2012–2013 Academic Year
Student Guide

http://pmcb.ifas.ufl.edu

UNIVERSITY OF FLORIDA
The Foundation for The Gator Nation
WELCOME

Welcome to the Plant Molecular and Cellular Biology (PMCB) Program at University of Florida (UF)! I am the current PMCB Academic Support Services Coordinator. The PMCB office is located at 1141 Fifield Hall, Horticulture Sciences Department and I can be reached at elianak@ufl.edu or (352) 392-8285.

The purpose of this guide is to assist incoming PMCB graduate students in adjusting to graduate live at UF and Gainesville. Do not hesitate to contact me if you have any questions. I will do my best to support and help you in any way possible.

I am looking forward to interacting with you all and to a great year!

Sincerely,

Eliana Kämpf

IMPORTANT ACADEMIC DATES

BEFORE STARTING PMCB

| Complete Assistantship and Fellowship Paperwork to be Included in the UF Payroll System | Academic Coordinator, Eliana Kampf, elianak@ufl.edu, 392-8285 |
| Get UF Student ID Card (Gator 1 Card) | www.gator1card.ufl.edu |
| Set up Gatorlink account | www.gatorlink.ufl.edu |
| Send Gatorlink email to add to PMCB email list | Eliana Kampf, elianak@ufl.edu |
| Enroll in GatorGradCare health insurance | www.hr.ufl.edu/benefits/gatorgradcare |
| Arrange for immunizations, if needed | www.health.ufl.edu/shcc |
| Attend UF Graduate School Orientation | August 13, 2012 8:15 - 12 noon for all UF graduate students |
| J. Wayne Reitz Union | |
| Attend PMCB Graduate Orientation | August 10, 2012 10:00 am to noon, 2316 Fifield Hall |
| Register for classes | Aug 16-20: Advanced Registration  
Aug 21: Regular Registration |
HEALTH INSURANCE
http://www.hr.ufl.edu/benefits/gatorgradcare/default.asp
The health insurance must meet the requirements mandated by the Board of Governors and the University of Florida (for more information click here). University of Florida graduate students on an appointment as a graduate assistant, research assistant, and teaching assistant may participate in the GatorGradCare Health Plan. University of Florida graduate students on a Pre-Doc fellowship are also eligible to participate. International students are mandated by law to have health coverage during the entire year, including annual breaks.

IMMUNIZATIONS
http://www.health.ufl.edu/shcc
UF requires an updated immunization record before you can register. However, you can get whatever shots you still need at either the Student Health Care Center on campus (above) or at the County Health Department.

GATORLINK ACCOUNT
www.gatorlink.ufl.edu
Every University of Florida student is required to have a Gatorlink email account and to keep up with it regularly. All official communications from the University of Florida, deadline reminders, cancelling of classes, or policy announcements, will be sent straight to your Gatorlink account.

To set up a Gatorlink account:
  a. Go to http://www.gatorlink.ufl.edu/
  b. Click on “create a new account” in the top left section of the page.
     Enter your UFID, your last (family) name, and your date of birth.
     You must agree to the UF policies regarding Gatorlink accounts, and your password has to be a specific combination of letters and numbers. Once your account is created, it is a good idea to write your username and password down so that you do not forget it!
  c. If you have problems, contact the UF Computing Help Desk at (352) 392-HELP or helpdesk@ufl.edu

Your GatorLink username and password will also serve as your log in registering for classes (called the ISIS registration system). Consequently, you will not be able to register, view or modify your schedule on ISIS until you have set up your GatorLink account.

EMERGENCY CONTACT INFORMATION
After tragic events occurred across university campuses in the United States, the University of Florida has implemented a new expansive emergency notification system. The key item being collected is individuals’ cell phone numbers. In case of an emergency, UF will text message students, faculty, staff members at UF and the respective emergency contact.
All registering students are required to enter their emergency contact information in myUFL to register for classes. To meet this requirement, all students will have an Emergency Contact Hold in ISIS. This hold will be cleared the next time there is action on the system by the student. This means after the student has successfully entered the information, the student must log out. The next time the student logs in, the hold will be automatically cleared.

