

# Orientation

## 1.1 General Information

### 1. KEYS (203 VAN)

Your student ID (Iowa ONE) card will give you electronic access to the building. Please see Maureen O'Neill in the main office, 203 VAN if your card isn't working for electronic access. Generally speaking, you will need an office key and work area key. In order to get a work area key, your supervisor will need to approve the key sign out by submitting the electronic Key Request form found on the departmental website:

<https://physweb.physics.uiowa.edu/keyforms/login.php>.

You will be liable for the replacement charge if you lose or fail to return your keys promptly (7 days) following your graduation/termination. Replacement charge for a sub-master key is \$100.00 and replacement charge for individual room keys is \$50.00.

### 2. MAIL (203 VAN)

You have a mailbox (hanging file folder) in the filing cabinet under the counter directly across from the faculty mailboxes. You should check your mailbox often – at least weekly, as this is where all your mail will be delivered. Campus and U.S. Mail is delivered twice daily. Pick-up and delivery are handled in 203 VAN. Campus mail is picked up and delivered around 8:30 a.m. and around 1:00 p.m. Outgoing campus mail should be placed in the box marked "Campus Mail" in 203 VAN (bottom left corner). Stamped outgoing U.S. mail should be placed in the box marked "U.S. Mail Outgoing" in room 203 VAN (bottom row – 2nd from the left). Unstamped outgoing U.S. mail goes in the box on the floor by the mailboxes under the sign "U.S. Mail Customer # Required" in room 203.

### 3. PERSONNEL FORM AND DIRECTORY (203 VAN)

You will need to get a departmental directory update form from Misty in room 203 (there should already be a lavender form in your mailbox); fill it out and return it so your name may be added to the departmental directory. If you have questions about filling out the form, take it to your advisor or supervisor. **If you change offices or your home address at any time, please inform Misty, as well as make the change in your Employee Self-Service page.** A yearly directory is issued in the fall.

### 4. GRADUATE STUDENTS (202 VAN)

The graduate program coordinator (Jeanne Mullen) in room 202 will assist you with forms for the graduate college, your advisor, as well as many other things, or direct you to who you need to talk with regarding program-related questions.

## **5. COPYING**

There is a copy machine (can also fax or scan), shredder, poster printer and other miscellaneous small office equipment to be used in conjunction with these machines in room 225. A code is required in order to use the copy machine. Check with your supervisor/advisor to determine the account number to use. If you need assistance using any of these machines, please go to the Administrative Office in 203 VAN.

## **6. ADMINISTRATIVE OFFICES (203, 210, 211, and 212 VAN)**

As a general rule, if you have questions regarding your wages, medical benefits (for graduate students), vacation or sick leave reports, requisitions, general office supplies, contracts, or proposals, you will need someone in the Administrative Office. Your supervisor or advisor should direct you to the proper area to obtain assistance.

## **7. MISCELLANEOUS**

There is a colloquium/seminar posted on our Departmental webpage, listing the next week's colloquium and seminars in the Department. The Weekly Calendar can also be found on the Departmental webpage under "Weekly Calendar" and on the digital signage in the west entrance of Van Allen Hall.

The "Commons Room" (316 VAN) is a study/lounge for use during the week. It is intended to be a quiet place to study, rest, or visit. Please be considerate when others are using the room for studying and avoid loud talking or boisterous behavior. In the Commons Room there is a supply of literature pertaining to other schools. There is a bookshelf with supplemental Physics and Astronomy textbooks for your reference also available in this room, as well as in Rm. 210. Coffee is available here for \$5.00 per month or \$ .50 per cup. Coffee dues should be paid in 203 VAN on the 1<sup>st</sup> of the month (Please see Misty to sign up and to give your payments to).

## **8. COMPUTER ACCOUNTS**

You are **required** to provide an e-mail routing address to the University for your generic e-mail address "first name-last name@uiowa.edu." You can designate this routing address within MyUI by following these directions:

- Log into MyUI
- Click on Email Tools icon
- Update Email Routing Address
- Enter the address you want your generic address to route to

Please be sure to activate your UI email address before you turn in your Directory Update form so you can list this address on the form.

