

BIOLOGY GRADUATE STUDENT HANDBOOK

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FOREWORD

This handbook was made for biology graduate students, by biology graduate students. When you start graduate school, you need to figure out school, teaching, your new advisor, *etc.*, *etc.*, *etc.*, and it can be rough. That is why we made this book. In it we try to answer questions we had, pass on some info, and to generally try to make things a little easier. The most important thing we can tell you is, you are not alone! **Just ask one of us!!** Find an older student (or 2) and ask them. It is the best way to get an answer. Sometimes you may need to ask a couple of people until you get the whole story, but don't worry very few of us bite.

Anyway, welcome to U.K., have fun, learn a lot, and please introduce yourselves to us! We are a pretty friendly gang! Or try to be at least.

ORGANIZATION OF THE SCHOOL

The Department of Biology, originally named the *Thomas Hunt Morgan School of Biological Sciences*, was founded in 1965. It was named for the Nobel laureate geneticist, who grew up in Lexington and graduated in 1886 from the University. When the School's former department of Botany, Microbiology, and Zoology were dissolved in 1972, research sections: Environmental and Evolutionary Biology (**EEB**); Molecular & Cellular Biology (**MCB**); and Organismal & Integrative Biology (**OIB**), were initiated. These sections broadly represent common research and teaching areas and provide forum for consideration of Departmental issues from these perspectives. To promote a more unified faculty, the EEB, MCB and OIB sections were dissolved as formal organization units in 2012 (but people still often use the acronyms). Nevertheless, we still have the **EEB** (Environmental and Evolutionary Biology), **TTB** (Tailored Training), and the **MCDB** (Molecular, Cellular and Developmental Biology) training programs (see <http://bio.as.uky.edu/training-programs-1>)

The Biology Department Chair is *Dr. Vincent Cassone*, who is responsible to the Dean of the College of Arts and Sciences for academic and fiscal management. There is an Associate Chair of Research: *Dr. Randal Voss*; an Associate Chair of Education *Dr. Ann Morris*, a Director of Undergraduate Studies: *Dr. Jennifer Osterhage*; and a Director of Graduate Studies: *Dr. David Westneat*. You can find all the contact information on the Biology Department web site: <http://bio.as.uky.edu/> (this website has to become your reference website during your journey at the University of Kentucky).

BIOLOGY GRADUATE STUDENT ORGANIZATION

Biology graduate students belong to the United **B**iology **G**raduate **S**tudent **A**ssociation (**BGSA**), which holds occasional meetings during the academic year. Through this organization, graduate students maintain a voice in department decision-making. Meetings, elections, and other functions are announced by e-mail. It is very important for you to attend to the BGSA meetings (often after the weekly seminar, see below) and to meet these people: the current president is *Luc Dunoyer* (ladu225@uky.edu), the vice-president *John Terbot* (john.terbot2@uky.edu), the treasurer *Kim Vertacnik* (kim.vertacnik@uky.edu), and the secretary *Megan Rhoads* (megan.rhoads@uky.edu). The officer positions are held for a calendar year, with elections usually held in December. The BGSA is the organization that represents the graduate students in the Department of Biology. BGSA representatives participate in department activities and advocate for student positions on matters within the department and university. The BGSA organizes events throughout the year, including Graduate Recruitment Day in January.

TUITION, GRADUATE ASSISTANTSHIPS, AND FINANCIAL SUPPORT

Teaching assistants (**TAs**) and research assistants (**RAs**) in good standing are awarded tuition scholarships for all tuition and fees (except health and mandatory recreation fees that need to be paid at Student Billing Services, 18 Funkhouser building, or online on MyUK- <https://myuk.uky.edu/iri/portal>). TAs are renewed annually early in the spring semester. The current stipend is \$21,500 for M.S. and Ph.D. students per academic year. After a doctoral student takes the Qualifying exam, the Ph.D. stipend

increases to \$23,500 per academic year. This stipend is paid over 9 months from late August to late May every two weeks. Note that your stipend does continue through the summer → **save some money for summer! Set up an allotment to save \$150-\$200 a month.**