To complete your UF directory information visit http://www.registrar.ufl.edu/directoryinfo.html and fill out the first part How to Change/Update Your Directory Information, followed by the second part How to Establish/Update Your Emergency Contact Information. Please note that the Work Location and the Local Home Street Address cannot be PO boxes. They must be an actual physical location (you may use PMCB’s physical address 1141 Fifield Hall, Gainesville, FL, 32611-0690, ph. 352-392-8285). Visit http://www.ufic.ufl.edu/ISS/EmergencyContact.html for step-by-step instructions, especially if you are an international student.

FOR INTERNATIONAL STUDENTS
http://www.ufic.ufl.edu/ISS/index.html

It is imperative to contact the UF International Center (UFIC) as soon as you arrive in Gainesville. Make sure you read and comply with all the information provided by the UFIC. Their responsibility during the admission process is to assist all international students with the required immigration documents (I-20 if obtaining an F1 visa or DS-2019 if applying for a J1 student visa) to study in the United States. The UFIC is committed to ensuring the integration of international students and families into the life of the University of Florida and ensuring a smooth transition to American culture and UF student life. For more information visit http://www.ufic.ufl.edu/ISS/newstudents.html

PLEASE NOTE: In addition to the UFIC requirements, you need to apply for a Social Security Card. This is required because you will be on the University of Florida payroll system and without one, UF cannot pay you. However, you MUST wait at least ten days after entering the country before applying for the SSN card. Application must be made in person at the local social security office:

Social Security Administration
2002 NW 13th Street
Gainesville, FL 32609
phone (352) 375-4178
general information: 1-800-772-1213.
http://www.ssa.gov/

REGISTRATION
http://www.isis.ufl.edu
Students register for classes through the online ISIS system above. To set it up, go to www.my.ufl.edu (aka MyUFL) and log in using your Gatorlink ID and password.

Please note: some PMCB courses department-controlled, which means that you are not allowed to enroll in those courses through ISIS – ISIS can be used only for open-enrollment classes. You need to
If you want to register for PCB6971 (Masters Research), PCB7979 (Advanced Research – register for these credits BEFORE your qualifying exams), PCB7980 (Doctoral Research – register for these credits AFTER you pass your qualifying exams).

**It is very important that you know the deadlines to register for each semester.** If you have not registered by the deadline (before classes start), then you will be assessed a $100 late registration fee. You do not have to have your schedule finalized by the end of registration, but you **DO have to be registered for at least 1 credit in order to avoid late penalties.**

**ID CARD (“GATOR 1 CARD”)**

[www.gator1card.ufl.edu](http://www.gator1card.ufl.edu)

The **Gator 1 Card** is the official University of Florida picture ID card. It is required of all students, faculty, and staff. Many activities on campus are only available upon presentation of the Gator 1 card (for example, using the libraries, riding free on RTS buses, obtaining information on accounts, using all UF recreational facilities, among others).

To get a Gator 1 Card go to the UF Bookstore & Welcome Center at the Museum Road entrance on the ground floor (up one flight of stairs). Bring a photo ID (drivers license or passport) with you. The card costs $15. Get it early (during the week before classes at the latest) and avoid the long lines at the beginning of each semester.

**ASSISTANTSHIPS AND FELLOWSHIPS**

If you have a graduate assistantship, you are required to take 9 credits each Spring and Fall semesters and 6 credits in Summer C. It will waive tuition for nine credit hours of graduate courses. If you have a fellowship, you are required to take 12 credits each Spring and Fall semesters and 8 credits in Summer C. It will waive tuition for twelve credit hours of graduate courses.

