Everything you always wanted to know about graduate school but were afraid to ask...

or you didn’t know who to ask...or you didn’t know you needed to ask until just now.

It’s probably in here.

And if you can’t find it – JUST ASK!!
Our Common Ground

The University of Vermont is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential.

We aspire to be a community that values:

**Respect:** We respect each other. We listen to each other, encourage each other and care about each other. We are strengthened by our diverse perspectives.

**Integrity:** We value fairness, straightforward conduct, adherence to the facts, and sincerity. We acknowledge when things have not turned out the way we had hoped. As stewards of the University of Vermont, we are honest and ethical in all responsibilities entrusted to us.

**Innovation:** We want to be at the forefront of change and believe that the best way to lead is to learn from our successes and mistakes and continue to grow. We are forward-looking and break new ground in addressing important community and societal needs.

**Openness:** We encourage the open exchange of information and ideas from all quarters of the community. We believe that through collaboration and participation, each of us has an important role in determining the direction and well-being of our community.

**Justice:** As a just community, we unite against all forms of injustice, including, but not limited to, racism. We reject bigotry, oppression, degradation and harassment, and we challenge injustice toward any member of our community.

**Responsibility:** We are personally and collectively responsible for our words and deeds. We stand together to uphold our common ground.
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WELCOME!!

Welcome to Burlington, the University of Vermont, and the Rubenstein School of Environment and Natural Resources (RSENR).

This handbook is intended for current and potential graduate students in the Rubenstein School of Environment and Natural Resources at the University of Vermont (UVM). The UVM Graduate College is responsible for all advanced degrees at UVM and sets forth the minimum requirements and standards. These requirements are available in the Graduate College Catalogue, accessible from their website. The Graduate College website also provides excellent information about all Graduate College policies, procedures, deadlines, forms, and courses that are approved for graduate credit (found in their “Resources” section).

This handbook provides additional details that are specific to the Rubenstein School of Environment and Natural Resources. All Rubenstein graduate students are expected to become familiar with this handbook and other Graduate College information.

THE RUBENSTEIN SCHOOL

RSENR is a thriving community of approximately 610 undergraduates, 120 graduate students, 37 faculty, 16 research staff, and 20 administrative staff. At the undergraduate level, there are six academic programs: Environmental Sciences, Environmental Studies, Forestry, Natural Resources, Parks, Recreation, and Tourism, and Wildlife and Fisheries Biology. The Rubenstein School Graduate Program offers a Ph.D. in Natural Resources and a Master of Science in Natural Resources or Leadership for Sustainability.

The Dean’s Office and most faculty offices are housed in the George D. Aiken Center. Environmental Studies faculty offices are in the Bittersweet, located on the southwest corner of South Prospect and Main Streets. The Gund Institute for the Environment is located in the Johnson House at 617 Main Street, directly across from the Aiken Center, and the Rubenstein Ecosystem Science Laboratory is located at the Leahy Center for Lake Champlain, on Burlington’s waterfront in the same building as the ECHO Lake Aquarium and Science Center.

MISSION STATEMENT

The mission of the Rubenstein School of Environment and Natural Resources is to understand, nurture, and enrich the interdependence of people with healthy ecological systems. We seek to create a community that encourages an engaged, culturally diverse, and challenging learning environment that applies foundational knowledge from diverse fields, critical thinking, and integrative analyses to design a more sustainable society. We embrace core values of innovation, critical thinking, integrative learning, community engagement, and cultural awareness in all that we do.
COMMITMENT TO DIVERSITY

The Rubenstein School of Environment and Natural Resources is actively committed to diversity: biodiversity in natural communities and cultural diversity in human communities. We cultivate values aimed at maintaining the integrity of natural systems and achieving a sustainable human community in harmony with the natural environment. The Rubenstein School academic programs provide the scientific and philosophical bases for addressing critical issues in the use of renewable natural resources for commerce, recreation, and conservation.

This commitment to diversity is reflected in our curriculum. Many RSENR courses include attention to U.S. or international diversity issues, including the implications of various environmental issues to diverse populations. Since 2008, all incoming MS and PhD students are required to take NR 306, a graduate level course in Race and Culture in Natural Resources.

BRIEF HISTORY OF THE SCHOOL

The University of Vermont long ago recognized the importance of providing educational opportunities in natural resource conservation and management and began offering forestry courses in 1888. From that beginning, natural resource curricula gradually evolved until, in 1973, the School of Natural Resources was established as one of eight degree-granting units within the University. In November 2003, after receiving a $15 million gift commitment from Stephen Rubenstein and his family, the name of the School changed to The Rubenstein School of Environment and Natural Resources (RSEN), becoming the first endowed academic unit at the University.

THE GEORGE D. AIKEN CENTER FOR NATURAL RESOURCES: A GREEN BEACON OF SUSTAINABILITY

The Aiken Center, which opened in 1982, was specifically designed to house The Rubenstein School of Environment and Natural Resources. The building's name honors Vermont's distinguished late senator and governor, George D. Aiken, who was a champion of both education and the environment. In January 2012, the Aiken Center reopened as a completely renovated LEED Platinum Certified Green Building. The Rubenstein School community, along with William Maclay Architects and Planners, created a vision for a renovated Aiken Center that uses space more efficiently, reduces the School's ecological footprint, and houses occupants and greets visitors in a welcoming, healthy, and stimulating environment. One notable feature is a “Living Machine” that uses an ecologically designed system of living plants, bacteria, and small animals to clean all of the waste generated in the building. The building is also extensively monitored to document its energy efficiency, air quality, and other characteristics. We believe the renovated Aiken Center will be a harbinger of a sustainable future, a “Green Beacon” for the University and our surrounding community.

THE RUBENSTEIN ECOSYSTEM SCIENCE LABORATORY

The Rubenstein Ecosystem Science Laboratory, affectionately referred to as the “Rube Lab,” is a lakefront extension of the Aiken Center. Opened in the fall of 1999, it houses state-of-the-art research facilities, including laboratories for the study of contaminants, water and sediment quality, and aquatic biota including fish, invertebrates and algae. The eight laboratories provide researchers with the tools necessary to investigate and understand the ecosystem processes that determine ecological health and influence the quality of life for the human community in the greater Lake Champlain Basin. The facility also includes a large teaching laboratory equipped with modern analytical equipment and video microscopy.
OTHER RSENR RESOURCES

The MELOSIRA, a 45-foot research and teaching vessel, provides full access to Lake Champlain. It is staffed with a full-time Captain and Deckhand experienced in all aspects of limnological, geological, and fisheries sampling.

UVM’s Natural Areas include nine ecologically diverse sites — the summit of Mt. Mansfield, Colchester Bog, and other bogs, ponds, and forest ecosystems. The Environmental Program is responsible for the upkeep of these areas, a project that involves staff and students in research, site evaluation, and planning. Extensive use is also made of several parcels of wooded land — hardwood and conifer stands located throughout the state — that are managed by the School and cooperating agencies.

FIELD WORK IS FUN...DAMENTAL

The Rubenstein School of Environment and Natural Resources relies heavily on Vermont's natural landscapes — its mountains, lakes, fields, and forests — to provide students with hands-on experience studying ecology and ecosystem processes. Outdoor learning experiences provide students with firsthand observation and a better understanding of good resource management practices. Although natural resources course work often centers around classrooms, computers, and laboratories, field trips to nearby forests, lakes, streams, and other natural areas are common and an integral part of the learning process.

In addition to local field opportunities, The Rubenstein School offers many one- or two-week extended field courses during winter break, spring break, or early summer that provide students with special opportunities to study outside Vermont. Past offerings have included study of the wildlife of Florida and south Texas, arid ecosystems and water resource issues in Israel, environmental research in the Chesapeake Bay region, ecotourism and environmental interpretation in Costa Rica and Sub-Saharan Africa, and agroecology and sustainable development in Cuba.

INTEGRATIVE APPROACH

The Rubenstein School emphasizes the integration of ecological and social dimensions of the environment based on a core belief that solutions to complex problems demand a multidisciplinary approach. Our scholarly pursuits can be placed into three broad domains of knowledge (Figure 1): the natural sciences (especially ecology and environmental science), the social sciences and human dimensions of the environment, and development of useful and innovative tools (spatial analysis, landscape planning, and modeling). Healthy and sustainable ecosystems, which in the School’s definition include vibrant human communities, depend upon the
integration of knowledge and skills developed in all three of these domains. The emphasis on integration contributes to the distinctiveness, quality, and growing national and international reputation of the School.

Over the last two decades, the School’s expertise has evolved by design from one dominated by traditional natural resource specialists to a multidisciplinary team that includes more broadly trained ecologists, environmental social scientists and humanists, and systems thinkers who develop novel analytical tools. Our integrative approach is pervasive, not just in our scholarly pursuits, but also throughout our curriculum and our teaching. Distinctions among disciplines are de-emphasized while the elements of a strong professional education are retained.

THE RUBENSTEIN COMMUNITY

WHOM TO ASK FOR WHAT

If you need anything at all — from advice to a smile to a chocolate — your first stop should be with Carolyn Goodwin Kueffner. As RSENR’s Graduate Program Student Services Specialist, she helps keep graduate students moving in the right direction. Whether you need help understanding rules and regulations, sorting out problems with your bill, or finding the best yoga or spinning classes, you can find her in Aiken 220A (within the Dean’s suite). cgoodwin@uvm.edu 802-656-2511

Kimberly Wallin, the Associate Dean for Graduate Programs and Research, is the key authority on academic requirements and many funding/financial issues. She serves as the liaison between graduate students and faculty and also chairs the RSENR graduate faculty meetings. She’s in Aiken 313-A. kwallin@uvm.edu 802-656-2517

The Business Service Center: The Center provides a drop-in clinic in Aiken 304, for questions about anything financial, including getting paid or getting someone else paid. Their office hours will be Monday-Friday: 8:30am - 4:30pm, closed for the lunch hour 12-1pm.

