

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. Some students will need an office key and work area key.

If you are wanting to change offices, please see Dan Gengler for approval.

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 are 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 be found on the Departmental webpage by clicking on "About" and then "Events". It will also be posted 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.

8. COMPUTER ACCOUNTS

You are **required** to provide an e-mail routing address to the University for your generic e-mail address "first name-lastname@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 - Chris Crawford – 214 SH
	W-2 form completed
	I-9 form completed – Completed during orientation week
	Auto deposit form completed

Personal Tasks ****See Cyerra in 202 for questions**

	Your mailbox
	Your office and desk
	Complete your departmental address form (included in binder)
	Keys and electronic access to Van Allen Hall

Physics & Astronomy - Who Does What

Departmental Phone Directory

Table of Physics & Astronomy contact information. *(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 Gregory Howes - DEO	213	335-1221
Professor Allison Jaynes – Director of Graduate Studies	404	335-3799
Professor Jane Nachtman – Director of Undergraduate Studies	106	335-1844
Professor Casey DeRoo – Director of Research Operations	611	467-0370
Heather Mineart - Administrator	207	335-1688
Front desk support/main office Fax	203 225	335-1686 335-1753
Cori Langfitt – Undergraduate Program Coordinator	202	335-0654
Meagan Conley - Asst. to the DEO	204	335-1180
Cyerra Hutchins – Graduate Program Coordinator	202	467-1517
Dan Gengler – Facilities Coordinator	203	467-4790
Lisa Gray - Finance/Sponsored Projects Post Award/Dept. Budgets/ MFK Management	212	
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
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
Griffin Idleman– Windows System Admin. physics-help-sm@uiowa.edu	351	335-5543
Procurement		
Kristina Huffman - Purchasing/Accounts Payable/P-Cards/Travel uss-physastro@uiowa.edu	<i>Remote</i>	335-0350

Table of Physics & Astronomy contact information. *(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
Physics & Astronomy Service Centers – Heather Mineart		
Electronics Repair & Calibration Shop - Mike Estenson phys-electronics@divms.uiowa.edu	508	335-1890
Electronics Assembly Shop phys-assembly@divms.uiowa.edu	509	
Engineering - Mike Miller	B26	335-1834
Testing Center phys-testing@divms.uiowa.edu	B01/108/409	
Machine Shop - Matt Miller and Toby Tompkins phys-machine@divms.uiowa.edu	116	335-1845
Instructional Support		
Observing Room	652 E	335-1605
Sciences Library (SL) – carol-hollier@uiowa.edu	104A SL	335-3083
Dr. Anthony Moeller, Instructional Services Specialist – Physics	250	335-1754
Andi Swirbul, Instructional Services Specialist -Astronomy	653	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
FM Maintenance	335-5071
Parking, Info. & Reporting	335-1475
Payroll	335-2381
Post Office (Iowa City)	354-1560


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

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
Colloquium Coordination	Cori Langfitt	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	Cori Langfitt	202
Deadlines-Graduate College	Cyerra Hutchins	202
Degree objective changes	Cyerra Hutchins	202
Graduate degree requirements	Prof. Allison Jaynes	404
Asst to the DEO	Meagan Conley	204
Departmental Executive Officer (DEO)	Prof. Greg Howes	213
Drop/Add slips	Cori Langfitt	202
ESL requirements	Cyerra Hutchins	202
Equivalent course determination	Prof. Allison Jaynes	404
FAX (319-335-1753)	Admin Office	203
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	Andi Swirbul	653


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	Chris Crawford	214 SH
Personnel/HR questions	Chris Crawford	214 SH
Plans of Study / Request for Comp and Final Exam	Cyerra Hutchins	202
Schedule of Courses	Cori Langfitt	202
Sciences Library	Carol Hollier	453 VAN
Shipping of packages (domestic & international)	Dan Gengler	203
Social activities - departmental	Cyerra Hutchins	202
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. Allison Jaynes	404
Transfer credits (Undergraduate)	Prof. Jane Nachtman	106
Travel requests – uss-physastro@uiowa.edu	Kristina Huffman	<i>Remote</i>
Windows OS and Windows software expert	Ryan Hallock	210 A

Department of Physics & Astronomy
Administration



DEO
(Dept. Exec. Officer)