Graduate students are encouraged to apply for extramural fellowships and grants. The UK Graduate Fellowship Office (257-3261) can provide information. In particular, students who have not completed more than 20 graduate credits should consider applying for an NSF Graduate Fellowship. NSF also funds some doctoral dissertation research proposals, which are written and submitted jointly with the research advisor (up to \$20,000). Moreover, the Scientific Research Society, Sigma-Xi (<http://www.sigmaxi.org/>) offers a bi annual grant up to \$1,000, a program in place since 1922 (deadlines the 15 of March and 15 of October every year; <https://sigmaxi.fluidreview.com/>). Finally, every year during the spring semester, the Biology Department announces the annual Ribble Mini-Grant Competition (typically up to \$700; you will receive an email about this).

Academic year and summer RAs are available through extramural grants held by department faculty members. RAs are awarded and administered by the individual faculty member. Additionally, there is an automatic Ribble summer research stipend after completing your first year: \$4,000 (in-state) or \$2,000 (out of state). This stipend is awarded only once during your time at UK, but the money may be allocated over several summers if needed.

The graduate school and the Biology Department may provide money to be used for travel (see section Travel below).

INCOME TAX

Students must pay Federal **and** State taxes on their stipend amount, but not on their tuition scholarship amount. Note that, based on the country you came from (for international students), you might a treaty for cutting down the tax you pay (see the UK International Center at Bradley Hall building, across Washington avenue from T.H. Morgan building). You can decide to pay your taxes once every year (in the spring) or on every paycheck, if you do the latter you will certainly receive some cash back in the spring (because they take more than they should). Regardless of your choice, you will have to declare your taxes to both the national government and the state government in early spring. As international students you will benefit from *Glacier*, a software developed by the international center in order to help international students in the process of declaring taxes to the state only. You will need to go on the Kentucky state treasury website (<http://www.treasury.ky.gov/>) and download the right form to file based on your status. If you need some help regarding this process you can ask the UK Law department (<http://www.law.uky.edu/index.php?pid=294>), but be sure to schedule an appointment early because they fill rather quickly.

If you are awarded certain intramural fellowships, they are not taxable while others will not be automatically taxed and you will be responsible for the owed amount in the spring. If you are funded by a new source it is well worth your time to contact your payroll officer (assigned by college and first letter of last name) regarding the tax liability of your fellowship.

GENERAL ADMINISTRATIVE INFORMATION

UK Student ID

You can get your WildCard ID at 105 Bowman Den. The Center is open Monday – Friday from 9:00 am – 5:00 pm. You will need a photo ID (Drivers license for Domestic students and Passport or State ID for International students). Fees are \$15 for 1st card and \$20 for replacement cards. Payment can be made with cash, check, Plus Account, Visa®, or MasterCard®

Paychecks

Teaching and Research Assistants and Graduate Fellows are paid every other Friday, beginning in late August. Check stubs can be viewed in myUK. For new graduate students and for students wishing to make changes in pre-existing forms, W4, K4, Direct Deposit go to myUK or see the payroll person for Biology (in 213 Patterson Office Tower – Eileen Zahn). UK requires direct deposit of funds, if you wish to designate a new bank account or change the account(s) you want to use, go to the University of Kentucky Payroll Office, Room 340 Service Building, 0005.

Keys & Access to THM

Recently (2014) THM BUILDING has moved to card access for after-hours entrance. Your UK ID will serve as your access card. Once you have obtained your student ID from the Student Center email *Michael Adams* (michael.adams@uky.edu) and he will update the access list to include you. Note that the **MDR3 (Multi-Disciplinary Research building 3)** still requires key access.

To obtain keys to Biology Department facilities, a student's supervisor must send

a request for keys to *Michael Adams* (<http://bio.as.uky.edu/key-request-form-0>). Keys issued to you are your responsibility and should not be passed on to anybody else (in case of losing a key you will have to pay for the replacement). You are responsible for the use and return of all keys. Duplicates of University keys are to be made only by *Michael Adams*; other means of duplication are illegal.

Parking Permits

TAs, RAs and fellowship holders are eligible for E parking permits. You may request a parking permit on-line at http://www.uky.edu/pts/parking-permits_employee-permits. Parking and Transportation Services are located *721 Press Avenue*. The current fee for an E parking permit is \$34.00/month and must be paid when the permit is issued. Be sure to read the information and instructions that accompany your parking permit.