IT issues: RSENR’s very own tech guru, Seth O’Brien, is here to help. His office, Aiken 203, is on the second floor, past the spatial analysis lab, last door on the left. seth.obrien@uvm.edu 802-656-0715

Random supplies, printer/copier issues: try the Dean’s office in 220 Aiken.

Need a job? Or help finding one? Anna Smiles-Becker routinely fills our inboxes with tempting job announcements. She is also available to provide individual assistance with résumés, cover letters, and other job seeking skills. Her office is Aiken 220G (within the Dean’s suite); contact her to make an appointment. anna.smiles-becker@uvm.edu 802-656-3002

Questions about a Certificate in Ecological Economics? Start with Jeannine Valcour, the Research Coordinator at the Gund Institute. Jeannine.Valcour@uvm.edu, 802-656-7786

None of the above? Not sure who else to ask? Try April Berteau, Administrative Assistant to the Dean, in the Dean’s suite. She knows just about everything in terms of who does what and how to find them. April.Berteau@uvm.edu 802-656-4380
FACULTY, STAFF, AND GRADUATE STUDENT DIRECTORIES

The RSENR on-line directories are another great resource for looking up the office location, contact information, job responsibilities, and research areas of other members of the RSENR community. Browsing these listings can uncover expert resources and valuable connections that you might otherwise have missed. Complete listings of RSENR faculty, staff, and graduate students can be found on the RSENR website under the heading Our Faculty, Staff, Students, Alumni, Board of Advisors.

THE RUBENSTEIN GRADUATE STUDENT ASSOCIATION (RGSA)

All graduate students enrolled in RSENR are automatically members of the Rubenstein Graduate Student Association (RGSA) and no dues are charged. The following information is quoted directly from the Association’s website:

The goals of the RGSA are: to promote the interests and welfare of RSENR graduate students; to serve as a commons for all RSENR graduate students to provide input on RSENR policy, curriculum, and operation; to serve as a conduit of information relevant to graduate education in RSENR and UVM; to promote an intellectual and social community of graduate education; and to sponsor opportunities for academic and professional development among its members.

The RGSA supports RSENR graduate students in a variety of ways, from the psychosocial to the practical. On the practical side, the RGSA maintains communal graduate student resources (e.g. printers and office supplies), manages a mini-grant program that helps defray research costs that aren’t covered by other UVM/RSENR funding sources, and serves as a communication liaison between graduate students and the RSENR administration.

Psychosocial endeavors include a variety of events throughout the academic year, ranging from a weekly Fall Seminar Series that brings notable speakers to Aiken, to frequent social/networking gatherings, weekly grad student “Tea Times” and annual events like the Chili Cook-off and Com-PIE-tition. The RGSA also fosters the next generation of graduate students through a mentoring program that matches undergraduates who are interested in natural resources issues with current graduate students.

THE RUBENSTEIN SCHOOL eNEWSLETTER

The Rubenstein School eNewsletter is published quarterly during the school year, and is posted on the RSENR web site. With news and announcement, updates from various RSENR entities, profiles of current and former students, and feature articles, it’s a great way to stay on top of RSENR goings-on. You will receive a link via e-mail each time a new issue is posted. Consider contributing articles about your research and experiences in the school!

PROFESSIONAL DEVELOPMENT FOR GRADS

RSENR hosts numerous workshops each year to help graduate students develop skills that will foster success both in graduate school and beyond. “Presentation Skills,” offered each year before the annual Research Symposium, is a perennial favorite that covers everything from choosing your wardrobe to making your presentation interesting to the audience and designing effective PowerPoint slides to help you tell the story. It’s one of the best 90-minute investments you will ever make.
Other topics have included proposal writing, research skills, time management, facilitation skills, an introduction to Access, and “Life after your Master’s/Doctoral Degree,” led by recent graduates and professionals who discuss what worked (and didn’t) as they looked for employment and started new jobs.

You may feel that your schedule is just too hectic to make time for these optional sessions, but they are well worth it! In addition to giving you a chance to step away from the stress of immediate deadlines to catch a breath, it can help you think about the big picture and remember why you’re in graduate school in the first place. It can also be really reassuring to discover that you’re not the only one struggling with a particular issue, and to talk with fellow students about what strategies have worked for them.

(Suggestions for new topics are always welcome, by the way, and Carolyn can put things together quickly – especially if you’re willing to help a bit with a list of specific points you want covered, or suggested speakers.)

**ACADEMICS: GENERAL POLICIES**

**ACADEMIC INTEGRITY**

The principle objective of The University of Vermont policy on academic integrity is to promote an intellectual climate and support the academic integrity of the University. Academic integrity is an essential part of learning at UVM. Our faculty, staff and students expect that students will conduct themselves in an ethical way while at the University and practice the behavior written in Our Common Ground.

**Offenses against academic integrity are any acts which would have the effect of unfairly promoting or enhancing one's academic standing within the entire community of learners. Such acts are serious offenses, which insult the integrity of the entire academic community of the University. Any violations of the policy will not be tolerated and all allegations will be forwarded to the Center for Student Ethics and Standards. The Dean of The Rubenstein School of Environment and Natural Resources wholeheartedly supports this policy.**

To read the Code of Academic Integrity and to learn more about the Center for Student Conduct, please go to [http://www.uvm.edu/sconduct/](http://www.uvm.edu/sconduct/).

**PROFESSIONALISM**

Use your classroom time and interactions with teachers and advisors at UVM to practice the skills you will need for your professional life. Arrive on time for your classes and be prepared to engage fully in the material being presented. During classes or meetings, your cell phone should be turned off so it does not distract you or interrupt the teacher or your classmates. Although you may sometimes want to bring your computer to class, use it in the classroom only for notes and class activities, not for instant messaging, checking email, or surfing the internet. The Rubenstein School is a friendly place, and some professors and advisors may invite you to address them by their first name; please be comfortable doing this, but remember to be respectful in all communications with your teachers and advisors, including email.
ACADEMICS: PROCEDURES

COURSE SELECTION

You should work closely with your advisor to select courses. Many graduate courses are only offered in alternating years, so it is likely that you will only have one opportunity to take any given course. Your fellow students are also an excellent source of information about which courses are likely to be most useful for your particular needs and the level of time commitment required to be successful in specific courses. When deciding which courses to take at which time, you’ll want to think hard about how much time you’ll have available for coursework while also fulfilling your TA and/or RA responsibilities, working on your own research, and making progress on your milestones (which are discussed more fully below).

As of Fall 2014, two 2-credit courses are REQUIRED for all residential students during their first fall semester on campus. (Students in the Master’s in Leadership for Sustainability concentration have other required courses that substitute for these):

**NR 306: Envisioning a Sustainable Future** is a seminar orienting new graduate students to RSENR, introducing new students to one another, and providing frameworks for collaborative leadership, whole systems thinking, and intercultural competency.

**NR 395: Applied Ecology, Environment and Society** is a seminar intended to introduce foundational concepts of applied ecology, environment and society, and interdisciplinarity/transdisciplinarity.

COURSE REGISTRATION

IMPORTANT NOTE: the date on which you register for each semester determines when you will be billed for that semester and when your bill will be due, which can sometimes be before the start of the semester. It is important to consider this together with the anticipated timing of your funding sources. See “Paying Your Bill: Deadlines and Penalties” for additional information.

The registration periods for each semester vary slightly from year to year, but are generally as follows:

- **Fall Semester** ⇒ starts in April
- **Spring Semester** ⇒ starts in November
- **Winter Session** ⇒ concurrent with Spring Session
- **Summer Session** ⇒ starts in March

Graduate students are allowed to register one or two days earlier than undergraduates, so if you’re trying to get into a course that tends to fill up you’ll want to pay careful attention. The dates are posted on the UVM Registrar’s page well in advance and can be accessed quickly from the Registrar’s tab on the myUVM portal.

All course registration is done online and the easiest way to access the Web Registration system is from the Registrar’s Tab on the myUVM portal. On this page, you’ll find quick links to browse the course offerings for each semester, register for courses, and make changes to your registration.
FYI – From the myUVM portal you can also view the academic calendar, check your grades or your registration status, find your student ID number (frequently referred to as your “95 number”) or update your personal and emergency contact information. Really useful!

**ADDING, DROPPING, AND WITHDRAWING**

If you need to make changes to your schedule, it is critical to pay attention to the Add/Drop/Withdrawal dates for each semester. These are included in the Academic Calendar that is published each year and can be accessed on the Registrar’s home page or directly from the Registrar’s tab on the myUVM portal.

The Add/Drop period lasts through the first 10 days of classes. During this period you can add or drop courses directly through the Web Registration system (although adding a course after the first week of classes requires special permission from the instructor). You will be charged for any new credits you add, and will receive a full refund for any credits that you drop.

Making changes after the Add/Drop period is more difficult and should be avoided. Instructors can add students to the class roster after this period, so that’s the avenue if you want to pursue adding after the Add/Drop period. If you’ve NEVER attended a class, you may be able to drop it after the deadline if you get certification from the instructor. Otherwise, the only alternative is to withdraw from the course. When you withdraw, the course remains listed on your transcript with a grade of W (this is not included in calculating your GPA) and you do not get a refund for the tuition you’ve paid. You can withdraw from a course during the first nine weeks of the semester (the last date to withdraw from classes is included on the Academic Calendar). Withdrawing after that deadline (a “late withdrawal”) is possible only under extraordinary circumstances outside your control, documented in writing, and approved by the RSENR Dean’s office. Such approvals are not guaranteed.

Although it goes without saying, any changes to your registration/schedule should be discussed first with your advisor!

**FULL TIME, PART TIME, CONTINUOUS GRADUATE REGISTRATION, AND OTHER STATUSES**

Your “status” as a graduate student (full-time, part-time, etc.) is determined by the number of credits for which you register each semester. Full-time status requires enrollment in at least nine credits; enrollment in less than five credits is considered “less than half-time” and anything in between (5-8 credits) is considered “at least half-time.”

