

# Orientation

## 1.1 General Information

### 1. KEYS (203 VAN)

Keys will be signed out to you during orientation week. If you need a key after that, your advisor will need to submit a Key Request Form located on our departmental website on the “Resources” page (<https://physics.uiowa.edu/resources>). Your student ID card will give you electronic access to the building after hours. Please see Heather Mineart or Misty Lyon in the main office, 203 VAN to get electronic access. Generally speaking, you will need an office key and work area key.

You will be liable for the replacement charge and if you 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 is handled in 203 VAN. Campus mail is picked up and delivered around 8:30 a.m. and again 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 (203 VAN)

You will need to get a departmental directory update form from Heather in room 203; 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 Heather, as well as make the change in your Employee Self-Service page.**

### 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 203 VAN.

Copy jobs for **departmental courses** should be taken to Heather Mineart (room 203). Please remember to give your copy jobs to Heather allowing for a reasonable amount of time for copying (24 hours).

#### **6. ADMINISTRATIVE OFFICES (203, 210 and 214 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**

The colloquium/weekly seminars will be posted every Monday in each elevator. The Weekly Calendar can also be found on the Departmental webpage under "Weekly Calendar" and on the digital signage in the west lobby 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 Heather).

#### **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 blue Directory Update form so you can list this address on the form.

Contact Spencer Wikert or Kris Thompson at physics-help@uiowa.edu if you need further assistance doing this or have any questions about computer/email accounts.

## 1.2 New Graduate Student Checklist

### Human Resources Tasks

|  |  |
|--|--|
|  | Human Resources Office- Chris Stevens – 212 VAN (her hours are 7:30-3:15 pm) |
|  | COGS Bulletin Board – Between Rms 213 and 214 VAN                            |
|  | W-2 form   |
|  | I-9 form   |
|  | Auto deposit form  |

### Building Tour

|  |  |
|--|--|
|  | Student Computer Rooms – 201 VAN and 707 VAN   |
|  | Student Lounge – Commons Room – 316 VAN <ul style="list-style-type: none"><li>• Refrigerator</li><li>• Microwave</li><li>• Coffee area</li></ul> |
|  | Main Office – 203 VAN  |
|  | Administrative Office – 203 VAN  |
|  | Tom Koeppel's Office – 211 VAN   |
|  | Jeanne Mullen's Office – 202 VAN   |
|  | Heather Mineart's Office – 204 VAN   |
|  | Misty Lyon's Office – 203 VAN  |
|  | Chair's Office – Philip Kaaret – 207 VAN (enter thru 203)  |
|  | Anthony Moeller's Office- Physics Laboratory Coordinator – 250 VAN   |
|  | Caroline Roberts' Office – Astronomy Laboratory Coordinator – 601 VAN  |
|  | Dale Stille's Office – Lecture Demonstration Coordinator – 58 VAN  |
|  | Astronomy Lab Rooms <ul style="list-style-type: none"><li>• 665</li><li>• 666</li></ul>  |
|  | Machine Shop – 116 VAN   |

|  |   |
|--|---|
|  | Student Shop – 116 VAN – See Brian Busch in 116-A VAN for use   |
|  | Electronics Shop — 509 VAN  |
|  | Automated Telescope Facility – Van Allen Hall Roof  |
|  | Physics Help Center <ul style="list-style-type: none"> <li>• Physics &amp; Astronomy – 310 VAN</li> </ul> |

**Personal Tasks \*\*See Heather, Misty, or Jeanne in 203 for questions**

|  |  |
|--|--|
|  | Your mailbox - Jeanne                                      |
|  | Your office and desk - Jeanne                              |
|  | Complete your departmental address form - Heather          |
|  | Keys - Misty   |
|  | Coffee club money (if interested; \$5 per month) - Heather |