Beware: illegal parking on campus often results in fines (see http://www.uky.edu/pts/parking-info_parking-maps for detail parking maps on campus). In the summer, there are some additional parking lots that may be used for free (R2 & R3 lots), though you should check with PTS beforehand to avoid tickets in case the rules change.

Copiers

TAs will be issued a PIN Number (the last four digits of your UK ID card) for use of the Lanier Copy Machines (*Room 101H*) with a small allotment for teaching purposes. *Seth Taylor* (T.H. Morgan building room 101) will be glad to show you how to use both machines. Additionally, Seth is the biology Dept. IT contact, and he would be glad to help you trouble shoot any computer/network issue you may have.

Mail, Mailboxes, Campus Post Office

Official Biology Department email correspondence will be sent only to students UK email address. Students using other accounts (e.g. Gmail) should either routinely check their UK email or configure this service to send messages directly to the preferred provider (be aware that for foreign email address the attachment's forwarding could fail, if you don't want to use the UK address, create a Gmail email box). Graduate student mailboxes are located in the main office (alphabetical boxes), just below the faculty mailboxes (personal boxes). You are encouraged to check your mailbox regularly; they provide a means of communication among faculty, staff and graduate students, moreover you share the mail box with other graduates student. Incoming mail arrives in the office daily by 9:00 a.m. There are 3 types of *outgoing* mail: (1) metered mail, to be used only for authorized official University business; (2) stamped mail, including personal mail and/or reprint request cards (supply your own stamps); and (3) campus mail. Brown envelopes of multiple-addressing format are available for campus mail.

The University operates two on-campus stations of the United States Postal Service, one in the basement of the Classroom Building and one in the basement of the Chandler Medical Center (see <http://maps.uky.edu/campusmap/> for campus map).

GENERAL ACADEMIC INFORMATION

Office and Laboratory Space

Each incoming graduate student is assigned a desk by an assigned faculty. This arrangement is temporary and ordinarily lasts until a research advisor is formally

chosen. Once the research advisor is chosen all requests and arrangements for office and laboratory space should be directed to the advisor. Space is available for graduate student use at the discretion of the faculty member to whom it is assigned; ordinarily, only space assigned to the research advisor is available to students.

Seminars

Each week, a number of seminars are presented on the UK campus by visitors, faculty, and students. A schedule of biological seminars is included on the department's bulletin board and on the department website (<http://bio.as.uky.edu/> and <http://bio.as.uky.edu/calendar>). For a list of seminars for multiple UK science departments check here:

(http://dobsonserv.ca.uky.edu/Not_iWeb/UKYCalendar/UKYSeminars.html)

The regular Department Seminar is presented at 4 p.m. on Thursdays during the academic year (usually in room 116, T. H. Morgan Building). All graduate students without teaching or class commitments during that time are **required** to attend. Speakers are invited from within the department of biology, from other departments on campus, and from other institutions. The academic and social activities (including the graduate tea/coffee on Thursdays preceding the seminar and the occasional Thursday evening reception) associated with the visits of these speakers are considered an essential component of your graduate education (seriously, this is true). The Ribble Endowment funds the Biology Department seminars and faculty members invite speakers of their choice (officially chosen by the seminar committee). Each year one student is appointed to sit on the seminar committee and recommendations for speakers can be solicited via these student representatives (see

<http://bio.as.uky.edu/standing-committees> for committees' information). The BGSA is usually allotted a seminar speaker nomination as well.

Another seminar series is Eco-Lunch. This is organized by a few students each year (usually 2) and includes seminars of students from biology, other departments around campus (e.g. Forestry, Entomology), and sometimes visiting speakers (when money permits). If you are interested, ask around MDR3 to find out who is responsible for the listserv (academic year 2015-2016: contact Jacqueline Dillard

Jacqueline.dillard@uky.edu or Wil Licht William.licht@uky.edu)

A number of Journal Clubs with various emphases are scheduled each semester with the participants taking turns leading discussions on current literature. Organizers usually contact potential participants at the start of each semester. Feel free to ask students about ongoing journal clubs or starting a journal club. These clubs are a very good way of keeping up with current literature in an informal setting and you should seriously consider sitting in on one or organizing one. In addition, there are other informal research and discussion groups that meet semi-regularly. These are excellent ways of organizing your thoughts about potential research topics and sharing those ideas with your graduate student peers before presenting them to your committee.