It is important to be aware of these thresholds, because many services and benefits are contingent on maintaining a certain status and some responsibilities apply only to students within certain status categories. Funding as a TA or RA, for example, requires “at least half-time” status (five credits) and many international student visas require full-time (nine credits) student status.

It is also important to know that as a graduate student, not all of your credits have to consist of academic courses. Each program requires a certain number of research credits that can be taken at any time, so if there’s a semester where your class credits add up to seven but you need to maintain full-time status for some reason, you can enroll in two research credits to close the gap.

**Continuous graduate registration** is required for graduate students who have completed all of the course-work (including research credits) necessary for their degrees but have not yet completed their research, comprehensive exams, or other requirements and are still actively pursuing their degrees.
Continuous registration is available at variable levels so you can sign up for as few or as many credits as you need. Of course, you must also fulfill the time commitments associated with your level of registration, and your advisor will be required to assign a grade of either satisfactory or unsatisfactory, based on your efforts and progress.

The following chart lists some of the eligibilities/responsibilities associated with each level of student status and the corresponding continuous registration level. It is not intended to be exhaustive, and you should make sure you are aware of any particular requirements that may apply to your own situation.

Additional information is also available at the Graduate College website, within the Graduate College Catalog.

<table>
<thead>
<tr>
<th># of credits</th>
<th>Status</th>
<th>Eligibility/Responsibilities (not exhaustive)</th>
<th>CR Level</th>
<th>Expected Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>Less than ½ time</td>
<td>• CatCard, library, fitness center, and bus privileges</td>
<td>GRAD 901</td>
<td>1-16 hrs/wk</td>
</tr>
<tr>
<td>5-8</td>
<td>At least ½ time</td>
<td>• CatCard, library, fitness center, and bus privileges • eligible for TA/RA funding, federal financial aid, student loan deferral, and purchase of UVM student health plan</td>
<td>GRAD 902</td>
<td>20-32 hrs/wk</td>
</tr>
<tr>
<td>9+</td>
<td>Full-time</td>
<td>• CatCard, library, fitness center, and bus privileges • eligible for TA/RA funding, federal financial aid, student loan deferral, and discounted ski passes • health insurance required (will be billed for UVM student health plan unless documentation of other coverage is provided)</td>
<td>GRAD 903</td>
<td>at least 36 hrs/wk</td>
</tr>
</tbody>
</table>

Two related issues deserve specific mention:

**Health Insurance.** Full-time students (at least nine credits or GRAD 903) are required to have health insurance and must complete the Insurance Decision/Waiver Form online each year. The form requires you to either elect to enroll in the UVM Student Health Insurance Plan (UVM-SHIP) OR to waive enrollment and provide documentation of comparable coverage from another source. **If you do not complete the form prior to the annual deadline, your student account will be charged the UVM-SHIP premium and you may have a hold placed on your account, prohibiting you from registering for classes, viewing grades, or requesting transcripts.**

Graduate students with “at least half-time” status (5-8 credits) are eligible, but not required, to purchase the UVM-SHIP. If you do choose to enroll in the plan, the premium will be billed to your student account and you will also be charged the “student health fee,” which covers primary care services at the UVM Center for Health and Wellbeing (formerly known as the student health center).

Additional information on health insurance, coverage, and related fees can be found here on the Center for Health and Wellbeing website.

Important note: If your funding includes a contribution towards the student health insurance premium, the payment is in three steps. You will be billed for the full premium (1) and the adjustment made by Sean Milnamow at the Graduate College based on funding information provided to him by Carolyn (2). Then, it’s your responsibility to pay your portion AND keep track of that on your bill to make certain everything is adjusted correctly (3).

**Summer employment and student status.** If you have a summer appointment, your wages may be subject to additional federal withholding if your student status changes during the summer months. You
must be enrolled for at least five credits (or the equivalent CR status) to be exempt from FICA (Social Security/Medicare) withholding, so you will need to plan accordingly by adjusting either your budget or your registration status.

**GENERAL PROGRAM REQUIREMENTS (AKA MILESTONES)**

In addition to [UVM’s degree requirements](#), students seeking an MS or Ph.D. degree from the Rubenstein School must fulfill the requirements established by RSENR, which we refer to as “milestones.” As you complete each milestone, you must submit a form to Carolyn documenting its completion. All forms are available on the RSENR website under [Graduate Student Services](#).

**MS MILESTONES AND SCHEDULE OF BENCHMARKS AND EXPECTATIONS**

For those pursuing the residential Masters degree, MS milestones consist of:

1) **Completion of required courses**: NR 306 and NR395 are taken during your first fall semester on campus (since this milestone is documented on your transcript, no form is required).

2) **Program of Study Outline**: this documents the courses you intend to take during your graduate studies. In addition to meeting the requirements specific to your program (appropriate number of credits from coursework and research), your program of study must satisfy the expectations of your studies committee, who might feel that specific courses will be necessary for successful completion of your research. Requires committee member names.

3) **Proposal acceptance**: your research proposal, typically completed during your first year, must be approved by your studies committee and all committee members must sign the form.

4) **RSENR Graduate Student Research Symposium**: this annual event provides an opportunity for graduate students to present their research to the RSENR community and the general public. It is generally held in October and students typically participate during their second fall semester. Students are not expected to have completed their research/analysis by that time, but by presenting an overview of their plans and their work to date, the symposium provides an opportunity to receive feedback that can help refine their analysis.

5) **Comprehensive exam**: typically completed during the second year of study, the comprehensive exam may be written or may include both oral and written components, depending on your program. Generally conducted over three days, you will provide thorough responses to one question (or set of questions) submitted by each of your committee members.

6) **Thesis defense**: your defense will consist of a one-hour seminar in which you present your completed research and respond to questions from the public, followed by a closed session in which you respond to questions from your studies committee and defend your conclusions.

**M.S. SCHEDULE OF BENCHMARKS AND EXPECTATIONS**

<table>
<thead>
<tr>
<th>Semester</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeding expectations</td>
<td>Meeting expectations and:</td>
<td>Meeting expectations and:</td>
<td>Meeting expectations and:</td>
<td>Meeting expectations and:</td>
</tr>
<tr>
<td></td>
<td>* Proposal completed</td>
<td>* Presented research at scholarly conference</td>
<td>* Submitted a scholarly work to a peer-reviewed journal</td>
<td>* Acceptance/publication of a scholarly work in a peer-reviewed journal</td>
</tr>
<tr>
<td>Meeting expectations</td>
<td>Consistent satisfactory, timely,</td>
<td>Consistent satisfactory, timely,</td>
<td>Consistent satisfactory, timely, and</td>
<td>Consistent satisfactory, timely,</td>
</tr>
</tbody>
</table>
You will also need to assemble a **graduate studies committee**. For those pursuing residential Masters degrees, a committee must be comprised of *minimum three members*, including:

1) A primary advisor from inside the Rubenstein School and a member of the Graduate Faculty  
2) Committee Chair outside Rubenstein and a member of the Graduate Faculty  
3) One other UVM faculty member

*Note: You can add additional committee members, but be warned that it makes setting up committee meetings harder!*

### MS CONCENTRATION: LEADERSHIP FOR SUSTAINABILITY (LOW-RESIDENCY ONLY)

Ecological Economics, Ecological Leadership or Education for Sustainability Tracks. For those pursuing this low-residency Masters area of concentration you will need 30 credits, distributed as follows:

1) NR 312: Leadership, Diversity, Power, and Privilege. This course fulfills the requirement for NR 306: Envisioning a Sustainable Future;  
2) One of the following courses that focuses on professional integration: NR 330: Integrated Resource Analysis; NR 385: Ecological Economics Atelier; or NR 389: Ecological Leadership Practicum. The choice will depend on your track and will fulfill the requirement for NR 395: Applied Ecology, Environment and Society;  
3) Six credits of specified coursework, completed during intensive residential sessions during the summer and winter semesters;  
4) A total of nine credits in your focus track for Ecological Leadership, Ecological Economics or Education for Sustainability;  
5) Six project research credits;  
6) Six to nine elective credits from the approved list.

You will also need to meet the following three requirements:

1) Completion of three project assessments that will provide ongoing feedback on your culminating M.S. Project;  
2) Presentation of your culminating M.S. Project at the Leadership for Sustainability Summit. This fulfills the requirement that you present at the Rubenstein School Graduate Student Symposium;  
3) Selection of a Graduate Studies Committee that will include:  
   - A primary advisor from inside the Rubenstein School and a member of the Graduate Faculty (this will be your MSLS track director);  
   - An additional member of the UVM graduate faculty  
   - One Professional Affiliate from the Leadership for Sustainability Concentration
Ph.D. milestones consist of:

1) **Completion of required courses:** NR 306 and NR 395 are taken during your first fall semester on campus (note that there is no form associated with this milestone since completion is documented through your transcript). Ph.D. students are also strongly encouraged to take the one-credit course called University Teaching (offered in fall 2014 as EDLP 380), which satisfies one element of the teaching requirement (see below) Completion of the Center for Teaching and Learning’s Graduate Teaching Program will also fulfill the course requirement.

2) **Program of Study Outline:** this documents the courses you intend to take during your graduate studies. In addition to meeting the requirements specific to your program (appropriate number of credits from coursework and research), your program of study must satisfy the expectations of your studies committee, who might feel that specific courses will be necessary for successful completion of your research. Requires committee member names.

3) **Proposal seminar completion/acceptance:** your research proposal, typically produced during your first year of studies, must be publicly presented to the RSENR community and must also be approved by your studies committee. NOTE: there are separate forms for seminar completion and proposal acceptance.

4) **Comprehensive exam:** typically completed during the second year, the comprehensive exam includes both written and oral components. Generally conducted over four days, you will respond thoroughly to one question (or set of questions) submitted by each of your committee members.