See Kris Thompson in room 210A VAN if you need further assistance doing this or have any questions about computer/email accounts. Email all IT inquiries to [its-helpdesk-sm@uiowa.edu](mailto:its-helpdesk-sm@uiowa.edu).

## **1.2 New Graduate Student Checklist**

### Human Resources Tasks

	Human Resources Office- Vance Morris – 212 VAN
	COGS Bulletin Board – Between Rms 213 and 214 VAN
	W-2 form completed
	I-9 form completed
	Auto deposit form completed

### Personal Tasks \*\*See Misty in 204 for questions

	Your mailbox
	Your office and desk
	Complete your departmental address form (included in binder)
	Keys to Van Allen Hall
	Coffee club money (if appropriate; \$5 per month)

# Admin/Who Does What

## Departmental Phone Directory

Table of Physics & Astronomy contact information. First column is name, the second column is room number, the third column is phone. *(If calling a campus number from a campus phone, you only need to dial the last five numbers. If calling off campus from campus phone, dial 9 before the number you're dialing)*

Office	Room	Phone
<b>Physics &amp; Astronomy Administration/Main Office</b>	<b>203</b>	<b>335-1686</b>
Professor Philip Kaaret - DEO	203	335-1689
Professor Vincent Rodgers – Director of Graduate Studies	513	335-1219
Professor Jane Nachtman – Director of Undergraduate Studies	106	335-1844
Professor John Prineas – Director of Research Operations	136 IATL	335-3347
Heather Mineart - Administrator	211	335-1688
Front desk support	203	335-1686
Maureen O'Neill – Academic Services, MAUI, Course Information, TA	203	335-1686
Misty Lyon - Asst. to the DEO, Faculty HR	204	335-3238
Jeanne Mullen – Graduate Program Coordinator	202	335-1687
Andrea Shaevitz - Finance/Sponsored Projects Post Award/Dept. Budgets	216 B	335-1691
Marcia Rogers – Pre-Award of Sponsored Projects/Proposals & Mods	216 A	335-2756
Fax - BizHub Copier – Poster Printer (see front desk for questions)	225	319-335-1753
<b>CLAS Human Resources</b>		
Vance Morris, HR Coordinator	212	467-1690
Nancy McAllister, HR Coordinator	212	335-1690
<b>IT Support</b>		

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Office	Room	Phone
Kris Thompson- IT Desktop Support <a href="mailto:physics-help-sm@uiowa.edu">physics-help-sm@uiowa.edu</a>	210 A	335-3744
Shyam Udas - Purchasing/Accounts Payable/P-Cards/Travel <a href="mailto:uss-physastro@uiowa.edu">uss-physastro@uiowa.edu</a>	210B	335-1231
<b>Physics &amp; Astronomy Service Centers</b>		
Electronics Repair & Calibration Shop - Mike Estenson <a href="mailto:phys-electronics@divms.uiowa.edu">phys-electronics@divms.uiowa.edu</a>	508	335-1890
Electronics Assembly Shop – Mike Webb	509	335-1901
Engineering - Mike Miller	B26	335-1834
Machine Shop - Brian Busch, William Crile, and Matt Miller <a href="mailto:phys-machine@divms.uiowa.edu">phys-machine@divms.uiowa.edu</a>	116	335-1845
<b>Misc. Departmental Phones</b>		
Observing Room	707 E	335-1605
Sciences Library (SL) – <a href="mailto:laurie-neuerburg@uiowa.edu">laurie-neuerburg@uiowa.edu</a>	104A SL	335-3083
Dr. Anthony Moeller, Instructional Services Specialist – Physics	250	335-1754
Dr. Caroline Roberts, Instructional Services Specialist - Astronomy	610	467-4781
Shipping & Receiving (front desk)	225	
Dale Stille, Lecture Demonstrations, Outreach	60	335-1833
Xerox/Copy Machine/Poster Printer (front desk)	225	335-3238