Other departments that may have seminars of interest to biology graduate students are:

- Biochemistry (<http://biochemistry.med.uky.edu/about-biochemistry>);
- Entomology
(<https://docs.google.com/document/d/1DajtgSILmm8qAOq5FqHuNvZTkoKCECYKLBIIBXs5KGs/edit>);
- Forestry (<http://www2.ca.uky.edu/forestry/seminar.php>);
- Physiology (<http://physiology.med.uky.edu/Physiology-seminar-series> and

<http://physiology.med.uky.edu/focus-meetings>);

- Pharmacology (<https://pharmacology.med.uky.edu/pharmacology-seminars>); Markey Cancer Center (<http://ukhealthcare.uky.edu/markey/About/Markey-Events/Markey-Research-Seminars/>)
- Microbiology & Immunology (<https://microbiology.med.uky.edu/MIMG-DeptSeminars> and <https://microbiology.med.uky.edu/MIMG-journal-clubs>);
- Spinal Cord & Brain Injury (<http://www.mc.uky.edu/scobirc/seminars.html>);
- College of Medicine Dean's Lecture Series (<http://research.med.uky.edu/ddls-2014>).

This list is hardly comprehensive. Many of these departments have journal clubs, meetings, and seminars not listed on their websites, so you should make contact with people from departments with overlapping interests. Further, many departments offer seminars for credit that may be of interest for you. Check when you register for classes.

Registration and Pre-registration

New graduate students can register for classes the week before classes using myUK (<https://myuk.uky.edu/iri/portal>). User ID and Password are required. The use of this system and times during which students can use it are outlined in the Schedule of Classes at www.uky.edu/registrar/scheduling.

Before registering for classes, students will be advised either by an appointed faculty advisor or by their mentor regarding the courses they should take.

Off-Campus Research and Course work

Opportunities exist for off-campus research and course work. Some faculty in the Department of Biology are affiliated with Off-Campus institutions. In addition, the

Department of Biology is a member of the *Organization for Tropical Studies* which provides ecological research opportunities in Central America

(http://www.ots.ac.cr/index.php?option=com_content&task=view&id=307&Itemid=483)

plus contact *Dr. Scott Gleeson* or *Dr. Chuck Fox* [in Entomology] for information).

Financial aid is offered to defray the costs of tuition and fees.

Travel

Graduate students are encouraged to attend state, regional, national, and international meetings, and to present talks or posters on their research. In making plans to attend, investigate the availability of Ribble funds or funds from meeting organizers to defray expenses. The graduate school may provide money to be used for research aid or travel. These funds are subject to availability and are awarded on a first come, first served basis. Forms are available on line

(<http://www.research.uky.edu/gs/StudentFunding/fellowships.html>) or you may pick up a copy in 101B Morgan. The Graduate School has \$400 travel grants you can apply for and the Biology Department has up \$500 travel grants for conferences, more funds are available if the conference is international however the amount varies (Jacqueline Burke for information T.H. Morgan building, office 101). Note that you have to either give a talk or present a poster to be eligible for this support. One exception is that as a first year graduate student, you can attend a conference without presenting while still being eligible for the Biology funding (\$500).

Photographic Services

A photographic service is located on campus, in *405 Nursing/Health Sciences*

(phone 3-5898). Generally, they can complete most jobs within three working days.

There is also Stone Photo, an off-campus photography service on Broadway.

Teaching Assignments

Teaching Assistants are officially assigned to courses a few weeks before the courses begin. These assignments are usually made according to specific requests (if any) by course instructors, but preferences by Teaching Assistants are also accommodated whenever possible. If you have a teaching preference, discuss it with the course instructor as soon as possible, and contact Dr. Ann Morris

ann.morris@uky.edu

The major teaching assignments are: BIO 111 - General Biology Lab; BIO 155 - Introduction to Biology Lab; BIO 209 - Introduction to Microbiology lab; BIO 303 - Introduction to Evolution; BIO 304 - Genetics Lab; BIO 315 - Cell Biology Lab; BIO 325 - Ecology Lab; BIO 340 - Comparative Anatomy; and BIO 350 - Physiology Lab. Other assignments include grading, teaching support, and upper level biology labs and recitations.