5) **Teaching/Professional Skills Requirement:**
   - The teaching experience requirement can be met by either
     - co-teaching with a faculty member in a course the faculty member regularly teaches,
     - developing and teaching, with mentoring, an advanced special topics undergraduate course, or
     - teaching a full course
   - The Graduate Standards Committee must approve both your teaching plan (in advance) AND your final report.

The professional skills option requires students to demonstrate that they have the skills necessary to work as an environmental professional outside of academia or government. This requirement can be satisfied by:

- submitting a portfolio that includes examples of work in **all five** of the following categories:
  1. a project proposal prepared for a client detailing how the project would be accomplished, with a budget included
  2. evidence of budget management or completion of a project within budget
  3. a copy of a presentation to a client
  4. a polished final report written for a client, and
  5. a professional paper or scholarly article written about the project or another secondary product such as a finished website.

Additional details about both options can be found in the RSENR Ph.D. Guidelines posted on the RSENR website under Graduate Student Resources → Degree Requirements.
6) **Cross-cultural Experience Requirement:** You must demonstrate your understanding and appreciation of diversity issues and respect for voices and ideas different from your own. As of fall 2014, all incoming students will be required to take NR 306, which fulfills this requirement.

For students who enrolled prior to fall 2014, other options for fulfilling this requirement include:

1. documenting a multicultural living and working experience of at least three months
2. co-teaching a discussion group for the undergraduate Race and Culture class, NR 06 and taking responsibility for developing a particular aspect of the course
3. demonstrating a foreign language ability comparable to two years of college-level course work as a graduate or undergraduate student

7) **Dissertation seminar/defense:** your defense will consist of a one-hour seminar in which you present your completed research and respond to questions from the public, followed by a closed session in which you respond to questions from your studies committee and defend your conclusions.

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<tr>
<th>Ph.D. SCHEDULE OF BENCHMARKS AND EXPECTATIONS</th>
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<td>Semester</td>
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<td>Exceeding expectations</td>
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<td>Present research at a scholarly conference</td>
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<td>Meeting expectations</td>
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<td>NR 306</td>
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<td>NR 395: AE, E&amp;S</td>
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<td>TA and/or RA duties</td>
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<td>Program of study plan</td>
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<td>First draft of research proposal submitted to committee for input</td>
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You will also need to assemble a **graduate studies committee**. For PhD students, a committee must be comprised of **minimum four members**, who must **all be on the Graduate Faculty**. Those selected for your committee must include:

1. A primary advisor from inside the Rubenstein School and a member of the Graduate Faculty
2. Committee Chair outside Rubenstein and a member of the Graduate Faculty
3. Additional members as necessary

**GRADUATE STANDARDS COMMITTEE; REVIEWS OF PROGRESS**

The Graduate Standards Committee consists of a group of three Rubenstein graduate faculty (membership rotates). The committee meets 2-3 times during each academic year to review student progress and review Ph.D. petitions for the teaching and cross-cultural requirements. Petitions for fulfillment of these requirements (outlined in the milestones section) should first go to Carolyn, who coordinates and organizes the “Grad Standards” meetings.

The Graduate Standards Committee reviews the process of all RSENR graduate students annually. The intent of the review is to provide you with feedback to help you complete your degree in a timely fashion. The Graduate Standards Committee reviews progress based on the Benchmarks and Expectations tables below, as well as performance in coursework, where you are expected to maintain a GPA $\geq 3.0$. If you fall significantly behind schedule or are not maintaining a GPA $\geq 3.0$, your advisor will be contacted by the Graduate Standards Committee.

You should know that:

1. If your cumulative GPA falls below 3.0, you will be placed on academic probation.
2. If you are lagging in completing the requirements according to the established schedule, your advisor will receive a notice from the Graduate Standards Committee, with a copy to you. This communication will urge that you meet with your advisor to discuss how to complete the requirements and act as quickly as possible to correct the situation.
3. If a second year elapses and any previously unmet requirements are still delinquent, you will receive a second letter, with copies to your advisor and the dean, informing all parties that you are being placed on probation.
4. If you continue in arrears after a third period, the Graduate Standards Committee will send a third letter, which will go to the dean of RSENR, with copies to you and your advisor, and this letter will recommend deactivation. The dean of RSENR shall notify you and your advisor of the decision on this recommendation within four weeks, and shall notify the Graduate College regarding any recommendations for deactivation.

Should extenuating circumstances arise, the Graduate Standards Committee will entertain requests for waivers, exceptions, and variances to these General Requirements at any stage. Such requests should be made jointly by you and your advisor to the committee through the RSENR Graduate Student Services Specialist.

**THESIS/DISSERTATION PUBLICATION**

The Graduate College is now requiring electronic submission of all manuscripts. **SPECIAL NOTE:** The details and process for submitting theses and dissertations (through the Graduate College) and for submitting RSENR Master’s projects differ considerably and both are outlined below.
For information on electronic preparation and submission of theses and dissertations, please visit and familiarize yourself with the ETD web site as well as the Graduate College formatting requirements.

Along with the electronic submission, you must submit an Electronic Thesis and Dissertation Rights and Permissions form, signed by your advisor. The form is available on the Graduate College website, as well as on the ProQuest website where you will be uploading your documents.

Advisors and Departments will no longer receive bound copies of theses or dissertations. Upon submission, Graduate College approval, and a brief waiting period, the documents can easily be found electronically through the library and ScholarWorks@uvm (documents take approximately eight weeks to appear through ScholarWorks).

If you want a bound copy of your thesis/dissertation, you will be given the option of ordering a bound copy of your manuscript from ProQuest when you are uploading it. Alternatively, you can print the manuscript and have it bound on your own, through the UVM print shop or any vendor of your choice.

RUBENSTEIN SCHOOL THESIS/DISSERTATION GRADUATION REQUIREMENTS

The following details all graduation requirements for those pursuing a Master's thesis or Doctoral dissertation degree at the Rubenstein School. The specific details for the Master’s Thesis option requirements outlined below differ from those pursuing the RSENR Master’s Project option.

Timetable and Checklist:

Approximately Five Months Prior to Your Defense:

- As you begin the writing process for your final publication, understand appropriate citation protocols for academic writing. This includes using and citing images properly and attaining copyright permissions when necessary. For guidance, see researchguides.uvm.edu/useimages For questions, refer to library.uvm.edu/specialists under Natural Resources.
- Read and follow the Electronic Thesis & Dissertation Guides*
- Submit the Defense Committee Membership Form for Graduate College approval at the beginning of the semester of your expected defense.
- Comprehensive Exam: You must complete departmental requirements for a comprehensive exam: Your advisor must submit the Comprehensive Exam Completion Form to the RSENR Graduate Student Services Specialist who will, in turn, forward it to the Graduate College for inclusion on your transcript.
- Review the degree requirements with your advisor and complete the Intent to Graduate Form by the date listed on the form. Submit this form electronically to the Graduate College with a copy to your advisor. An advanced degree fee will be charged to your account at the time of submission.
- Check with the RSENR Graduate Student Services Specialist to make sure you've completed all your Rubenstein School milestone requirements.

At Least Three Weeks Before Defense:

- Schedule your defense date, time and room with the RSENR Student Services Specialist
- Submit an electronic copy of your “Defense Notice Form”* to the Graduate College. You may not defend without providing notice to the Graduate College.
- Schedule a Format/Record check. Call 656-3160. Bring hard copies of your formatted Title Page, Abstract Page, Table of Contents and a few random pages of the body of your paper. See formatting section of the Graduate College “Electronic Thesis and Dissertation Guidelines.”*
At Least Two Weeks Prior to Your Defense:

- Submit a defensible copy to your Defense Committee members for their review.
- Submit an electronic copy of your RSENR Defense Abstract here under RSENR Abstract Sample for Seminars and Defenses to the RSENR Student Services Specialist for distribution to the RSENR community.

Take to Your Defense:

- Electronic Thesis and Dissertation Rights and Permissions Form for signature by your committee. You will need a PDF of the signed document when you upload your thesis or dissertation.

After Your Defense:

- After all final revisions have been made to your written thesis/dissertation, your advisor must provide a completion form that was sent to them by the RSENR Student Services Specialist at the time your RSENR defense abstract was submitted. This signals to both RSENR and the Graduate College that you are one step away from graduation.
- The final step is that you must upload an electronic copy of your thesis/dissertation to Proquest using the information outlined above. This must occur within six weeks of your completed defense or before the published Graduate College deadline, whichever comes first or your graduation date will be rolled to the following graduation period (October, January, May each year).

*Forms and Guidelines are available on the Graduate College Resources web page under “For Students.”

RUBENSTEIN SCHOOL MASTER’S PROJECT GRADUATION REQUIREMENTS

The following details all graduation requirements for those pursuing a Project-based Master’s degree at the Rubenstein School.

The specific details for the project option requirements outlined below differ from those pursuing the RSENR thesis option. However, all Grad College deadlines for the following requirements also apply to those completing the Project option.

Timetable and Checklist:

Approximately Five Months Prior to Your Defense:

- Review the degree requirements with your advisor and complete the Intent to Graduate Form by the date listed on the form. Submit this form electronically to the Graduate College with a copy to your advisor.
- As you begin the writing process for your final MS project publication, understand appropriate citation protocols for academic writing. This includes using and citing images properly and attaining copyright permissions when necessary. For guidance, see researchguides.uvm.edu/useimages For questions, refer to library.uvm.edu/specialists under Natural Resources.

At Least Two Months Prior to Your Defense:

- Check with the RSENR Graduate Student Services Specialist to make sure you’ve completed all your Rubenstei School milestone requirements.

At Least A Month Prior to Your Defense:
• Submit an electronic copy of your defendable project to all members of your defense committee for their review. Standard formatting is outlined in “Chapter 6. Formatting Your Document with WORD” here. The title of your final publication must specify that it is a PROJECT.

• Schedule your defense date, time and room with the RSENR Student Services Specialist at Least Two Weeks Prior to Your Defense:

• Submit an electronic copy of your RSENR Defense Abstract (look here for an example: RSENR Abstract Sample for Seminars and Defenses) to the RSENR Student Services Specialist for distribution to the RSENR community.

