

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 Dan Gengler 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).

3. PERSONNEL FORM AND DIRECTORY (202 VAN)

You will need to fill out a departmental directory form (in your orientation folder) and return to Cyerra in room 202 VAN to 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 Cyerra, as well as make the change in your Employee Self-Service page.**

4. GRADUATE STUDENTS (202 VAN)

The graduate program coordinator (Cyerra Hutchins) in room 202 VAN 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 VAN. 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 (202, 203, 204, 207, 210, 212, and 216 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 1st 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 Ryan Hallock 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.

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 and electronic access to Van Allen Hall
	Coffee club money (if appropriate; \$5 per month)

Physics & Astronomy - 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)*

Physics & Astronomy	Room	Phone
Office Administration		
Professor Philip Kaaret - DEO	211	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	138 IATL	335-3347
Heather Mineart - Administrator	207	335-1688
Front desk support/main office	203	335-1686
Fax	225	335-1753
Matt Larson – Academic Services	202	467-1480
Misty Lyon - Asst. to the DEO	204	335-3238
Cyerra Hutchins – Graduate Program Coordinator	202	467-1517
Dan Gengler – Facilities Coordinator	203	
Andrea Shaevitz - Finance/Sponsored Projects Post Award/Dept. Budgets/ MFK Management	216 B	335-1691
Travis Dillavou - Sponsored Projects Post Award/MFK Management (Condensed Matter Group only)	G60-D PBSB	467-0280
Marcia Rogers – Pre-Award of Sponsored Projects/Proposals & Mods	216 A	335-2756
BizHub Copier, Poster Printer, Shipping & Receiving (See front desk for questions)	225	335-1686
Xerox/Copy Machine/Poster Printer (front desk)	225	335-3238
CLAS Human Resources		
Chris Crawford, HR Manager	214 SH	467-4822
Vance Morris, HR Coordinator (transaction hub) clas-hr@uiowa.edu	212	467-1690
IT Support		
Brad Carson – Sr. Systems Admin. for Research request@divms.uiowa.edu	214	335-2243
Ryan Hallock- IT Desktop Support physics-help-sm@uiowa.edu	210 A	467-4007
Procurement		
Shyam Udas - Purchasing/Accounts Payable/P-Cards/Travel uss-physastro@uiowa.edu	Remote	335-1231

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Physics & Astronomy	Room	Phone
Physics & Astronomy Service Centers – Heather Mineart		
Electronics Repair & Calibration Shop - Mike Estenson phys-electronics@divms.uiowa.edu	508	335-1890
Electronics Assembly Shop – Mike Webb phys-assembly@divms.uiowa.edu	509	335-1901
Engineering - Mike Miller	B26	335-1834
Machine Shop - Matt Miller and Toby Tompkins phys-machine@divms.uiowa.edu	116	335-1845
Quality Assurance – Lori Roller phys-qa@divms.uiowa.edu	510	467-4434
Instructional Support		
Observing Room	707 E	335-1605
Sciences Library (SL) – laurie-neuerburg@uiowa.edu	104A SL	335-3083
Dr. Anthony Moeller, Instructional Services Specialist – Physics	250	335-1754
Dr. Caroline Roberts, Instructional Services Specialist -Astronomy	610	467-4781
Dale Stille, Lecture Demonstrations, Outreach	60	335-1833

University - Who Does What

Name	Phone Number
Campus Mail (pick-up 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

Name	Phone Number
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)	335-1688
Space Planning and Utilization	335-1243
Sponsored Programs	335-2123

Department - Who Does What

What	Who	Where
Administrative Issues	Heather Mineart	207
Graduate Admissions and Program Coordinator	Cyerra Hutchins	202
Undergraduate and Graduate Student Advisor Changes	Cyerra Hutchins	202
American Physical Society (APS) application forms	Cyerra Hutchins	202
Change of Address forms for Department	Cyerra Hutchins	202
Coffee Club (\$5/month – coffee in Rm 316)	Misty Lyon	204
Colloquium Coordination	Prof. Greg Howes Matt Larson	213 202
Computer e-mail accounts	Ryan Hallock	210 A
Computer hardware repair issues	Ryan Hallock	210 A
Copy/Xerox/Poster Printer	Admin Office	203
Course Schedules	Matt Larson	202
Deadlines-Graduate College	Cyerra Hutchins	202
Degree objective changes	Cyerra Hutchins	202
Graduate degree requirements	Prof. Vincent Rodgers	513
Asst to the DEO	Misty Lyon	204
Departmental Executive Officer (DEO)	Prof. Philip Kaaret	211
Drop/Add slips	Matt Larson	202
ESL requirements	Cyerra Hutchins	202
Equivalent course determination	Prof. Vincent Rodgers	513
FAX (319-335-1753)	Admin Office	203