### 1.3 Physics and Astronomy Who Does What

| <b>What</b>                                       | <b>Who</b>      | <b>Where</b> | <b>Phone</b> |
|---|-----------------|--------------|--------------|
| Advisor changes                                   | Jeanne Mullen   | 202 VAN      | 335-1687     |
| Change of address notification for the Department | Heather Mineart | 203 VAN      | 335-1688     |
| Coffee fees                                       | Heather Mineart | 203 VAN      | 335-1688     |
| Computer support                                  | Spencer Wikert  | 210A VAN     | 335-3744     |
| Photocopies                                       | Heather Mineart | 203 VAN      | 335-1686     |
| Course schedules                                  | Misty Lyon      | 203 VAN      | 335-1686     |
| Deadlines—Graduate College                        | Jeanne Mullen   | 202 VAN      | 335-1687     |
| Degree objective changes                          | Jeanne Mullen   | 202 VAN      | 335-1687     |
| Degree requirements                               | Vincent Rodgers | 513 VAN      | 335-1219     |
| Departmental Chair                                | Phil Kaaret     | 203 VAN      | 335-1689     |
| Director of Graduate Studies                      | Vincent Rodgers | 513 VAN      | 335-1219     |
| Director of Undergraduate Studies                 | Jane Nachtman   | 106 VAN      | 335-1844     |
| Director of Research Operations                   | John Prineas    | 120 IATL     | 335-3347     |
| Drop/Add Issues                                   | Misty Lyon      | 203 VAN      | 335-1686     |
| ESL requirements                                  | Jeanne Mullen   | 202 VAN      | 335-1687     |
| Equivalent course determination                   | Vincent Rodgers | 513 VAN      | 335-1219     |
| FAX (319-335-1753)                                | Admin. Office   | 203 VAN      | 335-1686     |
| Funding (TA/RA Requests)                          | Thomas Koeppe   | 211 VAN      | 335-0134     |
| Furniture allocation/requests (office)            | Heather Mineart | 203 VAN      | 335-1688     |
| Graduation information/deadlines                  | Jeanne Mullen   | 202 VAN      | 335-1687     |
| Health insurance                                  | Staff Benefits  | 120 USB      | 335-2676     |
| Keys/Building Entrance                            | Misty Lyon      | 203 VAN      | 335-1686     |

|  |                  |          |          |
|--|------------------|----------|----------|
| Lab coordination (physics)             | Anthony Moeller  | 250 VAN  | 335-1754 |
| Lab coordination (astronomy)           | Caroline Roberts | 601 VAN  | 467-1481 |
| Lecture demonstration coordination     | Dale Stille      | 58 VAN   | 335-1833 |
| Librarian                              | Laurie Neuerberg | 104A SL  | 335-3083 |
| Maintenance problems                   | Heather Mineart  | 203 VAN  | 335-1688 |
| Meeting room reservations              | Admin Office     | 203 VAN  | 335-1686 |
| Office assignments (graduate students) | Jeanne Mullen    | 202 VAN  | 335-1687 |
| Parking placard                        | Admin Office     | 203 VAN  | 335-1686 |
| Payroll questions                      | Chris Stevens    | 212 VAN  | 335-1690 |
| Personnel questions                    | Chris Stevens    | 212 VAN  | 335-1690 |
| Plans of Study                         | Jeanne Mullen    | 202 VAN  | 335-1687 |
| Qualifying exams                       | Jeanne Mullen    | 202 VAN  | 335-1687 |
| Schedule of Courses                    | Misty Lyon       | 203 VAN  | 335-1686 |
| Social activities – departmental       | Heather Mineart  | 203 VAN  | 335-1688 |
| Student computer room questions        | Spencer Wikert   | 210A VAN | 335-3744 |
| Supplies                               | Admin Office     | 203 VAN  | 335-1686 |
| Tax information                        | Chris Stevens    | 212 VAN  | 335-1690 |
| Teaching assignments                   | Misty Lyon       | 203 VAN  | 335-1688 |
| Textbook checkout (TAs)                | Admin Office     | 203 VAN  | 335-1686 |
| Thesis support                         | Graduate College | 205 GILH | 335-2144 |
| Transfer credits                       | Vincent Rodgers  | 513 VAN  | 335-1219 |
| Travel requests                        | Shyam Udas       | 216 VAN  | 335-1231 |
| Short Hours Form                       | Jeanne Mullen    | 202 VAN  | 335-1687 |