After Your Defense:

• After all final revisions have been made to your written project, your advisor must provide a completion form that was sent to them by the RSENR Student Services Specialist at the time your defense abstract was submitted. This signals to both RSENR and the Graduate College that you are one step away from graduation.
• The final step is that you must submit an electronic* copy of your project using the following instructions within six weeks of your completed defense or before the published Graduate College deadline, whichever comes first.

*UVM and RSENR will no longer financially support the binding of hard copies of those documents. You can take a paper copy to the University Underground Printing, where it can be bound with a fast back-style binding in black, blue or green (approximate cost for 200 page document is $4.50). You can have a local copy center bind it for you (Kinko’s, Staples, etc. at variable costs). Or, after you upload, you can access a PDF of your document at any time on the ScholarWorks website (http://scholarworks.uvm.edu)

Submitting a Project to ScholarWorks @ UVM

1. Save your final document as a PDF file. Have it available, along with any optional additional files (audio, video, spreadsheets) that you want to upload.

2. Go to http://scholarworks.uvm.edu

3. Click on Colleges, Schools, and Departments and go to Rubenstein School Masters Project Publications.

4. Click on Submit Research on the bottom of the left column.

5. Ignore the Login and Create new account options. Instead, click on Login to your UVM account ». (see screen shot below). Then, use your netid and password to log in.
6. Read the submission agreement. If you agree to the conditions, check the box agreeing to the terms and click Continue.

7. Fill out the form.

8. Upload the PDF of your project. Check the box for additional files, if you have any.

9. Select an embargo period, if desired.

10. Click Submit.

At this point you still have the option to revise your submission. The system automatically notifies the account administrator (the RSENR Student Services Specialist), who will approve your submission. Once the submission is approved you must contact the administrator to revise it.

You will receive an email when your submission has been approved by the collection administrator.

**FUNDING AND FINANCIAL INFORMATION**

We can’t answer every financial question here, so we encourage you to check out the Graduate College’s web page called “Funding Your Graduate Degree.” It provides answers to many common questions, and quick access to many forms.

Another important resource for all sorts of financial questions is the Student Financial Services office; look for the page that’s specifically for graduate students.
RSEN R FUNDING: HOW IT WORKS

Those funded as a Research Assistants (RA), or Teaching Assistants (TA), will be paid twice monthly, on the 15th and 30th of each month. Assuming that your paperwork is in order (see HR paperwork, below), and you have an academic year appointment, you will receive your first check on September 15 and your final check on May 30; you do not need to submit timesheets. Separate summer appointments, generally running from June 1 through August 31, are sometimes available. NOTE: summer stipends may be subject to additional federal withholding depending on your registration status. (For additional information, see “Full Time, Part Time […] and Other Statuses,” above.)

If your funding includes any paid tuition credits, your account will be billed for all of the credits for which you have registered at your appropriate residency status. Sean at the Graduate College will then apply your tuition scholarship for the appropriate number of credits per your funding letter. If you have tuition scholarship for both the Fall and Spring semesters, you may request to borrow against your Spring allotment to pay for Fall tuition by making a request to Sean Milnamow (Sean.Milnamow@uvm.edu, 656-1466 or in person at 330 Waterman in the Graduate College).

This process should happen behind the scenes without requiring your intervention: Carolyn sends a list of names and number of credits to the Graduate College and they process payment(s) to your account once you’ve created a bill. HOWEVER — IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR BILL IS PAID ON TIME, regardless of the source of payment. If payment is not received on time and you have not made alternate arrangements with the Student Financial Services office, a late fee of $250 will be assessed to your account — even if the entire amount due is going to be paid by the Graduate College or other sources. (See Payment Deadlines and Penalties, below, for additional important information on this topic).

If the current balance on your student account shows a payment due and the payment deadline is approaching, you should keep checking to make sure that the Grad College payment is processed in time. You can access your current account balance with one click from the Student Financial Services tab on the myUVM portal. Contacts: Carolyn (of course) or Sean Milnamow (sean.milnamow@uvm.edu) in the Graduate College office.

Health Insurance Scholarship Forms and Research Credit/Continuous Registration Forms
As a reminder to returning students, these forms are no longer required. Your health insurance and research credit scholarships should be added to your accounts without you having to do any paperwork.

Health Fee
Each semester the Graduate College gets questions about the $347 Health Fee that some students see on their accounts. Here is a description of the fee as well as who can expect to see it on their bill:

Students who are enrolled in the UVM Student Health Insurance Plan and are either taking less than 9 credits in a semester or enrolled in Continuous Registration (GRAD 902 or GRAD 903) are also charged a $347 Health Fee that is separate from their Comprehensive and Graduate Student Senate fees. This fee covers all of the core services of the Center for Health and Wellbeing. For full-time students, the $347 fee is included in their $922 comprehensive fee and thus not charged separately on their account. Students who are taking less than 9 credits or enrolled in Continuous Registration have a substantially lower comprehensive fee that does not include this $347 charge. This is because access to the Center for Health and Wellbeing is not mandatory for students that are enrolled less than full-time. However, since enrollment in the UVM Student Health Insurance mandates access to the Center for Health and
Wellbeing, less-than-full-time students who opt into the insurance are charged the separate $347 Health Center Fee on their student account.

While in most cases the health fee is automatically put onto a student’s account, there have been instances where it has been added weeks after their bill has been settled. This typically occurs when a student’s credit load changes their status from full-time to half-time during the add/drop period, thus decreasing their comprehensive fee. In these cases the Health Fee is supposed to be added automatically, but unfortunately in some instances this doesn’t happen. While we continue to try and solve this issue, please know that if you are taking less than 9 credits or enrolled in Continuous Registration and have health insurance through UVM there will be $347 health fee be on your account. If you are in this category and this fee is not on your account, please contact Sean Milnamow at sean.milnamow@uvm.edu and he will make sure it gets added promptly. Otherwise it will be added at a later date, potentially after you have paid your bill for the semester.

How to avoid late fees
The portion of your tuition bill for which you will be responsible should be paid by whatever due date is on your bill. Due dates vary because registration dates vary. As long as you have paid your portion of the bill (and/or set up satisfactory payment arrangements with Student Financial Services) you will not be assessed a late fee. If you do not inform Student Financial Services that you are waiting for the Graduate College funding (or other sources) to pay for all or part of your tuition, and do not settle your account by the due date, you will be assessed a $250 fee. The Graduate College cannot waive late fees.

There are procedural changes implemented in the 2015-16 academic year that students with assistantship positions should be aware of: http://www.uvm.edu/studentfinancialservices/graduate_tuition_and_fees

Payroll Deduction

The Payroll Deduction process, which gives graduate assistants the opportunity to pay their student fees by having the funds withdrawn directly from their paychecks and applied to their student account, has been updated.

Previously, equal disbursements would be withdrawn from student paychecks and credited to their accounts throughout the semester to cover the cost of their fees. Account balances would then be covered in full when the student received their last paycheck of the semester (January 15 for the fall semester, May 30th for the spring semester). Because registration requires an account balance of $0, students would not be able to register until the last payroll deduction took place. This caused problems with both class sizes as well as course availability. To avoid these problems, students who sign up for payroll deduction will now have a credit put onto their accounts at the beginning of the semester. This will put their account balance to $0 and will avoid any future registration problems. After a student signs up, the first seven paychecks the student receives in the semester will have equal payments deducted to reimburse the fund source that provided the credit.

Another change to this process is that students will no longer be working with Student Financial Services to set this up. A Payroll Deduction Form has been created where students will indicate the amount of fees they want covered in the semester. You can find the form as well as instructions for filling it out under ‘Student Forms.’ Once the form is completed it will need to be signed by the department the student has an assistantship position through to verify employment and eligibility to sign up for Payroll Deduction.
This form should then be submitted to Sean Milnamow in the Graduate College, who will process the credit onto the student's account. **Please note that this form needs to be completed and submitted by the Add/Drop date each semester.**

### OTHER FINANCIAL AID

If you have been offered a **student loan** as part of your financial aid package, you will need to accept the award, agree to its terms and conditions, and sign a promissory note in order for the loan to be processed. If you are a first-time borrower, you will also need to complete loan entrance counseling (done online, takes only a few minutes). Once processed, the loan funds will be sent directly to UVM for deposit into your student account. If the amount of the loan(s) exceeds the total amount of your bill, UVM will issue a refund for the difference on the loan to the official borrower (the student, or the parent for Parent PLUS loans). To get your refund as quickly as possible, you should set up a direct deposit account — see instructions at the Student Financial Services web site. **NOTE: This direct deposit option is unrelated to the payroll process, so even if you are set up to have your stipend payments electronically deposited, you will have to select this option separately.**

If you have been awarded **Work Study funding** as part of a financial aid package, you will receive that funding only if you are hired for a specific work study job. Once you've been hired, you will be paid for hours that you work, up to the maximum amount of funding you were awarded. You will need to submit your hours using the electronic timesheet in the PeopleSoft system (see additional information below). Payments are issued every other Friday. For information on how to find and apply for work study jobs, look for the “student employment” link on the Financial Services tab of the [myUVM](https://myUVM) portal or at the Student Financial Services web site.

### PAYING YOUR BILL: DEADLINES AND PENALTIES

Billing dates and payment due dates vary according to when you register for classes each semester, so you may have a different due date than a fellow student who sits right beside you. This is why it is critical for **YOU** to pay attention to these deadlines and ensure that payment is made on time. A [current schedule](https://www.uvm.edu/student-finance/billing-and-payment) can always be found on the Student Financial Services website.