What	Who	Where
Funding (special requests)	Heather Mineart	207
Office furniture allocation	Dan Gengler	203
Graduation information/deadlines	Cyerra Hutchins	202
Health insurance	Staff Benefits	120 USB
Keys	Dan Gengler	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	Dan Gengler	203
Meeting room reservations	Admin Office	203
Office assignments - graduate students	Cyerra Hutchins	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	Cyerra Hutchins	202
Schedule of Courses	Matt Larson	202
Sciences Library	Laurie Neuerburg	453 VAN
Shipping of packages (domestic & international)	Dan Gengler	203
Social activities - departmental	Misty Lyon	204
Software purchases/licensing	Ryan Hallock	210 A
Student computer room questions	Ryan Hallock	210 A
Supplies	Admin. Office	203
Surplus old computer software/hardware	Ryan Hallock	210 A
Teaching assignments	Cyerra Hutchins	202
Textbook checkout (TAs)	Cyerra Hutchins	202
Transfer credits (Graduate)	Prof. Vincent Rodgers	513
Transfer credits (Undergraduate)	Prof. Jane Nachtman	106
Travel requests	Shyam Udas	<i>Remote</i>
Windows OS and Windows software expert	Ryan Hallock	210 A

Org Chart

FACULTY OFFICE LIST
PHYSICS AND ASTRONOMY
Fall 2022

Name	Title	Area	Office	Phone
Andersen, David	Professor (Elec & Comp Eng)	Optics; Photonics and Quantum Electronics	132 IATL	5-2529
Brown, Shea	Associate Professor of Instruction	Astronomy	303 VAN	5-3506
Candido, Denis	Assistant Professor	Condensed Matter	120 IATL	5-2597
DeRoo, Casey	Assistant Professor	Astronomy/Astrophysics	704 VAN	467-0370
Flatté, Michael	Professor	Photonics & Quantum Electronics; Condensed Matter and Materials Physics; & Optics	136 IATL	5-0201
Folland, Thomas	Assistant Professor	Condensed Matter	124 IATL	467-3137P
Fu, Hai	Associate Professor	Astronomy/Astrophysics	751 VAN	5-0402
Gayley, Kenneth	Associate Professor	Astronomy/Astrophysics; Space Physics; & High Energy Astrophysics	707 VAN	5-3282
Goree, John	Professor	Plasma Physics; Condensed Matter and Materials Physics; & Optics	512 VAN	5-1843
Halekas, Jasper	Professor	Space Physics; Astronomy/Astrophysics; & Plasma Physics	414 VAN	5-1929
Hichwa, Richard	Professor (Radiology)	Medical and Biomedical Physics Applications	201 GH	5-2106
Hoadley, Keri	Assistant Professor	Astronomy/Astrophysics	412 VAN	467-4436
Howes, Gregory	Professor	Plasma Physics; Space Physics; Astronomy/Astrophysics; Astronomical Instrumentation; High Energy Astrophysics; Interstellar Medium and Galactic Center; Solar and Planetary Astronomy; & Plasma Astrophysics	213 VAN	5-1221
Jaynes, Allison	Associate Professor	Space Physics & Plasma Physics	404 VAN	5-3799
Kaaret, Philip	Professor & Department DEO	Astronomy/Astrophysics; Astronomical Instrumentation; & High Energy Astrophysics	211 VAN (DEO Office) 702 VAN	5-1689 5-2928
Kletzing, Craig	Professor	Space Physics & Plasma Physics	502 VAN	5-1904
Lang, Comelia	Professor & CLAS AD	Astronomy/Astrophysics; High Energy Astrophysics; & Interstellar Medium and Galactic Center	703 VAN	5-1945
Mallik, Usha	Professor	Elementary Particle Physics	503 VAN	5-0499
Meurice, Yannick	Professor	Elementary Particle Physics; Mathematical Physics; & Nonlinear Dynamics	514 VAN	5-1991
Miles, David	Assistant Professor	Space Physics	604 VAN	5-3007
Nachtman, Jane	Professor & Director of Undergraduate Student Studies	Elementary Particle Physics	106 VAN	5-1844
Onel, Yasar	Professor	Elementary Particle Physics & Nuclear Physics	153 VAN	5-1853
Polyzou, Wayne	Professor	Mathematical Physics; Nonlinear Dynamics; Nuclear Physics; & Particle Physics	306 VAN	5-1856
Prineas, John	Professor & Director of Research Operations	Condensed Matter/Materials Physics; Optics; & Photonics and Quantum Electronics	138 IATL	5-3347
Pryor, Craig	Associate Professor	Condensed Matter/Materials Physics	144 IATL	5-0099
Reno, Mary Hall	Professor	Elementary Particle Physics	515 VAN	5-1920
Rodgers, Vincent	Professor & Director of Graduate Student Studies	Elementary Particle Physics & Mathematical Physics	513 VAN	5-1219
Skiff, Frederick	Professor	Plasma Physics; Nonlinear Dynamics; & Optics	504 VAN	5-1689
Sunderland, John	Professor (Radiology)	Medical and Biomedical Physics Applications	3881 JPP	6-3380
Wohlgenannt, Markus	Professor	Condensed Matter/Materials Physics; Optics; & Photonics and Quantum Electronics	126 IATL	3-1974

1.6 What if....Emergencies, Trouble Calls and Equipment Malfunctions 335-5071

Facilities Management Work Control Center or FM@YourService

- 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: <https://riskmanagement.fo.uiowa.edu>

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:

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

MAUI Access and FERPA

2 Jessup Hall
Iowa City, IA 52242
Email: 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

Graduation Services

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

Commencement

2700 University Capitol Ctr (UCC) Phone:
(319) 335-0228
Email: 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

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

Student Veterans Association

111 Communications Center
Iowa City, IA 52242-1502
Phone: (319) 384-2613
Email: studorg-veterans-association@uiowa.edu