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<th>Type of Appointment</th>
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Students on research assistantships or fellowships have their tuition waived. That means that your tuition is paid by either PMCB funds or external grant funds from your advisor. In order to maintain an assistantship or fellowship, students must make satisfactory progress in their research program, be properly registered, maintain an overall graduate GPA of 3.0 or higher, and make reasonable progress toward their degree. **Assistantships and fellowships are contracts and are renewed every semester, upon satisfactory progress.** Tuition waivers and appointments are processed every semester by the Academic Coordinator.
NOTE 1: if a student decides to withdraw from the program prior to the end of a semester, the tuition waiver will be revoked and the student will be financially responsible for the total amount incurred for that semester.

NOTE 2: Student fees (health, athletic, activity and service fees) are not included in the tuition waiver and must be paid each semester. These fees are calculated on a per credit basis. Please refer to your Letter of Offer to check if you are responsible for paying your student fees. Check the University Bursar (formerly Financial Services) to calculate the fee amounts at http://www.fa.ufl.edu/bursar/current-students/ tuition-fees/. Students who are required to pay their portion of fees must do so each semester regardless of the status of the tuition waiver.

TAXES RESOURCES
For assistance with income tax and filing reports with the IRS (Internal Revenue Service), please visit these websites:

- University Payroll and Tax Services
  http://www.fa.ufl.edu/departments/payroll-tax-services/
University Payroll and Tax Services provides support for UF staff navigating the payroll process and tax laws while ensuring compliance with local, state and federal agencies’ laws and regulations.

- Tax Almanac
  http://www.taxalmanac.org/index.php/Main_Page
This is a free online tax research resource for tax, financial, and accounting professionals. Even though this is not a consumer tax question site, they provide helpful information. Visit their page on W-4 allowances, students, excess FICA and withholding (2004 IRS FAQ) at http://www.taxalmanac.org/index.php/W-4_-_Allowances,_Excess_FICA,_Students,_Withholding_(2004_IRS_FAQ)

- U.S. Tax Information for Nonresident Aliens
  http://ufic.ufl.edu/ISS/Taxes.html
This site from the UF International Center provides an extensive FAQ section, glossary, forms and links for nonresident aliens.

- Volunteer Income Tax Assistance (VITA)
  This volunteer program by UF’s Levin College of Law assist UF and non-UF employees filling out income tax forms and answering questions. Call (352) 392-8835 for more information.

COMPUTERS
http://www.circa.ufl.edu/computer.htm
The University of Florida expects that each student new to the university will acquire computer hardware and software appropriate to their new degree program.

LIBRARIES
http://web.uflib.ufl.edu/
The library system is composed of nine libraries. Many of these resources are made available to you from your home computers via the library homepage. For directions on using the libraries, consult the
“How Do I...” section on the library Web site. Your ID card serves also as your library card for borrowing, and is also required for using the computerized catalog or data bases in any of the libraries on campus.

PARKING AND TRANSPORTATION

http://www.parking.ufl.edu/

- **Parking a Car**
  http://www.parking.ufl.edu/pages/parkinfofaq.asp
All vehicles parked on campus weekdays, 7:30 am - 4:30 pm (unless signage indicates otherwise) must display a valid UF parking decal (unless parked in a metered space). A decal is not required to park in most restricted areas after 4:30 pm, but be sure to check signage and never park in a service drive, reserved space or disabled person parking space without the proper decal or permit. As a graduate student you are eligible for a student commuter decal. It allows the holder to park in the Commuter parking areas and All Decal parking areas.