Note that **payment must be received** by the close of business on the date it is due, not postmarked by that date. The following language is quoted directly from the Student Financial Services website: “*We put the 4:00 p.m. deadline on the bill to emphasize the required receipt of payment rather than a postmark date. We do not actually get the envelopes from the payments that are mailed in, as payments are sent directly to the bank for expedited processing. Should the need arise, electronic check payments are available for last minute payments or you can overnight your payment directly to our office.*”

UVM will send an electronic billing notice to your UVM e-mail address whenever a bill has been issued for your account. This billing notice will include your due date and instructions for handling various circumstances, such as payments that are anticipated from other sources. **PAY CAREFUL ATTENTION TO THIS INFORMATION.** The due dates are firm, and a $250 late fee will be automatically assessed to your account if there is a balance due at the close of business on the due date.

Even if your **entire bill** is going to be covered by other sources, it is your responsibility to ensure that those payments arrive on time. If the Grad College payment has not been credited to your account by the
due date and you have not made alternate arrangements through the Student Financial Services office, your account will be assessed the late fee.

That being said, the staff at both the Graduate College and the Student Financial Services office are extremely helpful and understanding. If you anticipate a problem of any kind – CALL THEM! They will work with you to find a solution. By putting an arrangement in place PRIOR to the due date, you can avoid the late fee. Once the late fee has been assessed it is extraordinarily difficult to have it removed.

TEACHING ASSISTANT (TA) ASSIGNMENTS

The roles and responsibilities associated with various TA assignments vary considerably, depending on the nature of the course and the preferences of the instructor. To try to make the TA assignments as valuable as possible — to both the TAs and the instructors — RSENR utilizes a “matching” process.

Shortly after each semester’s course listings have been released, Carolyn will compile a notebook with descriptions of the available TA assignments. In addition to basic facts such as the course title, instructor, and schedule, the description will list the general duties that the instructor anticipates, whether or not the TA must attend course lectures, and the specific knowledge and skills that would be most valuable.

Grad students with TA appointments are invited to review these descriptions, specify any issues that would preclude a particular assignment, and rank their preferences among the remaining assignments. Issues that would preclude an assignment include scheduling conflicts with a required or highly desired course, or a lack of specifically required knowledge/skills (such as GIS). Carolyn and Kimberly Wallin then undertake the process of matching TAs to TA assignments. They do their best to accommodate peoples’ wishes, but there are no guarantees — since most TA assignments are only available to one person and every TA assignment has to be done by someone, it is possible that not everyone will receive an assignment that they had ranked as a preference.

HUMAN RESOURCES (PAYROLL) FORMS

In order to be paid, whether as an RA, TA, Fellow, temporary employee, or work study student, you MUST complete the HR forms that will enable UVM to put you on their payroll. These include The Federal I-9, Federal W-4, State W-4, and the UVM Employee Information Form. The I-9 form, which verifies your eligibility to work in the United States, must be completed on campus. You will need to present original identification documents to the person examining them. All of these forms, including instructions specifying the documents that are required for the I-9, can be found under forms at the Human Resource Services site under Payroll/Employee Records.

All of these forms should be completed and returned to Carolyn before your assistantship can be set up through Human Resources. For the I-9, you must stop in to complete the form within three days of your appointment start date. If Carolyn is not available to examine your original identification documents, the staff in the RSENR Business Service Center (in Aiken 304) can assist you.

In addition to these required forms, you are strongly encouraged to sign up for direct deposit of your paychecks. Not only does it save time, paper, and energy, you generally get paid a little earlier because the money is deposited into your account the evening before the check would have been issued.

After your appointment has been set up in the payroll system, you will be able to sign up for direct deposit through the PeopleSoft system (see instructions below). IMPORTANT: even if you sign up for Direct Deposit, your first check will still be the old-fashioned kind! For the first pay cycle, Payroll processes a
“dummy” electronic payment of $0 to make sure everything goes smoothly with your bank. Once this has been processed successfully, all subsequent payments will be deposited directly into your account, on or before the official payment date.

Paper checks will be delivered to Aiken and placed in the graduate student mailboxes, located in the mailroom outside the Dean’s Suite. The graduate student mailboxes are labeled by letter and mail is placed in the box corresponding with the first letter of the student’s last name.

**THE PEOPLESOFT SYSTEM**

UVM uses a program called PeopleSoft to manage payroll and some other financial functions. You can use this system to view your paychecks, enter hours (if your job requires it), sign up for (or make changes to) direct deposit or tax withholding information, and update personal and benefits information.

There are at least two ways to access the PeopleSoft system. From the myUVM portal (https://myuvm.uvm.edu), select the PeopleSoft button at the top of the page. Or from the UVM home page (www.uvm.edu), go to the A-Z listing of departments, choose P, and scroll down to PeopleSoft Login. Select Human Resources Login and log in using your UVM NetID and password. Once you are logged in, you will find most everything you need under the “Self-Service” menu.

Most of the options are self-explanatory once you know the lingo (see Chartstrings, etc. below) but if you need assistance, mini-manuals that provide step-by-step instructions can be found on this Human Resource Services web page. In addition, the folks in the Center Aiken 304 are experts on all of these procedures and are always friendly and happy to help. See the next section for some useful terms that will make navigating the PeopleSoft system a bit easier.

**CHARTSTRINGS, COMBO CODES, AND OTHER CONFUSING FINANCIAL TERMS**

UVM is a large and complex institution that manages a lot of money from many different sources, each with its own set of rules. Keeping tabs on all of this requires a complex accounting structure. For the most part, the accounting system hums along of its own accord and the Business Service Center understands it so the rest of us don’t have to. But every now and then, someone will ask a question that will require you to dip your toe into the accounting waters. Understanding a few key concepts will help you put these questions into context.

**Chartstrings**: Every deposit and every expenditure, no matter how small, must be coded so that it’s clear where the money came from, what it was used for, when, where, and by whom. To track all of this information, UVM uses a chart of accounts with 10 information fields. Each of these chart fields captures a particular bit of information about the financial transaction. A chartstring is simply a long number with all of the chart fields strung together. Figure 2 shows what one looks like (taken from the PeopleSoft mini-manual “Chart of Accounts,” available in the Financials category of the PeopleSoft mini-manuals). This and other PeopleSoft mini-manuals can be accessed from the Human Resource Services web site under PeopleSoft mini-manuals.
Combo Codes are used in PeopleSoft’s HR module as a shortcut to a particular chartstring so you don’t have to type the complete chartstring all the time. If you have a temporary wage or work study position that requires you to enter hours, you will be notified of the job’s combo code. Each time you enter hours, you must specify the combo code to which the hours should be charged. The combo codes that are available for your use will appear in a drop-down menu for you to choose; if you have only one hourly job, only one combo code will appear. If you have more than one, it’s important to note which combo code is associated with which job so your hours are paid from the appropriate source.

Expense Reimbursement is available when you make a personal payment on behalf of the University. To request reimbursement, you will need to complete a form! Forms and instructions are available here.) NOTE: the form calls for a chartstring name, which is another shortened way of referring to a complete chartstring without have to type it all out (like the combo code). If your supervisor/advisor (whoever authorized the purchase) can’t give you the name, check with the RSENR Graduate Student Services Specialist or the Business Service Center (Aiken 304) for assistance.

Purcards, short for purchasing cards, are a much easier way to make necessary purchases. Purcards are credit cards issued by UVM to be used only for UVM purchases. Most graduate students will not be issued a purcard directly, but you can be authorized to use a faculty member’s purcard to order research equipment or pick up supplies needed for the class you are TA-ing. Whenever you use a purcard, it is essential that you obtain a receipt and give that to the purcard holder when you return the card. When the monthly bill comes, the card holder will have to provide original receipts for each purchase and allocate each purchase to a specific chartstring in the financial side of PeopleSoft. (If you are issued a Purcard in your own name, you will be responsible for this function.)

Whenever possible, it is advisable to use a Purcard for RSENR purchases rather than making payment yourself and seeking reimbursement. Here are three reasons why:

Purcard advantage #1: avoid paying sales tax unnecessarily. UVM is exempt from paying many taxes, including sales tax. The tax exempt ID number is printed directly on the Purcard and since Purcards can only be used for University purchases, merchants can remove the tax from your bill. If you pay with cash or with your personal credit card, the merchant is obligated to charge you the tax unless he/she can provide sufficient documentation to the tax department that no tax was owed. This generally requires submitting detailed paperwork, including the Tax Exempt ID number, prior to the transaction. Since UVM does not pay sales taxes, you will be reimbursed only for the actual cost of the item(s) purchased — not for any tax that you may have paid.
Purcard advantage #2: avoid cumbersome paperwork. The expense reimbursement process is necessarily cumbersome — to prevent fraud and abuse, among other reasons. When you use a Purcard, you can avoid it. All you have to do is give the original receipt to the cardholder.

Purcard advantage #3: avoid credit card fees caused by delays in travel reimbursement. Travel expenditures can only be reimbursed to individuals via the expense reimbursement form after the travel is completed. This is true even for expenditures that are commonly made well in advance of a trip, such as air fare or conference registration fees. It is important to note that if you charge such expenses to your personal credit card, your credit card bill may be due months before you can request reimbursement. If this delay results in fees or interest charges, those remain your own responsibility.

UVM can pay anticipated travel costs (at the time of purchase) ONLY if a Purcard is used! (That way, if the trip is canceled and refunds are issued, they would go directly to UVM rather than to your personal card.)

Corollary to Purcard advantage #3: The timing of travel expense reimbursements can also become an issue when it is important to meet financial deadlines, such as at fiscal year-end or at the end of grant reporting periods. If money needs to be spent by a particular date, payment must be processed by UVM prior to that date. If you are planning a trip that is to be paid out of FY15 funds but the travel won’t be completed during FY15, you need to plan carefully. Since UVM can’t reimburse individuals through the expense reimbursement form process until the travel has been completed, you need to either pay the expenses with a UVM purcard prior to the fiscal year-end or you must encumber the FY15 funds prior to the end of the fiscal year so they can be used for reimbursement when you return.

Questions about Purcards can be directed to Francesca Wirenko in the RSENR Business Services office (Francesca.Wirenko@uvm.edu).

