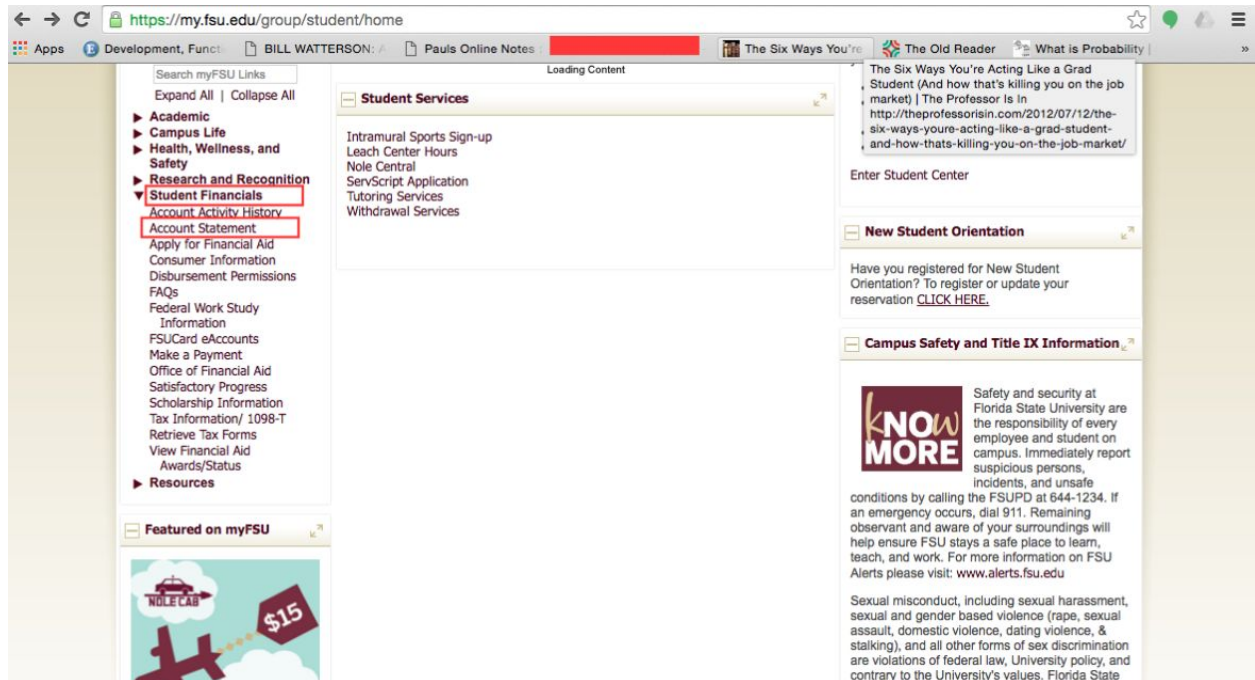
Miscellaneous

- To report damage in an office, lab etc :property-ticket@bio.fsu.edu
- To reserve a vehicle for research and report maintenance issues: vehicle-ticket@bio.fsu.edu

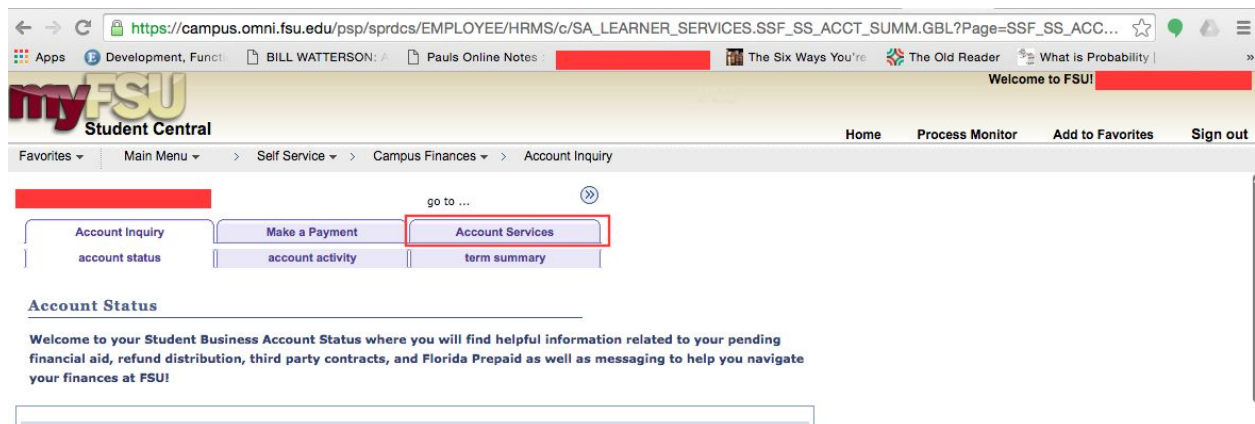
Waiver instructions:

Print, sign, and return your graduate waiver receipt form Rita:

1. Log on to your my.fsu.edu account
2. On the left side click the drop down for "Student Financials"
3. Under "Student Financials", click "Account Statement"



4. You will be taken to a new screen with tabs along the top. Click on the "Account Services" tab



5. You will be taken to another screen. Click the "waiver form" tab, furthest on the right.

6. Find the correct semester (usually on top) and click "Generate Waiver Receipt"

The screenshot shows the myFSU Student Central website. The browser address bar displays the URL: https://campus.omni.fsu.edu/psp/sprdc/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSF_SS_ACCT_SUMM.GBL?Page=SSF_SS_ACC.... The page header includes the myFSU logo and the text "Student Central". The navigation menu shows "Home", "Process Monitor", "Add to Favorites", and "Sign out". The breadcrumb trail is "Favorites > Main Menu > Self Service > Campus Finances > Account Inquiry > View Student Permissions". Below the breadcrumb trail is a search bar and a list of services: "Account Inquiry", "Make a Payment", "Account Services", "(1) disbursement permissions", "(2) refund bank account", "(3) direct deposit", "1098t tax form", and "waiver form". The "waiver form" link is highlighted with a red box. Below this is the "Waiver Receipt Form" section, which contains the following text: "Per the terms of your waiver please click the button below to generate your waiver agreement. The agreement will be generated as a pdf in a new window. Please print, sign and return your form to your academic department no later than 7 days from the tuition and fee deadline of the semester or you may be in danger of having your waiver removed." Below the text is a table with the following data:

Waiver Receipt Forms	
1 2016 Fall	Generate Waiver Receipt
2 2016 Summer	Generate Waiver Receipt
3 2016 Spring	Generate Waiver Receipt
4 2015 Fall	Generate Waiver Receipt
5 2015 Summer	Generate Waiver Receipt
6 2015 Spring	Generate Waiver Receipt
7 2014 Fall	Generate Waiver Receipt
8 2014 Summer	Generate Waiver Receipt

A red arrow points to the "Generate Waiver Receipt" button for the 2016 Fall semester.

7. A pdf should pop up (make sure to turn off your pop-up blocker). Print it out, sign it, and return to Rita (1st floor advising office).