Parking decals may be purchased at the Customer Service Office, located at the corner of Gale Lemerand Drive and Mowry Road. Office hours are 8:00 am to 4:30 pm, Monday through Friday. You must present your tag number and UF ID, your vehicle registration or proof of insurance and some proof of your address. Avoid the aggravating rush during registration days; lines can take 2-3 hours. Check a map of parking lots on campus at http://www.parking.ufl.edu/pages/maps.asp

PLEASE NOTE:
*Speed limit on campus is 20 mph. Parking and speeding is strictly enforced and you will be ticketed if speeding or parked illegally.*

- **Bicycling and Motorcycles/Scooters**
It is easy to park a bike on campus. Have a good lock to secure it (“U-lock” is probably the best option). You should register your bike with the University Police Department. Registration is free of charge, and can be done by the University Police Department’s Community Services Division (392-1409) between 8:30am and 4:30pm, Monday through Friday. Many major roads have bike lanes, but a helmet is a very good idea. The on-campus speed limit is 20 miles per hour, and this does apply to bikes; people have been ticketed for speeding on their bikes. Tickets are also given for bicycling the wrong way on one-way streets, and for failure to use hand signals or come to complete stops at stop signs. For more information visit http://www.pedbikesrc.ce.ufl.edu/home/index

Motor scooters and motorcycles also provide a good option, since they have their own parking areas on campus (http://www.parking.ufl.edu/pages/transcommopt.asp).

- **Regional Transit System**
http://www.go-rts.com
This is Gainesville's bus system, and it's a solution to the traffic congestion problems around town. It is free to students with a valid GatorOne card (UF picture ID). Check their website for hours of operation,
city routes and Campus routes. There is a bus stop at practically every apartment complex in town, downtown, the Oak's Mall, and the community college. If you drive to UF's campus with a commuter sticker, the bus brings students from the commuter lots to the center of campus. Also, if you would like to take the bus to campus and then bike elsewhere, RTS allows you to bring your bike; each bus is equipped with bike racks to accommodate passengers with bikes.

**HOUSING**

**Off-Campus Housing**

There is a variety of off-campus housing options and some of them are listed below:

- **Gainesville Apartment Guide Online**  
  [http://www.gainesville-rent.com](http://www.gainesville-rent.com)  
  This website is an excellent resource for finding an apartment and seeing its location on a map of Gainesville, finding a roommate, and learning general information about moving into your apartment. The website also has an extensive list of apartments for sublease, which is an arrangement to rent from the person who signed the apartment's original lease.

- **College Rentals**  
  [http://www.collegerentals.com](http://www.collegerentals.com)  
  This website provides a lot of information about the larger apartment complexes in Gainesville. You can view pictures of apartments and floor plans of the apartments as well.

- **Apartment Hunters**  
  [http://www.apartmenthunters.com](http://www.apartmenthunters.com)  
  Located at 1402 W. University Avenue, phone: (888) 275-0986, this is a free apartment finding service. Apartment Hunters can help you to narrow your search for an apartment.

- **Off-Campus Housing Locator**  
  [http://housing.offcampus.ufl.edu/](http://housing.offcampus.ufl.edu/)  
  This website was developed by UF's Off Campus Life [http://www.offcampus.ufl.edu/](http://www.offcampus.ufl.edu/) office to help you in all aspects of off-campus living. It contains a lot of information on transportation, safety and roommates and will soon include a special apartment locator service. There is also an off-campus life staff that is available to answer your questions.

- **Classified ads**  
  The student newspaper, The Alligator, has an online version of their printed classified advertisements located at [http://www.alligator.org](http://www.alligator.org) and the Gainesville newspaper, the Gainesville Sun, also has online classified ads at [http://www.gainesville.com](http://www.gainesville.com)

**On-Campus Student Family Housing**  
[http://www.housing.ufl.edu](http://www.housing.ufl.edu)

On-Campus housing is available to single or married students (with or without children). On-campus housing is in high demand, and there is usually a waiting list. If interested, it is recommended that you sign up for on-campus housing as soon as possible. To contact the UF Housing Office, check their website (above) or call (352) 392-2161.
Housing Tips:

- You are not obligated to rent an apartment if you look at it.
- Get everything in writing before you sign the lease, read the lease carefully before you sign and keep a copy of the lease and any other documents about your apartment.
- Security deposits and first and last month’s rent: is supposed to guarantee that the tenant will care for the dwelling. If the tenant does not care for the property or clean it before leaving, the landlord has a legal right to keep the security deposit. Otherwise, the landlord must return the security deposit within a month after the tenant leaves. You should have the agreement about the security deposit in writing included in the lease. You should also complete a move-in checklist and give this to your landlord. On this list, you should indicate any existing damages to the apartment in full detail.
- Student Legal Services (http://www.sg.ufl.edu/Services/StudentLegalServices) offers free legal advice service and confidential counseling to UF students, and can assist if you have issues such as repairs, security deposits, eviction, and termination of leases.

