

Orientation

1.1 General Information

1. KEYS (203 VAN)

Key cards are located in the hanging tray on the left of the mail counter in 203 VAN (General Office). Take one, fill it out and have your supervisor or advisor assist you in determining your need for keys to the building. When requesting particular keys; list the rooms you want access to, not the keys someone tells you to get, i.e. group or GM keys. Generally speaking, you will need an entrance key, office key, work area key. After you have the card signed by your supervisor or advisor, bring the card to room 203 to pick up your keys. **Do not sign the key card until after you receive the keys.**

Students will be charged a \$5/key deposit with a \$15 maximum. Refundable when all keys are returned. Loss of keys or failure to return keys when you leave the Department will result in forfeiture of your deposit.

Staff and Research Scientists will be charged a \$5/key deposit with a \$25 maximum. Refundable when all keys are returned. Loss of keys or failure to return keys when you leave the Department will result in forfeiture of your deposit.

2. MAIL (203 VAN)

Non-faculty members share a mailbox with other members of the Department. Campus mail is delivered twice daily. Pick-up and delivery is handled in 203 VAN. Campus mail is picked up and delivered around 9:30 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).

U.S. mail is picked up and delivered around 9:30 a.m.; it is also picked up with the campus mail at 1:00 p.m. 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. **(Be sure to put a customer number on the envelope. See Joe if you have a question about your customer number.)**

3. PERSONNEL FORM AND DIRECTORY (203 VAN)

You will need to get a departmental directory update form from Heather in room 204; 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.** A yearly directory is issued in the fall. Ask for a copy of the latest issue.

4. GRADUATE STUDENTS (202 & 203 VAN)

The graduate secretary (Debbie) in room 202 will assist you with forms for the graduate school, your advisor, as well as many other things, or direct you to who you need to talk with.

5. COPYING

Presently, there is only one Xerox machine, a shredder, a 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 you should see Joe in room 210C VAN.

Copy jobs for **departmental courses** should be taken to Heather (room 204). Please remember to give your copy jobs to Heather in a reasonable amount of time to allow time for coping.

6. BUSINESS OFFICE (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 Business Office. Your supervisor or advisor should direct you to the proper area to obtain assistance. The FAX machine is located in room 210. Various clerks and secretaries throughout the Department are capable of assisting you with this machine.

7. MISCELLANEOUS

There is a colloquium/seminar board outside room 203 VAN. Cards on the board coincide with the Weekly Calendar, which is issued each Thursday morning during the academic year, 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".

The "Commons Room" (316 VAN) is a study/lounge for use during the week. It is a quiet place to study, rest, or visit. There is a supply of literature in this room pertaining to other schools. There is a bookshelf with supplemental Physics and Astronomy textbooks for your reference also available in this room. Coffee is available here for \$5.00 per month or \$.25 per cup. Coffee dues should be paid in 203 VAN (Please see Heather).

There are clipboards on third floor (next to 301 VAN), which have a supply of posters and forms for graduate schools, B.S. and M.S. job opportunities, and summer job opportunities. There is a clipboard outside 203 VAN with Ph.D. job opportunities and one across from 203 with miscellaneous information regarding special funding or fellowships for undergraduate and graduate students.

8. COMPUTER ACCOUNTS

Computer accounts on the departmental UNIX machine, Newton, are available to all students if desired. Applications for these accounts are located in room 203 VAN.

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 ISIS by following these directions:

- Log into ISIS
- Go to My UIowa
- My Email
- Update Email Routing Address
- Enter the address you want your generic address to route to

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

See Scott Allendorf in room 210B VAN 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 – 214 VAN
	COGS Bulletin Board – Room 210
	W-2 form completed
	I-9 form completed
	Auto deposit form completed

Building Tour

	Student Computer Rooms – 201 VAN and 665 VAN
	Student Lounge – Commons Room – 316 VAN <ul style="list-style-type: none">• Refrigerator• Microwave• Coffee area
	Main Office – 203 VAN
	Business Office – 210 VAN
	Aaron’s Office – 211 VAN
	Debbie’s Office – Student Records – 202 VAN
	Heather’s Office – 204 VAN
	Chair’s Office – Hallsie Reno – 207 VAN
	Associate Chair’s Office – Paul Kleiber – 515 VAN
	Anthony Moeller’s Office- Laboratory Coordinator – 250 VAN
	Dale Stille’s Office – Lecture Demonstration Coordinator – 58 VAN
	Astronomy Lab Rooms <ul style="list-style-type: none">• 665• 666
	Machine Shop – Mike Fountain – 116 VAN
	Student Shop – 107 VAN
	Electronics Shop – Sharon Kutcher – 518 VAN

	Automated Telescope Facility – Van Allen Hall roof
	Tutorial Rooms <ul style="list-style-type: none"> • Physics – 58 VAN • Astronomy – 665 VAN

