

FOREST SCIENCE GRADUATE STUDENT SURVIVOR'S GUIDE

1) PAYROLL & STUDENT ID CARD:

- **Signing up for Payroll** – You need to sign up for payroll in the college business office (Peavy 154). You will fill out a W2 form, so you **MUST** have your **ORIGINAL** (not a copy) social security card* and a picture id along. You can set up direct deposit when you fill out your payroll forms in the forestry business office (a voided check will be needed) or you can go to <http://oregonstate.edu/students/onlineservices/>, log on, click on Personal Information, and then click on View or Update Direct Deposit Authorization (have a check with you as you will need your bank routing number).
*You can apply for a social security card in Albany. It takes about two weeks to receive a card.
- **Paychecks** – Your first paycheck must be picked up in the department office; future checks will be in your mailbox or can be direct deposited to a bank account.
- **Student ID** – ID cards are issued by the ID Center in Memorial Union. At the beginning of fall term, the ID Center will post signs directing you to the room where they are issuing cards. If you arrive earlier in the summer or later in the year, you will need to go directly to the ID Center (MU215). Affiliate ID cards are also available for purchase for spouses or significant others.

2) SCHOOL COMPUTER SYSTEM:

- **Obtaining your department email account** – Your email address is free to you (paid for by the department). Stop by the helpdesk, located on the 2nd Floor Peavy Hall (by entrance to Richardson Hall) to get the proper form (tell them you are a new grad student in Forest Science). You will need to get your major professor's signature and the signature of the Department Head (take it to the department office RH321 and they will help you). You can get free 56K dial-up access to the OSU Internet Provider from your home computer using the OSUWare CD (available from the Helpdesk).
- **Obtaining your university email account** – To establish your university (ONID) email account, go to <http://www.onid.orst.edu/> and click on the 'Sign up for ONID' link on the left side of the page. For your ONID account, you need a General Access Pin (GAP) number. The university will use your birth date, but you will need to change this after your initial login. We strongly recommend forwarding your ONID email to your forestry account (your.name@oregonstate.edu). You can do this by following the manage mail link, once you are logged into your ONID account. Your ONID account will also allow you access to other university services, such as the online teaching tool Blackboard.
- **Using forestry email** – You can use Microsoft Outlook when you login at a Novell station (Richardson and some university computers). This gives you access to the school-wide address book and other attributes. From locations other than the College of Forestry, you can access your email via the web – <http://exmail.oregonstate.edu> or <http://www.cof.orst.edu/> (click on Microsoft Outlook icon at the bottom of the page). Type the name of your server before your username (e.g., forestry\smithj).
- **Saving documents** – Save personal documents to your assigned drive (N:Rhus) and folder. If you have documents that you want to share or otherwise make available to graduate students, staff and faculty (handy for grabbing a PowerPoint presentation for a class in the building), save to the T:Commons folder. **Beware, at the end of each term this folder is cleared.**
- **Accessing your N: drive from outside the College of Forestry** – You can get to your personal files from locations other than the College of Forestry. The SSH Client program allows users to remotely access their files from Forestry servers. The SSH Client software is available on the

Forestry network, online, and on the OSUWare CD. Once you have the software, follow the instructions for accessing your N: drive at

<http://wwwdata.forestry.oregonstate.edu/helpdesk/services/howto/network/remote.html>

- **Printing double-sided** – There are 2 color printers and 2 black and white printers available that can print double-sided. However beware that the color printers will print your black and white documents a lot more slowly than the black and white printer. The 4 duplexing printers you can take advantage of are:

Printer share name	Printer Location and Features
Helpdesk_Color-ps	Pvy 222. Color printing, high memory
Helpdesk_Bw-ps	Pvy 222. Black and white, prints pages up to 11 x 17
RH215_BW	RH215. Black and white, prints pages up to 11 x 17
RH207_Color-ps	RH207. Color, high memory

<http://www.cof.orst.edu/net/howto/addprinter/index.php> provides directions on how to install these printers on your computers and enable duplexing.

3) ACCESS TO BUILDINGS:

- **Keys** – You should get keys to your office, the mailroom/computer labs, and Richardson Hall. To obtain keys, get the form in the department office (RH321). Take the signed form to Sylvia Baarstad in the Business office (1st floor Peavy Hall, room 154). For students who may need keys to Forest Science Lab (FSL), a separate form (found at FSL reception desk) signed by your major professor is required.
- **After Hours** – If you are planning on spending late hours in the building, an after hours permit may be obtained through Jeannette Harper at the Forest Science office.
- **Mailbox** – You will have a mailbox assigned to you in the department office mailroom (RH321F).
- **Lounge** – Located on the 2nd floor of Richardson Hall (by the Peavy entrance); free for all to use. Refrigerators, tea, and coffee are available here (contributions are collected for tea and coffee).