## University Phones

Table of University Phones information. First column is name, the second column is phone number	
<b>Name</b>	<b>Phone Number</b>
Campus Mail (pickup and delivery to Rm. 203 twice daily)	384-3800
General Stores	384-3900
Graduate Admissions	335-1525
Graduate College	335-2144
Human Resources	335-3558
International Admissions (OISS)	335-1534
Iowa Book & Supply	337-8376
IMU Book Store (Iowa Hawk Shop)	335-3179
Liberal Arts & Sciences – Dean’s office	335-2611
Liberal Arts & Sciences, Academic Programs Office	335-2633
Maintenance	335-5071
Parking, Info. & Reporting	335-1475
Payroll	335-2381
Post Office (Iowa City)	354-1560
Printing Department (CBSB)	384-3700
University Police Routine calls/Non-emergency Emergency	335-5022 (9)911
Registrar Service Center (Registration & Information) Transcripts	335-0238 335-0230
Room Reservations (make room reservations through Admin. office)	335-3238
Space Planning and Utilization	335-1243
Sponsored Programs	335-2123

## Who Does What

Table of Who Does What information. First column is Who, the second column is What, the third column is where.

<b>What</b>	<b>Who</b>	<b>Where</b>
Administrative Issues	Heather Mineart	211
Graduate Admissions and Program Coordinator	Jeanne Mullen	202
Undergraduate and Graduate Student Advisor Changes	Jeanne Mullen	202
American Physical Society (APS) application forms	Admin. Office	203
Change of Address forms for Department	Misty Lyon	204
Coffee Club (\$5/month – coffee in Rm 316)	Misty Lyon	204
Colloquium Coordination	Prof. Greg Howes	213
Computer e-mail accounts	Kris Thompson	210 A
Computer hardware repair issues	Kris Thompson	210 A
Copy/Xerox/Poster Printer	Admin Office	203
Course Schedules	Maureen O'Neill	203
Deadlines-Graduate College	Jeanne Mullen	202
Degree objective changes	Jeanne Mullen	202
Graduate degree requirements	Prof. Vincent Rodgers	513
Asst to the DEO	Misty Lyon	204
Departmental Executive Officer (DEO)	Prof. Philip Kaaret	203
Drop/Add slips	Admin. Office	203
ESL requirements	Jeanne Mullen	202
Equivalent course determination	Prof. Vincent Rodgers	513
FAX (319-335-1753)	Admin Office	203
Funding (special requests)	Heather Mineart	211
Office furniture allocation	Misty Lyon	204
Graduation information/deadlines	Jeanne Mullen	202

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<b>What</b>	<b>Who</b>	<b>Where</b>
Health insurance	Staff Benefits	120 USB
Keys	Admin. Office	203
Lab coordination - physics	Dr. Anthony Moeller	250
Lab coordination – astronomy	Dr. Caroline Roberts	655
Lecture demonstration coordination	Dale Stille	58
Lost & Found – in Van Allen	Admin Office	203
Maintenance/building problems	Admin Office	203
Meeting room reservations	Admin Office	203
Office assignments - graduate students	Jeanne Mullen	202
Parking placard	Admin. Office	203
Payroll questions	Vance Morris	212
Personnel/HR questions	Vance Morris	212
Plans of Study / Request for Comp and Final Exam	Jeanne Mullen	202
Schedule of Courses	Maureen O’Neill	203
Sciences Library	Laurie Neuerburg	453 VAN
Shipping of packages (domestic & international)	Admin Office	203
Social activities - departmental	Misty Lyon	204
Software purchases/licensing	Kris Thompson	210 A
Student computer room questions	Kris Thompson	210 A
Supplies	Admin. Office	203
Surplus old computer software/hardware	Kris Thompson	210 A
Teaching assignments	Maureen O’Neill	203
Telephone bills	Heather Mineart	211
Textbook checkout (TAs)	Admin. Office	203
Transfer credits (Graduate)	Prof. Vincent Rodgers	513



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<b>What</b>	<b>Who</b>	<b>Where</b>
Transfer credits (Undergraduate)	Prof. Jane Nachtman	106
Travel requests	Shyam Udas	210B
Windows OS and Windows software expert	Kris Thompson	210 A