Personal Tasks **See Heather in 204 for questions

	Your mailbox
	Your office and desk
	Complete your departmental address form (included in binder)
	Complete your course schedule (included in binder)
	Keys to Van Allen Hall (request form in 203 VAN)
	Coffee club money (if appropriate; \$5 per month)

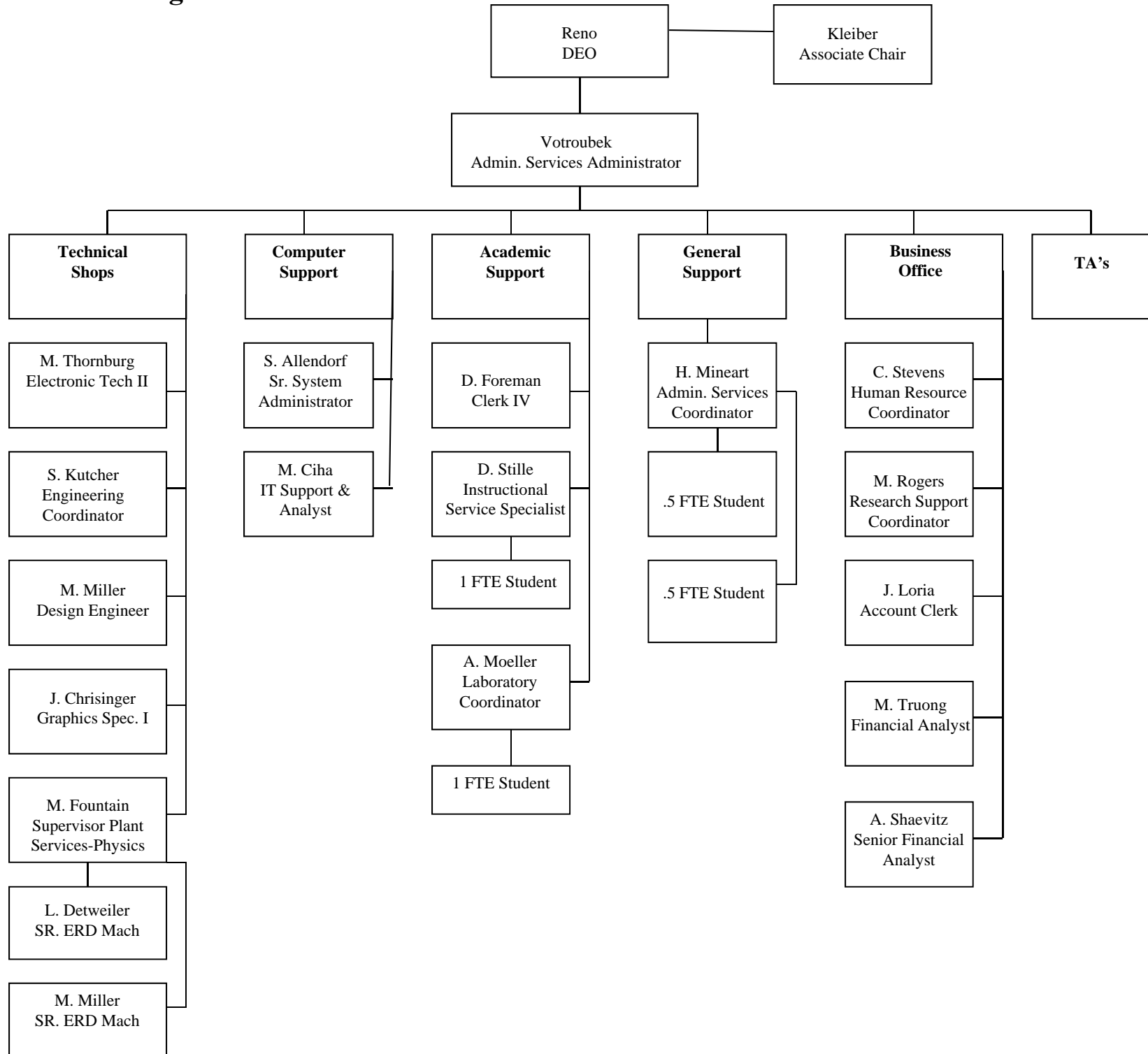
1.3 Physics and Astronomy Who Does What

What	Who	Where	Phone
Advisory changes	Debbie Foreman	202 VAN	5-1687
APS application forms	Heather Mineart	203 VAN	5-1688
Change of address forms for the University	Chris Stevens	214 VAN	5-1690
Change of address notification for the Department	Heather Mineart	203 VAN	5-1688
Coffee fees	Heather Mineart	203 VAN	5-1688
Colloquium coordination	Prof. Vincent Rodgers	513 VAN	5-1219
Computer e-mail accounts	Scott Allendorf	210B VAN	5-0003
Copy/Xerox	Joe Loria- 210C	225 VAN	5-1692
Course schedules	Debbie Foreman	202 VAN	5-1687
Deadlines—Graduate College	Debbie Foreman	202 VAN	5-1687
Degree objective changes	Debbie Foreman	202 VAN	5-1687
Degree requirements	Debbie Foreman	202 VAN	5-1687
Departmental Chair	Mary Hall Reno	203 VAN	5-1689
Departmental Associate Chair	Paul Kleiber	515 VAN	5-1920
Drop/Add slips	Heather Mineart	203 VAN	5-1688
Emergency loans	Heather Mineart	203 VAN	5-1688
English requirements	Debbie Foreman	202 VAN	5-1687
Equivalent course determination	Debbie Foreman	202 VAN	5-1687
FAX (319-335-1753)	Joe Loria	210C VAN	5-1692
Funding (TA/RA Requests)	Aaron Votroubek	211 VAN	5-0134
Furniture allocation/requests (office)	Heather Mineart	203 VAN	5-1688

Graduation information/deadlines	Debbie Foreman	202 VAN	5-1687
Health insurance	Staff Benefits	120 USB	5-2676
Keys	Heather Mineart	203 VAN	5-1688
Lab cards	Heather Mineart	203 VAN	5-1688
Lab coordination	Anthony Moeller	250 VAN	5-1754
Lecture demonstration coordination	Dale Stille	58 VAN	5-1833
Maintenance problems	Heather Mineart	203 VAN	5-1688
Meeting room reservations	Heather Mineart	203 VAN	5-1688
Office assignments (graduate students)	Heather Mineart	203 VAN	5-1688
Parking placard	Heather Mineart	203 VAN	5-1688
Payroll questions	Chris Stevens	214 VAN	5-1690
Personnel questions	Chris Stevens	214 VAN	5-1690
Plans of Study	Debbie Foreman	202 VAN	5-1687