4) COURSE REGISTRATION:

- **Courses** – Forest Science has a core course sequence that incoming students must take beginning in the fall. Watch for information from the department about these courses, or check online at <http://www.cof.orst.edu/cof/fs/>. Talk to your major professor to get suggestions on additional courses.
- **Registration** – Class schedules/catalog and course registration is available online through Student Online Services <http://oregonstate.edu/students/onlineservices/> using your student ID and GAP number. Audit registration is through instructor approval only. Audit registration takes place after the term has started – usually during the second week of the term. See the academic calendar for dates each term.
- **Credits** – All students should register for 16 credits each term (class credits and thesis credits). For example, if you register for 9 class credits, you will register for 7 thesis credits.
- **Forest Science Competencies** – see the FS website for program requirements

5) HEALTH INSURANCE:

- **Availability for GRA/GTA Appointments** – OSU has a new MANDATORY Graduate Student Insurance Plan for all students with a 0.20 or greater FTE appointment. For the 2006-2007 school year, OSU will contribute $\frac{3}{4}$ of the cost of the insurance. It is predicted that the student share will be

approximately \$50 per month. The difference between OSU's contribution and the total cost of the premium will be deducted, pre-tax, from graduate assistants' paychecks.

- **Students on Fellowships** - Although health insurance is mandatory, graduate students on fellowships must acquire health insurance independently or purchase OSU insurance for about \$550 per term at Student Health Services (summer is included with the Spring term). Dental insurance is not available.
- **Enrollment**—You should receive an enrollment form and pay deduction authorization form from Student Health. If you have other insurance, you may be able to waive the mandatory insurance plan. Details on enrollment and the waiver as well as forms are available at <http://studenthealth.oregonstate.edu/insurance/grad/>.
- **Waiving insurance** – If you qualify to waive insurance you may want to change your GRA appointment. Currently the default is a 12 month appointment, which means you need to enroll in summer school even if it is just for thesis units. This allows one to stay enrolled in the health insurance plan, but also requires that you pay fees over the summer. If you have an insurance waiver talk to your major professor about a 9 month appointment with summer pay to avoid have to pay fees during the summer.
- **Meeting the deadline** – Be sure you meet the insurance deadline, even if you are waiving PacSource, or there can be a hold on your account and payroll!
- **International Students** – International graduate students with a 0.20 or greater FTW appointment will be required to enroll in the Graduate Student Insurance Plan and will need to submit an Application for Waiver of Health Insurance. Alternatively, international students may purchase the International Health Insurance Plan by submitting the Application for Waiver of Graduate Health Insurance. Applications are available at <http://studenthealth.oregonstate.edu/insurance/grad/>.

6) SERVICES:

- **Student Learning Center (SLC)** – Course documents for COF courses, videos, and other instructional material. The SLC is located in Peavy A252.
- **Forestry Media Center** – Located right next to the SLC, this is where you can borrow digital cameras, video cameras, and TV/VCRs. They also do recording, editing, media support for events, and other media related tasks.
- **Lundeen Lab** – Located on the other side of the SLC. This lab provides a place to practice presentations and offers access to editing equipment. Sign up in SLC to use this space.
- **Computer Helpdesk** – Located on the 2nd floor, at the junction between Peavy and Richardson. In addition to getting forms for email service and general computer help, you can also check out laptops and projectors for PowerPoint presentations (be sure to reserve ahead of time!).
- **Locker room** – Located in the basement of Peavy for men and the basement of Richardson for women (just down the hall from each other).
- **Transportation services (Motorpool)** – The driver authorization form is needed to drive university vehicles. The form is in the mailroom and must be signed by the department. You **must** have your valid driver's license with you when you pick up vehicles. A short test is required for driving a 15-passenger van. Summer field vehicles are in *high* demand and should be reserved as early as possible - before the Winter term as they are usually all reserved by the end of December.
- **Statistics consultations** – Available from Lisa Ganio and Manuela Huso by appointment

7) OTHER INFORMATION:

- **Hiring Field Assistants** - To learn more about procedures for hiring temporary employees, please see the Forestry Payroll/Human Resources in the COF Business office (<http://www.cof.orst.edu/cof/account/payroll.php>). Be aware that this process should be started several months before your field season. Driver authorization forms for temporary employees also must be signed by the department.
- **Copy code** – To make copies in the department, you will need a code. Ask your major professor for your account number, and then see Jeannette Harper in the department office to get a code. Photocopiers can be found in RH 321F (next to the mailroom) and in RH 201N. Your major professor may also allow you to use your account for library copying. To do this, go to the ID Center (215 Memorial Union) with the account number to get a copy card.
- **Long distance phone calls** – With the approval of your major professor, your account number (used for the copy code) can also be used to acquire a long distance calling code in the Forest Science office.
- **Forms** – Important business forms (reimbursement, etc.) can be obtained from the COF Business Office website at: <http://www.cof.orst.edu/cof/account/forms.php>. These must be signed by Penny Wright (RH321) and then submitted to Forestry Accounting.
- **Field equipment** – Some general equipment (hardhats, measure tapes, etc.) can be checked out from the Equipment Room in the basement of Peavy. Equipment can also be purchased or ordered from the Oak Creek Complex (aka FRL). Contact Glenn Folkert for ordering.
- **Post office** – The only campus post office is in the basement of the Memorial Union (under the bookstore). If you have correct postage, you can leave your mail in the mailroom to be picked up.

IMPORTANT WEBSITES:

- **Graduate School Student Survivor's Guide on the web** – A great source of information about due dates and forms—take note of important deadlines!
http://oregonstate.edu/dept/grad_school/Survival_Guide/survival.htm
- **College of Forestry** – Homepage to find info about college, off-campus email access also available.
<http://www.cof.orst.edu/>
- **Department of Forest Science** – Information and forms for the department. Read the Graduate Education information for program requirements. <http://www.cof.orst.edu/cof/fs/>
- **Student Online Services** – Offers information on your registration, account, financial aid, and student records. <http://oregonstate.edu/students/onlineservices/>
- **ONID accounts** – General university student accounts accessing electronic services.
<http://www.onid.orst.edu/>
- **Microsoft Outlook Exchange** – Accessing email off campus. <http://exmail.oregonstate.edu>
- **Student Health Insurance** – Information on insurance coverage and waivers.
<http://studenthealth.oregonstate.edu/insurance/grad/>
- **Forestry Accounting** – A comprehensive list of important business forms.
<http://www.cof.orst.edu/cof/account/forms.php>

- **Getting to Campus and Maps of Campus** – A synopsis of information for yourself, relatives or friends that may need to find their way to or around OSU.
<http://oregonstate.edu/visitors/tour/campusmap.htm>

IMPORTANT CONTACTS: (area code 541)

- **Department Head:** Tom Adams, Tom.Adams@oregonstate.edu, 737-6583
- **Graduate Student Coordinators:** Lisa Ganio, lisa.ganio@oregonstate.edu, 737-6577; Kimberly Wallin, kimbereley.wallin@oregonstate.edu, 737-8463
- **Department office staff:** (Can answer all questions, big and small)
Office manager: Penny Wright, Penny.Wright@oregonstate.edu, 737-6552
Receptionist: Jeannette Harper, Jeannette.Harper@oregonstate.edu, 737-6556
Graduate Student Program Assistant: Cheryll Alex, Cheryll.Alex@oregonstate.edu, 737-6554
Ryan Hink, Ryan.Hink@oregonstate.edu, 737-6551
- **College Business office:**
Payroll: Position waiting to be filled, 737-2448
Richardson keys: Sylvia Baarstad, Sylvia.Baarstad@oregonstate.edu, 737-1588
- **COF Graduate Student Council:**
This newly created council is a college-wide group of 12 graduate students from all four COF departments. The council was formed to represent the needs and concerns of graduate students, foster communication between the administration/faculty and graduate students, improve the collegiality and communication between students of each department, and to foster a sense of community within the cof. The Council members also serve on the college-wide committees

Current FS Council members include;

Nick Som, Nicholas.som@oregonstate.edu

Emily Sinkhorn, Emily.sinkhorn@oregonstate.edu

Becca Cameron, becca.cameron@oregonstate.edu

Steve Voelker, steve.voelker@oregonstate.edu

- **Forest Science Student Grad Reps:**
Graduate Student Representatives for the Forest Science Department act as liaisons between the FS department, faculty and students. They also plan events and coordinate the FS seminar during one semester. They are recruited for a year of service at the end of each year. This year's grad reps include:

Becca Cameron, becca.cameron@oregonstate.edu

Lori Kayes lori.kayes@oregonstate.edu

Niels Leuthold niels.leuthold@oregonstate.edu

Claire Phillips Claire.phillips@oregonstate.edu

Harold Zald Harold.zald@oregonstate.edu

Please feel free to contact us if you have any questions or concerns.