Gregory Howes



ASS – Asst. to the
DEO

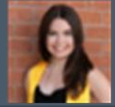
Meagan Conley

Instructional Labs




Instructional
Svcs. Specialist –
Physics

Anthony Moeller




Instructional
Svcs. Specialist –
Astronomy

Andi Swirbul



Instructional
Svcs. Specialist –
Lecture


Dale Stille



Departmental
Administrator


Heather Mineart

Administration




Academic
Programs
Associate

Cyerra Hutchins




ASC – Academic
Services

Cori Langfitt



Research Support
Manager – Pre
Award


Marcia Rogers



Facilities
Coordinator


Dan Gengler

Technical Shops & Engineering Service Centers




Design Engineer

Mike Miller




Quality Assurance
Manager

Garret Hinson




Engineering
Coordinator
Assembly Shop

TBA




Design Engineer
Electronic Repair
& Calibration

Mike Estenson



Engineering
Specialist
Machine Shop


Matt Miller



Engineering
Coordinator


Toby Tompkins

CLAS/Shared Services




HR Manager

Chris Crawford




Sr. Systems
Administrator

Brad Carson



Systems
Administrator


Griffin Idleman



Research Support
Manager – Post
Award


Kimberly Gray

ITS Consultants




IT Consultant

Ryan Hallock



IT Consultant

University Shared Services



Accountant

Kristina Huffman

FACULTY OFFICE LIST
PHYSICS AND ASTRONOMY
Fall 2025

Name	Title	Area	Office	Phone
Candido, Denis	Assistant Professor	Condensed Matter	120 IATL	5-2597
DeRoo, Casey	Assistant Professor	Astronomy/Astrophysics	611 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	613 VAN	5-0402
Gayley, Kenneth	Associate Professor	Astronomy/Astrophysics; Space Physics; & High Energy Astrophysics	615 VAN	5-3282
Goree, John	Professor	Plasma Physics; Condensed Matter and Materials Physics; & Optics	553 VAN	5-1843
Halekas, Jasper	Professor	Space Physics; Astronomy/Astrophysics; & Plasma Physics	414 VAN	5-1929
Hostert, Matheus	Assistant Professor	Elementary Particle Physics & Nuclear Physics	502 VAN	
Howes, Gregory	Professor & Department Executive Officer (DEO)	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 & Director of Graduate Student Studies (DGS)	Space Physics & Plasma Physics	404 VAN	5-3799
Lang, Cornelia	Professor & CLAS AD	Astronomy/Astrophysics; High Energy Astrophysics; & Interstellar Medium and Galactic Center	602 VAN	5-1945
Meurice, Yannick	Professor	Elementary Particle Physics; Mathematical Physics; & Nonlinear Dynamics	514 VAN	5-1991
Miles, David	Associate Professor	Space Physics	604 VAN	5-3007
Nachtman, Jane	Professor & Director of Undergraduate Student Studies (DUS)	Elementary Particle Physics	106 VAN	5-1844
Nataf, David	Assistant Professor	Astronomy/Astrophysics	612 VAN	5-0754
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 & Department Executive Officer (DEO)	Elementary Particle Physics	211 VAN (DEO Office) 515 VAN	5-1689 5-1920
Rodgers, Vincent	Professor	Elementary Particle Physics & Mathematical Physics	513 VAN	5-1219
Skiff, Frederick	Professor	Plasma Physics; Nonlinear Dynamics; & Optics	504 VAN	5-1689
Stiffler, Kory	Associate Professor of Instruction	Elementary Particle Physics & Mathematical Physics	511 VAN	467-0004
Swarm, Dustin	Assistant Professor	Astronomy/Astrophysics	612 VAN	
Uppu, Ravi	Assistant Professor	Condensed Matter and Materials Physics, Optics & Photonics, & Quantum Information	258 IATL	467-3201
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 via self-service 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

Office of the Registrar
Phone: (319) 467-0781
Email: reg-maui-support@uiowa.edu

Residency

Tuition Classification
2700 University Capitol Ctr (UCC) Iowa
City, IA 52242-1396
Phone: (319) 335-0223
Email: registrar-residency@uiowa.edu

U-Bill Charges/Payments/Scholarships

2700 University Capitol Ctr (UCC) Iowa
City, IA 52242-1396
Phone: (319) 335-0071
Email: ubill@uiowa.edu

Student Veterans Association (UIVA)

214 Calvin Hall, Iowa City, IA 52242
Phone: (319) 384-2626
Email: studorg-veterans-association@uiowa.edu

Commencement

Office of the Registrar
Phone: (319) 335-0228
Email: ui-commencement@uiowa.edu

UI FERPA

Office of the Registrar
Email: ui-ferpa@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 52242-1396
Phone: (319) 335-0228
Email: registrar-degree-applications@uiowa.edu

Veterans Education, Transition, and Support Services

2nd Floor Calvin Hall, Iowa City, IA 52242
Phone: (319) 335-3895
Fax: (319) 335-3761
Email: registrar-vets-office@uiowa.edu