Laptops, Projectors, and Room Reservations

Laptops, proxima projectors (projector fixed in rooms) and room reservations are available for teaching purposes. Additionally, rooms 305 and 101F are available for meetings. See the front desk in T.H. Morgan building room 101 to sign up. Scheduling and an availability calendar are available on the biology department website- most of the time. The Kuehne Room in the Small Animal Building may also be reserved for meetings and/or presentations as well.

RESEARCH FACILITIES AND EQUIPMENT

Ecological Research Facility (ERF) at the Ecological Research and Education Center (EREC)

The Department of Biology's Ecological Research Facility (ERF), is located on a 50-acre, old-field tract in Lexington, Kentucky. Surrounded by residential neighborhoods, agricultural land and horse farms, the facility is a major resource for field studies within a twenty minute commute of the main campus. Access is controlled, providing a secure site for long-term studies, for both research and teaching. University of Kentucky biology faculty and graduate students use this facility for a broad range of ecological, environmental and genomic research projects. This site on Russell Cave Road in Lexington has several artificial ponds, grassland habitat, and wooded habitat available for small-to-medium scale research projects. It also has a field station with computers, lab space and desk space, for those using the facilities. Recently ERF became a part of the Ecological Research and Education Center, a multidisciplinary complex recently renovated to include teaching space and computer lab areas. This is located at the new UK/Lexmark Center for Innovation in Math and Science Education (L-UK) located in front of ERF. Please visit the ERF/EREC website to learn more about this facility (<http://darwin.uky.edu/~erec/>).

Darkrooms

The department has one darkroom with an x-ray film developer in T.H. Morgan building in room 222-A.

Greenhouses

The department has two greenhouses used for both research and housing

teaching collections. Graduate students need to work with a faculty member using the greenhouses to have access to them. Contact Scott Gleeson, Catherine Linnen, or Jim Krupa to determine Greenhouse access and/or use. These greenhouses are behind the T.H. Morgan building between Washington Avenue and Huguelet drive. Note that soon they will be transferred to across Huguelet drive behind the Small Animal Building (currently these greenhouses are still used by the Plant & Soil Sciences Department).

Sterilizers and Dishwashers

Five autoclaves, two dishwashers, and a drying sterilizer, are located in room 129 of **MDR3** (Multi-Disciplinary Research building 3). Three autoclaves and two dishwashers are located in T.H. Morgan building in room 325. Please follow all posted instructions particularly with the autoclaves.

Research Collections

Representatives of mammals, birds, reptiles and fish are available for study and teaching. In addition, students have access to 2 marine shell and one insect collection. See *Dr. Bill Cohen* (wscohen@email.uky.edu) for access to these. Additionally, *Dr. Jim Krupa* (james.krupa@uky.edu) has a personal collection of various specimens.

Environmental Chambers

There are two environmental chambers (for class use) on the second floor of the T.H. Morgan building and six controlled temperature rooms on the third floor of T.H. Morgan building used for teaching and research. There are four (soon to be eight, eventually) growth chambers in Rm. 111 of MDR3. See *Dr. Bill Cohen* (wscohen@email.uky.edu), *Dr. Phil Crowley* (pcrowley@uky.edu), *Dr. Nicholas McLetchie* (mclet@uky.edu), or *Dr. Carol Baskin* (ccbask0@email.uky.edu) for access

to these chambers.

Other Research Equipment

More equipment is available from individual labs: see the faculty member in charge for permission. The department has some common equipment kept in Rm. 110 of MDR3. When not in use or reserved, it may be used by graduate students. Supplies must be replaced as depleted and the equipment must be maintained. Any serious malfunctions must be reported immediately to *Michael Adams* (106 T.H. Morgan building, 257-8898, michael.adams@uky.edu). See him for a list of currently available equipment.