TRAVEL EXPENSE REIMBURSEMENT

Travel expenses are subject to numerous additional rules and restrictions, so they are worth mentioning separately. Detailed information, including the current version of UVM’s Travel Policy Statement, can be found on the travel page of the Financial Services Office web site. Rubenstein’s Business Service Center has instructions for how to complete the expense reimbursement here.

OTHER LOGISTICAL NITTY-GRITTY

CATCARD (UVM STUDENT ID)

The CatCard is more than just a student ID — it also serves as a key card giving you access to Aiken and other campus facilities, it serves as your library card to check out books and pay for printing/copies, it works as a bus pass (swipe it when getting on the bus for FREE service anywhere the GMT system goes!) and you can use it as a cash card (make deposits on campus or online and you can swipe it to pay anywhere that CATscratch is accepted). To get your card, visit the CatCard office which is on the ground floor of the Billings Library in Room B150, near the Ira Allen Chapel.

COMPUTING: DO I NEED MY OWN COMPUTER?
Rubenstein School students definitely use computers, and as a graduate student you will be spending a lot of time staring at a computer screen. We do not require students to own a computer, and some students report doing just fine without one. The PC computer lab (Aiken 101) is available whenever classes are not using it and there are numerous computers available at the Bailey Howe Library and other locations across campus. At mid-term and finals times, access can be challenging, but by planning ahead, it is possible to rely on the publicly available machines.

For those using their own computers, secure wireless access to the Internet is available in many locations across the campus.

If you decide to buy a computer, the UVM Computer Depot offers excellent discount prices and convenient on-campus service for Macs or PCs. In addition, UVM has a wide selection of software available at either no cost or dramatically reduced cost (e.g. the Microsoft Office Suite – Professional version, is available for salaried graduate students at $9.99 through UVM’s home use program; EndNote, ArcGIS, and SPSS are available FREE to UVM students). Additional information can be found at the Enterprise Technology Services web page under Software and Utilities.

Seth O’Brien, RSENR’s IT guru has compiled a more complete list of computing resources for RSENR graduate students which is attached as an appendix.

**COMPUTING: NETID, CAMPUS E-MAIL, AND CAMPUS LISTSERVS**

In order to access the UVM computing system, you will need to set up your network ID (NetID) and e-mail account. To activate your NetID, visit [http://www.uvm.edu/account/](http://www.uvm.edu/account/), select “set up your NetID,” and follow the instructions. You will need your student ID # (starts with 95; frequently referred to as your “95 number”) or your social security number. It’s a good idea to store your “95 number” someplace handy, like in your phone — you’ll be asked for it frequently when performing university tasks ranging from course registration to signing in for appointments at the student health center.

Once your network account is set up, you can activate your UVM e-mail account at [http://www.uvm.edu/it/email/](http://www.uvm.edu/it/email/). This is NECESSARY — whether you want to use this as your primary e-mail address or not, this is the address UVM will use for all official correspondence. If you prefer to continue using a different address (gmail, etc.) as your primary inbox, you can set the UVM address to forward all mail to your preferred address. Your UVM e-mail account is automatically set up with two e-mail addresses: firstname.lastname@uvm.edu and NetID@uvm.edu; you can use whichever you prefer, or both. No matter which address is used, all incoming e-mail will go to the same place.

RSENRGRADS is a listserv maintained by Carolyn that facilitates communication among RSENR graduate students. In addition, UVM has many listservs to which you can voluntarily subscribe. You are strongly encouraged to subscribe to GRADNET, which enables easy communication among graduate students across campus. It is a great way to find housing, post items for sale, seek (or offer) rides to various locations, or get advice about local auto mechanics.

**DESK SPACE, THE GRAD DEN AND LOCKERS:**

Funded graduate students may request use of one of a limited number of carrels in the Aiken Center through Carolyn Goodwin Kueffner. A $20.00 cash deposit is required for desk keys, which will be refunded when you return the keys at the completion of your program.
The Rubenstein School also has lockers available for graduate students on a first come-first served basis. These are located on the first floor of Aiken; see Carolyn to request a locker.

Aiken 308-G (the Grad Lounge) is a reserved conference room type space specifically for Graduate Students. You’ll find a big table and chairs, a comfy couch and a standing desk where you can use your own laptop to do your work while looking out over the Aiken solarium. This is a public space where anyone can wander in and out at any time, so if you want to have private meetings, it’s probably best to reserve a conference room space instead of using this space. Reserve a room by contacting Carolyn or Casey O’Reilly in the Dean’s Suite (Casey.OReilly@uvm.edu).

Finally, the Bailey-Howe Library has lockable shelves available for graduate students at no charge, also on a first come-first served basis. Lockers can be requested at the circulation desk; keys are “checked out” for the semester just as you would check out a book and must be returned or renewed prior to the due date in order to avoid incurring late fees.

DIRECTORY OF FACULTY, STAFF, STUDENTS, ALUMNI & BOARD

The RSENR website includes handy-dandy directories for all affiliates – faculty, staff, students, alumni, and the Board of Advisors. Use them to find committee members or the right people to answer any of your questions! The University website also has a directory of graduate faculty campus-wide, a helpful tool for committee selection.

Among these are directories for Masters students, MSLS’ers, and PhD students, which includes your name, picture, area of concentration, advisor, and email. Unfortunately, personal web pages through the RSENR website are not available to graduate students.

However, if you’d like your entry in the graduate student directory to include a résumé or C.V. (say, for potential employers or even potential graduate students to review), follow these steps:

Step 1 Create a clean PDF of your résumé or C.V. with personal identifiers removed (phone number, address).

Step 2 Email your PDF to Shari Halik, who runs the RSENR website (Shari.Halik@uvm.edu), asking her very nicely to please put it up on the directory.

Step 3 This should appear as a single-line hyperlink under your name on the online directory, which you can remove at any time or update once a semester maximum by contacting Shari.

EQUIPMENT STORAGE

There is a storage room for field equipment on the second floor of Aiken, near the loading dock entrance. This is NOT a place where you can just help yourself to anything, but it’s important to know that it exists in case your advisor or the instructor you are TA-ing for asks to you pick up equipment that is stored there. Access requires a key (not a CatCard). Keys are issued to most faculty and staff and one key is stored on site for use by graduate students and TAs. If you need to gain access to the room, see Carolyn, Philip, or Yolanda for details (or ask another grad student who already knows the drill).

PARKING AND TRANSPORTATION
Parking a vehicle on campus is both expensive and inconvenient; walking, biking, or taking the bus are definitely encouraged, and with your CATcard (UVM ID) there’s no charge for taking the bus — even the long-distance commuter buses that serve Montpelier, Richmond, Middlebury, and Milton. Bus routes and schedules can be found at http://ridegmt.com/gmt-schedules/.

Information on parking passes and parking lots that are available to graduate students can be found at http://www.uvm.edu/~tpswww/parking/student/. The “occasional use” passes are a good option for those who generally want to use alternative transportation, but may need to bring a car to campus from time to time. These passes can be purchased in advance for $2 each; on the day you need to park, you simply fill in the date and leave it on your dashboard. Since a regular parking permit costs $115, you can do a lot of “occasional use” parking and still come out ahead.

Many UVM parking lots, including the lot near the Jeffords Building (closest to Aiken) become freely available, with no parking pass needed, after 3:30 p.m. M-F and throughout the weekends. Permits are required again by 7:00 a.m. M-F, so if you can confine your private vehicle trips to late afternoon/evening, you will be able to avoid parking costs.

There are also several visitor lots and pay-by-the-hour parking meters available on campus. For the most part, these parking spaces are also free after 3:30 (although the meters directly in front of the Aiken Building require payment until 6:00!). HOWEVER – the traditional parking meters are generally limited to 30 minutes or less (works OK for quick errands) and those that allow longer-term parking (like the visitor spots in the Jeffords Lot) are NOT ALLOWED TO BE USED BY STUDENTS during the hours when payment is required — whether you pay or not.

Be advised that they take this restriction quite seriously!

PRINTING AND MAKING COPIES

The Rubenstein Graduate Student Association maintains two printers that students can use for their personal school work – one each in the common areas of Aiken 303 and 312. To set these printers up on your personal computer, see Seth O’Brien, RSENR’s own IT Guru, in Aiken 203.

Printing and copying for official RSENR/UVM business (such as TA, RA, or workstudy duties) can be performed on the printer/copier/scanner/fax machines located in 305 Aiken and 211 Aiken (the mailroom located outside the Dean’s Suite). Use of these machines requires a chartstring, which will be billed for all copies, faxes, and print jobs. If you will need to print to these machines on a regular basis, Seth O’Brien can help you set them up on your computer.

SCANNING DOCUMENTS

Since there is no charge for scanning on the printer/copier/scanner/fax machines referred to above, graduate students can use them freely for their personal school work FOR SCANNING ONLY. Since the machines require a chartstring prior to use, the RGSA has set up the code 57000203 for graduate students to use ONLY FOR SCANNING. Specific instructions are posted on the wall near each machine.

Please note that this chartstring has no budget and is not authorized to be used for printing or copying. IT CAN ONLY BE USED FOR SCANNING!

RESERVING ROOMS FOR MEETINGS
Whether you have a desk in Aiken or not, you may occasionally need some space to work, have a meeting or host a special event. For individual work, you may be able to use one of the unassigned carrels that are reserved for short-term use. These are located in room 303, nearest room 303-F, and are labeled “swing space.” Individuals or small groups can also use tables in the solarium, which is pleasant all year round, or next door in the Davis Center.

For more formal meetings, there are conference rooms of various sizes available in Aiken, but to be sure they are available when you need them you will have to make a reservation. (Of course, you can always take your chances and squat in a room that’s unoccupied, but be prepared to vacate on a moment’s notice if participants arrive for a scheduled meeting.)

Because graduate students do not have access to the EMS reservation system, to reserve space in Aiken you should ask (in the following order): Carolyn Goodwin Kueffner, or the folks at the desks in the lobby of the Dean’s Office suite, such as Casey O’Reilly (Casey.OReilly@uvm.edu).