GETTING INVOLVED AT UF AND GAINESVILLE

- Campus Life
  http://www.ufl.edu/campusLife
- Leisure Courses
  www.union.ufl.edu/leisure
  Fall/Spring Only - Leisure courses offer the opportunity to take classes in such subjects as French, stained glass, ballet and modern dance, tennis, massage and guitar. There is a small fee for students and the course is not for credit (will not be reflected on your official University of Florida transcript).
- TriP Program
  www.union.ufl.edu/trip
  (Fall/Spring only) The TriP program offers inexpensive outdoor activities such as rock climbing, kayaking, canoeing, swimming with dolphins and backpacking. The trips are in various parts of Florida and the southeastern United States. Costs of the trips include meals, transportation and equipment. This is also a great way to meet other UF students.
- General Recreation & Intramural Sports
  http://www.ufl.edu/athletics
  The University of Florida is recognized for its recreation and wellness activities. If you would like to participate in some of the specialized programs such as “Women on Weights” or “Gatoractive” please visit the web site soon. Most programs start with the start of the semester. The University of Florida has an organized sport and tournament program for 14 sports, including tennis, soccer, softball and volleyball. There are also a variety of sport clubs for over 48 different sports. Some examples: swimming, wrestling, soccer, flag football, cycling, equestrian
sports, hockey, golf, aikido, tennis, sailing and much more! Any interested student can participate. It is a great way to stay in shape and meet “sporty” students.

- **Spectator Sports**  
  [www.gatorzone.com](http://www.gatorzone.com)  
  Fall/Spring only- Athletic competitions are definitely popular evens in Gainesville. Students turn up in the thousands to watch sports such as football, basketball, baseball, softball and soccer. The athletes are all college students and the United States is famous for its devotion to college sports.

- **Student Organizations**  
  [https://www.union.ufl.edu/csa/](https://www.union.ufl.edu/csa/)  
  [http://www.sg.ufl.edu/](http://www.sg.ufl.edu/)  
  Interested in break dancing, water skiing, or rock climbing? How about Buddhism, Hinduism, or foreign languages? UF has more than 250 student clubs and any student can join as long as it is not a restricted academic honor society. This is a great way to meet UF degree seeking students.

- **Art & Culture**  
  Gainesville is a small college town but it has a fair amount of art and activities:  
  - The Harn Museum of Art ([http://www.harn.ufl.edu/](http://www.harn.ufl.edu/)) and the Museum of Natural History ([http://www.flmnh.ufl.edu/](http://www.flmnh.ufl.edu/)), both located next to the Performing Arts Center at 34th Street and Hull road (on campus), have both permanent and rotating exhibits of interest.  
  - UF Performing Arts Center ([http://www.performingarts.ufl.edu](http://www.performingarts.ufl.edu)) hosts ballets, concerts, plays and musicals.  
  - University Box Office ([https://www.union.ufl.edu/ShopDine/ShoptheReitzUnion/UniversityBoxOffice](https://www.union.ufl.edu/ShopDine/ShoptheReitzUnion/UniversityBoxOffice)) sells tickets for events at Constans Theatre, Phillips Center, O'Connell Center and various other campus venues.  
  - Hippodrome State Theater ([http://www.thehipp.org](http://www.thehipp.org)), located downtown, offers plays and independent films. Prices are often discounted for students when UFID is presented.