Teaching Equipment (ex. overheads and slide projectors)

Students may borrow equipment for teaching, presentations, and research on a short-term basis (a week) from *Michael Adams* (106 T.H. Morgan building, 257-8898, michael.adams@uky.edu).

GRADUATE RESEARCH SEMINARS

Weekly seminars are held within the department where graduate students are encouraged to present. For MCDB students, a weekly “Research Talks” seminar course (BIO770, usually section 002) is held on Tuesday evenings. Dr. Doug Harrison is the faculty contact and coordinator for this seminar series. For EEB students, EcoLunch is held on Fridays at noon and is coordinated by two EEB students on yearly appointments. For AY 2015-2016 Jacqueline Dillard and Wil Licht are the EcoLunch

coordinators. Both of these seminars are open for any graduate students interested in attending and are not limited in any way to a particular training program (though those within the associated training program are strongly encouraged to attend each week).

The Biology Department has recently begun an annual fourth year symposium program. The first symposium was held spring 2015 and will continue to be a growing event for the entire department with opportunities for presentation and feedback from faculty and graduate students alike.

The **Center for Ecology, Evolution & Behavior (CEEB)** symposium, organized by *Dr. Jen White* and *Dr. Chuck Fox* (both in Entomology), is usually held in mid-May, after the end of the spring semester. Additionally, the BGSA hosts a poster presentation during recruiting weekend in January. All Biology graduate students are invited to participate.

FOOD, ENTERTAINMENT, SPORTS, AND RECREATION

Food

The most popular place for the Biology Student seems to be the Hospital or the Nursing Building cafeteria. It is close by and cheap. Do not forget to ask for a Student's discount! Other places to eat on Campus are listed at <http://www.uky.edu/DiningServices/>. These services are frequented by the undergraduate and hence can be busy during peak hours. There are several fast food and other dining options near the campus area within walking distance.

For grocery shopping there are a few options near the campus: **Kroger** 704 E. Euclid Avenue; **Kroger** 150 West Lowry Lane #190; **Kroger Deli** 344 Romany Road; **Trader Joe's** 2326 Nicholasville Road; **Walmart**: 4051 Nicholasville Road. Finally,

there is also “Lexington Farmers Market” (<http://www.lexingtonfarmersmarket.com/>), this is local farmers coming into town for selling their products. Note that there are 4 locations (Cheapside Park, Southland Drive, S. Broadway & Maxwell, and Alumni & University) depending on the day then be sure to check their website.

Entertainment

Graduate Life at UK, a booklet available from the graduate school, contains useful information on these topics. See also The Kentucky Kernel (student newspaper), the Lexington Herald-Leader (especially the Friday Weekender Section), and UK's Guide to Food, Fun, and Entertainment (available in the Student Center every two months). Here are a few useful links for events/culture around Lexington: Downtown Lexington Corporation (<http://www.downtownlex.com/home>), Gallery Hop (there is often free food at the galleries... <http://www.galleryhoplex.com/>), Lexington Herald Leader's events calendar (<http://calendar.kentucky.com/>), Tops in Lex (<http://www.topsinlex.com/>), LexArts (<http://www.lexarts.org/participate/events/>).

Sports

JOHNSON CENTER: facilities for basketball, weight training and conditioning, group fitness classes, climbing, volleyball, badminton, jogging and racquetball. Locker and shower facilities also available. You need your Student ID to enter.

SEATON CENTER: has an Indoor swimming pool. You will need your student ID to enter.

The following outdoor recreation areas are available for student use: Seaton Intramural Fields, Outdoor Basketball Courts (Johnson Center, Haggin, Memorial Coliseum), Alumni Drive Club Sports Fields, and the Complex Drive Tennis Courts.

Recreation

ARBORETUM and Picnic Areas: the Arboretum, a joint venture between UK and the Fayette County Government is a good place to jog, walk or just relax. Check out their website <http://www.uky.edu/Arboretum/>. Additionally, there are two picnic areas available to have a fun get together. One is a well-equipped picnic area located on Cooper Dr. adjacent to the Seaton playing fields. The other, Adena Park, is a beautiful 7-acre tract in the north section of Fayette County and is available to groups on a reservation basis. Call Campus Recreation at 257-3928.