USE OF RSENRR VEHICLES

RSENRR has a Prius, two vans and a few pick-up trucks that are available for rental when your research or other UVM responsibilities require you to travel away from campus. The costs for using these vehicles will be charged to your chartstring. Rates change annually; view current rates here. If you want to reserve a university vehicle and you have a chartstring, follow the instructions provided by the RSENRR Business Service Center.

Primary contact: Jackie Bruning 656-6172

Only authorized drivers affiliated with the University of Vermont in the capacity of faculty, staff, or student are permitted to drive UVM vehicles. In order to be authorized to drive a UVM vehicle you must attend a Driver Training class through UVM’s Risk Management Office; you can sign up here.

UNIVERSITY SUPPORT SERVICES

ACCESS (Accommodation, Consultation, Collaboration, and Education Support Services for Students). A170 Living/Learning Center, 802-656-7753, http://www.uvm.edu/access/

UVM’s ACCESS office provides a wide range of academic support services for students who are struggling or who have special needs. Services include:

- exam accommodations (extra time, quiet room, reading assistance)
- meetings with disability specialists to receive advisement and advocacy around disability-related matters
- ebooks
- deaf and hard of hearing services
- notetaking services
- adaptive technology

HEALTH AND WELLNESS

The UVM Center for Health and Wellbeing, http://www.uvm.edu/~chwb/about/
Counseling and Psychiatry Services (CAPS) offers a variety of services to the UVM community, including short-term individual counseling, urgent needs counseling, group counseling, outreach and education, psychiatry, referrals, and consultation services. Located at Jacobs House (146 South Williams Street) and the Christie/Wright/Patterson Complex (436 South Prospect Street). 802-656-3340

Nutrition Services: These services are provided by a registered dietitian (RD) who will work with you to help you achieve your nutrition goals. Common topics include:

- Sorting through conflicting nutrition advice
- Learning to eat for health and well-being
- Selecting food on campus
- Adapting a vegetarian diet
- Eating for athletic performance
- Modifying your diet for disease prevention
- Managing disordered eating and eating disorders
- Eating on campus with diabetes, lactose intolerance, or gluten sensitivity
- Addressing high cholesterol, or high blood pressure through dietary changes

Students can self-refer by calling 656-FOOD (802-656-3663). Clinical appointments take place at the Student Health Services Office at 425 Pearl Street (2nd floor of the University Health Center building).

Primary Care: UVM’s Student Health Center sees students by appointment for general health concerns, acute and chronic medical problems, injuries, preventive care and specialized services. This includes men’s health, transgender health, nutritional services, travel clinic, allergy clinic, and laboratory services. Urgent care walk-in hours are Saturdays from 9-1. Located at 425 Pearl Street. 656-3350

Women’s Health: This Center provides a confidential, non-judgmental, and cost-effective environment in which to address the unique and often sensitive topics specific to women. Services include a wide range of preventative and educational information. Available to all female UVM students, including transgender, regardless of background, race, religion, and sexual orientation or practice. Located in Room 221 of the UVM Medical Center’s UHC Campus at One South Prospect Street. 802-656-3350

OTHER RESOURCES

Mosaic Center for Students of Color, Blundell House, 342 South Prospect Street, 802-656-3819,

ALANA Coalition

Alianza Latina, 342 South Prospect Street, alianza@uvm.edu

Center for Cultural Pluralism, Allen House, 461 Main Street, 802-656-8833

LGBTQA Center, 207 Allen House (461 Main Street), 802-656-8637

Office of Affirmative Action and Equal Opportunity (AA-EO), 428 Waterman Building, 802-656-3368

Support for Student Veterans, Chris Lucier, US Army Retired, veterans@uvm.edu

The Women’s Center, 34 South Williams Street, 802-656-7892

EXTRA-CURRICULAR OPPORTUNITIES
Although your schedule is likely to be demanding, most RSENR students find that taking an occasional break is critical to their success. Whether your passion is taking advantage of Vermont's outdoor recreational opportunities, practicing yoga, or watching cheesy Westerns, it’s important to spend some time taking care of yourself by enjoying non-academic activities once in a while. In addition to the vibrant members of the RSENR community, UVM has a number of student clubs where you can connect with others who share a common interest. The Outing Club is worth specific mention because, in addition to organizing numerous trips and providing outdoor skills training, they offer short-term rentals of many types of outdoor/camping gear.

Early in each fall semester, the Office of Campus Programs hosts an “activities fest” where clubs and organizations promote their activities and resources. (NB: Many people refer to this event as “free day” because there’s so much free food and other small items, so it’s worth checking out, even if you just want a free lunch.)

The Campus Recreation web site has all the information you could ever want or need about UVM’s indoor and outdoor recreational facilities (gym, hockey rink, etc.), most of which are available for students to use without any additional fee. Most of the facilities are available for individuals whenever the building is open. A few, such as the pool, indoor track area, and ice rink, are occasionally reserved for use by teams or classes and therefore have limited hours for open use. In addition, some facilities are available on a first-come first-served basis while others, such as squash/racquetball courts, can be reserved. Check the web site for each facility’s hours of operation and reservation policies.

Campus Recreation also offers a variety of activities that do require additional fees. The group fitness program offers over 50 classes each week. You can either pay for individual classes (usually $10 per class) or buy a semester pass (currently priced at $65) for unlimited access. It’s a great deal, and many people find that having a specific time scheduled for a workout makes it more likely that they’ll stop whatever they’re working on and get over to the gym.

Other fee-based services include personal training and instructional recreation classes (prices vary). You also have the option of renting a locker (includes towel service) for $20/semester.

Finally, there is a wide variety of intramural sports leagues offered each semester, in everything from softball to ping pong. There are opportunities for single-sex and co-ed teams to compete in open, recreational, or competitively-divided settings. Most require a fee to cover officiating costs, and most of the available slots fill up extremely quickly, so watch for the registration deadlines!

Use of all facilities, including participation in intramural leagues and classes requires a valid student ID. If you don’t want to have to carry your ID while working out, you can register for a biometric finger scanning system that uses infrared light to recognize the pattern of your veins. It’s pretty cool, takes less than a minute to sign up, and is easy to use.

One drawback for women, though: a scanner hasn’t been installed at the door to the women’s locker room so you still have to swipe your CatCard for entry — meaning that if you’re going to leave anything in the locker room while you work out, you need to take your ID to be able to get back in. Apparently, it was an oversight in the planning process, but they aren’t going to pay to install a reader on the door until they hear from enough women to be convinced that it’s a problem. Comments can be submitted via the suggestion box.
Computing Resources for Graduate Students

Software available at UVM:

- Microsoft Office – Available through the Microsoft Campus Agreement to all students on up to 5 devices.
- ArcGIS – University site license with the option to “borrow” licenses.
  
  For ArcGIS and Office installations please schedule an appointment with Seth O’Brien by submitting a ticket at [http://footprints.uvm.edu/rsenr.html](http://footprints.uvm.edu/rsenr.html)

- SAS/JMP/SPSS – Statistical Modeling Software available for site license. Can be obtained at:
  - [http://www.uvm.edu/software](http://www.uvm.edu/software)

Email Services:

- netid@uvm.edu and first.last@uvm.edu both lead to your email. Be aware that when logging on or setting up an email client you must use your NetID version.
- Outlook is the recommended and supported email client at UVM you may choose to use a client or connect through the web interface.
- Access your email + calendar online at [http://mail.uvm.edu](http://mail.uvm.edu)

Server Storage Space:

- Active Directory – storage space with redundant backups and previous version recovery options. Maps automatically on any university lab computers when you sign in. Can be mapped to your own computer by choosing Map Network Drive under My Computer. Address is:
  - `\files.campus.ad.uvm.edu\home\netid` from Windows
  - `cifs://files.campus.ad.uvm.edu/home/netid` from Macintosh
- Zoo – additional network storage on our older servers. Personal storage and website location. There are also departmental and project shares on this server. Can be mapped:
  - `\zossecure\netid` from Windows
  - `cifs://zoo.uvm.edu/netid` from Macintosh

Accessing UVM Resources From Off Campus:

- To access server space or library resources from off campus you must use our VPN client. This creates a secure tunnel from your computer to UVM.
  
  To install go to [http://sslvpn.uvm.edu](http://sslvpn.uvm.edu) from your web browser.

- You can also access your files at: [http://webfiles.uvm.edu](http://webfiles.uvm.edu)
  
  This interface is limited and best for retrieving a single file, but you do not need VPN to use it. It also works from tablets or smartphones.
Computers and Printers in Aiken:

- Aiken 101 – Lab with 33 brand new Dell Precision workstations – have all UVM site licensed software on them (ArcGIS, SPSS, SAS, JMP, etc...) Available for use unless there is a schedule lab or class.
- There are graduate student B/W laser printers in Aiken 303 and Aiken 312. They can be connected to your computer using their IP Addresses. If you need assistance setting them up contact RSENR IT.
  
  Aiken 303 Printer: 132.198.130.64
  Aiken 312 Printer: 132.198.130.2

- Scanning to email can be done on the copy machines in Aiken 219 and Aiken 305. To print or copy with these machines you need a funded project code.

Computer Purchases:

- We recommend purchasing any new computers through the UVM TechStore located in the UVM Bookstore.
- They sell a full line of Dell and Apple products and provide warranty service onsite for the machines they sell (Dell Latitude, OptiPlex, and Apple computers).
- All machines come with standard UVM software installed and configured.

How to get help:

- RSENR IT Support is available from 9-3pm on Monday through Friday. The preferred method of requesting assistance is through a “Footprint” ticket.
  - Submit at: https://footprints.uvm.edu/rsenr.html
  - Stop by IT office in Aiken 203
  - Call (802) 656-0715
- The Computer Depot also has a walk in clinic and can assist with hardware or warranty repairs
- UVM Helpline at (802) 656-2604 provides assistance over the telephone.
- IT Information page at: http://www.uvm.edu/it/help