## 1.4 Organizational Chart

## 1.5 Faculty

|                     |   |  |                     |          |
|---------------------|---|--|---------------------|----------|
| Andersen, David     | Professor (Elec & Comp Eng)                   | Photonics & Quantum Electronics                                      | 132 IATL            | 335-2529 |
| Baalrud, Scott      | Associate Professor                           | Plasma Physics   | 213 VAN             | 335-1695 |
| Boggess, Thomas     | Professor                                     | Photonics & Quantum Electronics & Condensed Matter/Materials Physics |                     |          |
| Brown, Shea         | Asst. Professor of Instruction                |  | 303 VAN             | 335-3506 |
| 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            | 335-0144 |
|                     |   |  | 406 VAN             | 335-0201 |
| Folland, Thomas     | Assistant Professor                           | Condensed Matter/Materials Physics                                   | 124 IATL            | 335-3520 |
| Fu, Hai             | Associate Professor                           | Astronomy/Astrophysics   | 751 VAN             | 335-0402 |
| Gayley, Kenneth     | Associate Professor                           | Astronomy/Astrophysics   | 707 VAN             | 335-3282 |
| Goree, John         | Professor                                     | Plasma Physics   | 512 VAN             | 335-1843 |
|                     |   |  | 555 VAN             | 335-2829 |
| Gurnett, Donald     | Professor Emeritus                            | Space Physics  | 715 VAN             | 335-1697 |
| Hichwa, Richard     | Professor (Radiology)                         | Medical Physics  | 0917 JPP            | 356-4104 |
| Jaynes, Allison     | Assistant Professor                           | Experimental Space Physics   | 404 VAN             | 335-3799 |
| Kaaret, Philip      | Professor & Chair                             | Astronomy  | 203 VAN             | 335-1689 |
|                     |   |  | 626 VAN             | 335-2928 |
| Kletzing, Craig     | Professor                                     | Space Physics  | 502 VAN             | 335-1904 |
| Lang, Cornelia      | Professor                                     | Astronomy/Astrophysics   | 703 VAN             | 335-1945 |
| Lonngren, Karl      | Professor Emeritus                            | Plasma Physics   | 4312 SC             | 335-5959 |
| Madsen, Mark        | Professor (Radiology)                         | Medical Physics  | 3867 JPP            | 356-3373 |
| Mallik, Usha        | Professor                                     | Elementary Particle Physics  | 503 VAN             | 335-0499 |
| Merlino, Robert     | Professor                                     | Plasma Physics   | 303 VAN             | 335-1756 |
|                     |   |  | B01 VAN             | 335-1834 |
| Meurice, Yannick    | Professor                                     | Elementary Particle Physics  | 514 VAN             | 335-1991 |
| Miles, David        | Assistant Professor                           | Experimental Space Physics & Spaceflight Instrumentation             | 604 VAN             | 335-3007 |
| Mutel, Robert       | Professor Emeritus                            | Astronomy/Astrophysics   | 706 VAN             | 335-1950 |
| Nachtman, Jane      | Professor & Director of Undergraduate Studies | Elementary Particle Physics  | 106 VAN             | 335-1844 |
|                     |   |  | 108 VAN             | 335-3469 |
| Onel, Yasar         | Professor                                     | Elementary Particle Physics  | 153 VAN             | 335-1853 |
| Payne, Gerald       | Professor Emeritus                            | Nuclear Physics  | 305 VAN             | 335-1854 |
| Polyzou, Wayne      | Professor                                     | Nuclear Physics  | 306 VAN             | 335-1856 |
| Prineas, John       | Professor                                     | Condensed Matter/Materials Physics & Photonics & Quantum Electronics | 120 IATL            | 335-3347 |
| Pryor, Craig        | Associate Professor                           | Condensed Matter/Materials Physics                                   | 402 VAN             | 335-0099 |
| Reno, Mary Hall     | Professor                                     | Elementary Particle Physics  | 515 VAN             | 335-1920 |
| Rodgers, Vincent    | Professor & Director of Graduate Studies      | Elementary Particle Physics  | 513 VAN             | 335-1219 |
| Schweitzer, John    | Professor Emeritus                            | Condensed Matter/Materials Physics                                   | 603 VAN             | 335-1918 |
| Scudder, Jack       | Professor                                     | Space Physics  | 506 VAN             | 335-0804 |
| Skiff, Frederick    | Professor                                     | Plasma Physics   | 412 VAN             | 335-0564 |
|                     |   |  | 207 VAN             | 335-1689 |
|                     |   |  | 11AC VAN            | 335-0252 |
| Spangler, Steven    | Professor                                     | Astronomy/Astrophysics   | 705 VAN             | 335-1948 |
| Stiffler, Kory      | Visiting Assistant Prof                       | Elementary Particle Physics  | 751 VAN             | 335-0402 |
| Sunderland, John    | Professor (Radiology)                         | Medical Physics  | 3881 JPP            | 356-3380 |
| Toor, Fatima        | Assistant Professor                           | Electrical Computer  |                     |          |
| Uppu, Ravijev       | Assistant Professor                           | Condensed Matter/Material Physics                                    | Arriving Spring '21 |          |
| Wang, Jun           | Professor                                     | Chemical & Biomedical Engineering                                    | 4126 SC             | 353-4483 |
| Wohlgenannt, Markus | Professor                                     | Condensed Matter/Materials Physics & Photonics & Quantum Electronics | 126 IATL            | 353-1974 |
|                     |   |  | 412 VAN             | 335-1946 |



## **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

2 Jessup Hall  
Iowa City, IA 52242-1316

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)

### General Catalog

2 Jessup Hall  
Iowa City, IA 52242-1316

Phone:

(319) 335-0222

Email:

[registrar-publications@uiowa.edu](mailto:registrar-publications@uiowa.edu)

### Grades

2 Jessup Hall  
Iowa City, IA 52242-1316

Phone: (319) 335-0237

Email: [reg-maui-support@uiowa.edu](mailto:reg-maui-support@uiowa.edu)

### Commencement

2 Jessup Hall  
Phone: (319) 335-0228

Email: [registrar-degree-applications@uiowa.edu](mailto:registrar-degree-applications@uiowa.edu)