BUS And Shuttle Service: UK Parking and Transportation Service operates a dual transit service consisting of the Campus Area Transit System (CATS) service along with the Lextran Bus service. These operate from M-F from 7.30 a.m. till 4 p.m. Check <http://www.uky.edu/Parking/buses.htm> for routes. Lextran Bus Service: student discounts are available for the Lexington Transit Service. Check their website <http://www.uky.edu/Parking/buses.htm> for more details.

Also, your fellow graduate students know the best establishments in town, so feel free to consult them for advice on the best hangouts. Additionally, the biology graduate students have coordinated intramural softball and volleyball teams in years past. If you are interested in these or possibly other team activities, talk to some of the students who have been here longer to find out information or bring up your idea at a BGSA meeting.

CREDIT UNION

Students wishing to join the UKFCU may do so at any time during their education at the University. You must be a full- time student to be eligible for membership. To become

a member, you can go to the Credit Union Branch (Student Center Room 249), adjacent to the food court. Hours are Monday thru Friday 7:30 a.m. - 4:30 p.m. The main Office is located on (1080 Export Street), show your student ID, and deposit at least \$30.00 into your share account. You must pay \$5.00 to join (part of the \$30 -- \$5 to join and \$25 for the minimum balance required). As long as you maintain a \$25.00 balance, you are a LIFETIME member of the credit union. Membership has many benefits: discounts on entertainment, special loans, access to Sam's Club, etc. You may designate a fixed amount of your paycheck to be sent directly into your savings account. The interest rates paid to your credit union accounts are competitive with other savings banks.

Share draft accounts are similar to checking accounts but generate 5% interest on days that you have \$500 or more in the account. There isn't a monthly service charge. You may electronically transfer your paycheck into your checking account (direct deposit option). You may apply for the CAT card at no charge. The CAT card may be used at Central Bank's ATMs to withdraw cash. These cards are also part of the Cirrus ATM System. Visa and MasterCard are available at no annual fee.

GRADUATE CERTIFICATES

College Teaching and Learning

If you know you want to teach or want to see if it is a viable option for you, the Preparing Future Faculty Courses may be useful. The coursework is centered on introducing higher education (from a faculty's perspective) and current methods in teaching. To complete the certificate 12 hours of courses and a teaching practicum must be completed. This is highly recommended by students and sometimes not favored by faculty. Check for more information from their website (and your peers)

(<http://www.research.uky.edu/gs/StudentDevelopment/CTLCertificate.html>).

Applied Statistics

Many students also pursue the graduate certificate in applied statistics to better understand experimental design and analysis of data. This is a useful credential to have on job applications and can also be helpful for completing degrees (and sometimes easily attainable) earned by taking 4 courses in statistics (2 of which many EEB students are already urged to take). Take a look at their website for more information. (<https://stat.as.uky.edu/statistics-graduate-certificate>).

ARRIVAL AND HOUSING

Graduate students have to arrive in time in order to fulfill their teaching assistant requirements if they benefit of a teaching assistantship, otherwise they have to ask their director of thesis (*aka* Principal Instructor). International students should refer to their corresponding student adviser at the International **S**tudent and **S**cholar **S**ervices (**ISSS**): http://www.uky.edu/international/Contact_us.

Your housing will depend on your status, you should consult the Campus Housing website (<http://www.uky.edu/Housing/index.html>) but as a general guide rule: graduate students can access close and cheap housing on Red Mile (University Trails Apartments, \$475 per month for 4 bedroom shared), family can access close housing at Greg Page (next to the Commonwealth stadium, \$650 per month for a two bedrooms), a last possibility is Shawnee town (as close as Greg Page, but mostly for non graduate students). For a better description of the housing rates see <http://www.uky.edu/Housing/graduate/rates.html>. Afterwards, if you want to change, feel

free to ask other graduate students or to check on Craig's list

(<http://lexington.craigslist.org/>).

Good luck while you navigate the waters of graduate school while here at the University of Kentucky, Department of Biology! As stated before, if you have any questions (especially if you are unable to answer them with this handbook), please talk to your fellow graduate students. We are usually happy to discuss graduate school, science, and Lexington life in general (unless qualifying exams or a thesis/dissertation defense is looming)!