## 1.4 Organizational Chart



## 1.5 Faculty

Andersen, David	Professor (Elec & Comp Eng)	Photonics & Quantum Electronics	132 IATL	5-2529
Boggess, Thomas	Professor Emeritus	Photonics & Quantum Electronics & Condensed Matter/Materials Physics		
Brown, Shea	Asst. Professor of Instruction		303 VAN	5-3506
DeRoo, Casey	Assistant Professor	Astronomy & Astrophysics, And High Energy Astrophysics	704 VAN	467-0370
Flatté, Michael	Professor	Photonics & Quantum Electronics & Condensed Matter/Materials Physics	144 IATL	5-0144
Folland, Thomas	Assistant Professor	Infrared Nanophotonics & Quantum Materials	406 VAN	5-0201
Fu, Hai	Associate Professor	Astronomy/Astrophysics	124 IATL	467-3137
Gayley, Kenneth	Associate Professor	Astronomy/Astrophysics	751 VAN	5-0402
Goree, John	Professor	Plasma Physics	707 VAN	5-3282
			512 VAN	5-1843
			555 VAN	5-2829
Gurnett, Donald	Professor Emeritus	Space Physics	715 VAN	5-1697
Halekas, Jasper	Associate Professor	Astronomy/Astrophysics	414 VAN	5-1929
Hoadley, Keri	Assistant Professor	Space Physics	412 VAN	467-4436
Howes, Gregory	Associate Professor	Plasma Physics	214 VAN	5-1221
Hichwa, Richard	Professor (Radiology)	Medical Physics	0917 JPP	6-4104
Jaynes, Allison	Assistant Professor	Experimental Space Physics	404 VAN	5-3799
Kaaret, Philip	Professor & Chair	Astronomy	702 VAN	5-1985
			626 VAN	5-2928
			207 VAN	5-1689
Kletzing, Craig	Professor	Space Physics	502 VAN	5-1904
Klink, William	Professor Emeritus	Nuclear Physics	304 VAN	5-1757
Lang, Cornelia	Professor & Assoc. Dean	Astronomy/Astrophysics	703 VAN	5-1945
Lonngren, Karl	Professor Emeritus	Plasma Physics	4312 SC	5-5959
Madsen, Mark	Professor (Radiology)	Medical Physics	3867 JPP	6-3373
Mallik, Usha	Professor	Elementary Particle Physics	503 VAN	5-0499
Merlino, Robert	Professor Emeritus	Plasma Physics	303 VAN	5-1756
			B01 VAN	5-1834
Meurice, Yannick	Professor	Elementary Particle Physics	514 VAN	5-1991
Miles, David	Assistant Professor	Experimental Space Physics & Spaceflight Instrumentation	604 VAN	5-3007
Mutel, Robert	Professor Emeritus	Astronomy/Astrophysics	706 VAN	5-1950
Nachtman, Jane	Professor & Dir. Undergrad Studies	Elementary Particle Physics	106 VAN	5-1844
			108 VAN	5-3469
Onel, Yasar	Professor	Elementary Particle Physics	153 VAN	5-1853
Payne, Gerald	Professor Emeritus	Nuclear Physics	305 VAN	5-1854
Polyzou, Wayne	Professor	Nuclear Physics	306 VAN	5-1856
Prineas, John	Professor & Dir. Research Operations	Condensed Matter/Materials Physics & Photonics & Quantum Electronics	120 IATL	5-3347
Pryor, Craig	Associate Professor	Condensed Matter/Materials Physics	402 VAN	5-0099
Reno, Mary Hall	Professor	Elementary Particle Physics	515 VAN	5-1920
Rodgers, Vincent	Professor & Dir. Grad Studies	Elementary Particle Physics	513 VAN	5-1219
Schweitzer, John	Professor Emeritus	Condensed Matter/Materials Physics	603 VAN	5-1918
Scudder, Jack	Professor	Space Physics	506 VAN	5-0804
Skiff, Frederick	Professor	Plasma Physics	412 VAN	5-0564
			11AC VAN	5-0252
Spangler, Steven	Professor Emeritus	Astronomy/Astrophysics	705 VAN	5-1948
Stiffler, Kory	Visiting Assistant Prof	Theoretical Physics	410 VAN	467-0004
Sunderland, John	Professor (Radiology)	Medical Physics	3881 JPP	6-3380
Toor, Fatima	Assistant Professor	Electrical Computer		
Uppu, Ravitej	Assistant Professor	Elementary Particle Physics	248 IATL	467-3201
Wang, Jun	Professor	Chemical & Biomedical Engineering	4126 SC	3-4483
Wohlgenannt, Markus	Professor	Condensed Matter/Materials Physics	126 IATL	3-1974

## 1.6 What if...Emergencies, Trouble Calls and Equipment Malfunctions

### 335-5071 Facilities Management Work Control Center

- Elevator Problems
- Floods
- Heating/AC Problems
- Most Building Problems
- Power Outages
- Storm Damage
- Snow Removal/Roads
- Bodily Fluids Clean-up (vomit, blood, etc.)

### 335-5022 Public Safety or 911 for Emergencies

- Ambulance
- Break Ins and Illegal Entry
- Fire
- Personal Injuries
- Theft
- Disruptive Students

### 335-1754 Lab PC & Equipment Malfunctions (Anthony Moeller)

All incidents affecting members of the general public, students or others while on campus which you believe could reasonably result in a liability claim against the University should be reported to the Risk Management and Insurance Department. The [University of Iowa-Incident Form](#) can be used to report all incidents with the exception of incidents within University Hospitals and Clinics, auto accidents or workers compensation claims.

Incident Report Form: <http://www.uiowa.edu/~fusrm/incform.htm>

Please report all incidents along with the incident report form to the Physics and Astronomy main office 203 VAN.

## 1.7 University of Iowa Who Does What

Please refer to the Office of the Registrar webpage for information regarding registration, courses & exams, academic records, calendars, tuition and residency, as well as graduation information.

Their website is <https://registrar.uiowa.edu>

### Contact Information:

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#### UI Service Center

2700 University Capitol Ctr (UCC)  
Iowa City, IA 52242-1396  
Phone:  
(319) 384-4300  
Fax:  
(319) 335-1999  
Email:  
[registrar@uiowa.edu](mailto:registrar@uiowa.edu)

#### MAUI Access and FERPA

2 Jessup Hall  
Iowa City, IA 52242  
Email:  
[reg-access-maui@uiowa.edu](mailto:reg-access-maui@uiowa.edu)

#### Transcripts & Verifications

2700 University Capitol Ctr (UCC)  
Iowa City, IA 52242-1396  
Phone:  
(319) 335-0229  
Fax:  
(319) 335-1999  
Email:  
[registrar-transcripts@uiowa.edu](mailto:registrar-transcripts@uiowa.edu)

#### Graduation Services

2700 University Capitol Ctr (UCC)  
Iowa City, IA 52242-1316  
Phone:  
(319) 335-0228  
Email: [registrar-degree-applications@uiowa.edu](mailto:registrar-degree-applications@uiowa.edu)

#### Commencement

2700 University Capitol Ctr (UCC)  
Phone: (319) 335-0228  
Email:  
[registrar-degree-applications@uiowa.edu](mailto:registrar-degree-applications@uiowa.edu)

#### Residency

Tuition Classification  
2700 University Capitol Ctr (UCC)  
Iowa City, IA 52242-1316  
Phone:  
(319) 335-0223  
Email:  
[registrar-residency@uiowa.edu](mailto:registrar-residency@uiowa.edu)

#### U-Bill Charges/Payments/Scholarships

2700 University Capitol Ctr (UCC)  
Iowa City, IA 52242-1316  
Phone:  
(319) 335-0071

#### Veterans Education Transition Services

2706 University Capitol Ctr (UCC)  
Iowa City, IA 52242-1502  
Phone:  
(319) 335-3895  
Email: [registrar-vets-office@uiowa.edu](mailto:registrar-vets-office@uiowa.edu)

Student Veterans Association  
111 Communications Center  
Iowa City, IA 52242-1502

Phone:

(319) 384-2613

Email:

[studorg-veterans-association@uiowa.edu](mailto:studorg-veterans-association@uiowa.edu)