Qualifier exams	Debbie Foreman	202 VAN	5-1687
Schedule of Courses	Debbie Foreman	202 VAN	5-1687
Social activities – departmental	Heather Mineart	203 VAN	5-1688
Student computer room questions	Michael Ciha	210A VAN	5-3744
Supplies	Joe Loria	210C VAN	5-1692
Tax information	Chris Stevens	214 VAN	5-1690
Teaching assignments	Heather Mineart	203 VAN	5-1688
Telephone bills	Joe Loria	210C VAN	5-1692
Textbook checkout (TAs)	Debbie Foreman	202 VAN	5-1687
Thesis handbook	Graduate College	210 GIHL	5-2144

What	Who	Where	Phone
Transfer credits	Debbie Foreman	202 VAN	5-1687
Travel requests	Joe Loria	210C VAN	5-1692
Verification forms/ Short Hours Form	Debbie Foreman	202 VAN	5-1687

1.4 Organizational Chart



1.5 Faculty

Andersen, David	Professor (Elec & Comp Eng)	Photonics & Quantum Electronics	132 IATL	5-2529
Boggess, Thomas	Professor	Photonics & Quantum Electronics & Condensed Matter/Materials Physics	124 IATL	5-3520
Flatté, Michael	Professor	Photonics & Quantum Electronics & Condensed Matter/Materials Physics	144 IATL 302 VAN	5-0144 5-0201
Gayley, Kenneth	Associate Professor	Astronomy/Astrophysics	707 VAN	5-3282
Goree, John	Professor	Plasma Physics	512 VAN 555 VAN	5-1843 5-2829
Gurnett, Donald	Professor	Space Physics	715 VAN	5-1697
Howes, Gregory	Assistant Professor	Plasma Physics	505 VAN	5-1221
Hichwa, Richard	Professor (Radiology)	Medical Physics	0917 JPP	6-4104
Kaaret, Philip	Professor	Astronomy	702 VAN 626 VAN	5-1985 5-2928
Khodas, Maxim	Assistant Professor	Condensed Matter/Materials Physics	404 VAN	5-3799
Kleiber, Paul	Professor & Assoc. Chair	Atomic & Molecular Physics	312 VAN 248 IATL	5-1841 3-0170
Kletzing, Craig	Professor	Space Physics	502 VAN	5-1904
Klink, William	Professor Emeritus	Nuclear Physics	304 VAN	5-1757
Lang, Cornelia	Assoc. Professor	Astronomy/Astrophysics	703 VAN	5-1945
Lonngren, Karl	Professor Emeritus	Plasma Physics	4312 SC	5-5959
Madsen, Mark	Assoc. Professor (Radiology)	Medical Physics	3867 JPP	6-3373
Mallik, Usha	Professor	Elementary Particle Physics	503 VAN	5-0499
McCliment, Edward	Professor Emeritus	Elementary Particle Physics	313 VAN	5-1860
McEntaffer, Randall	Assistant Professor	Astronomy/Astrophysics	704 VAN B08/B09 VAN	5-3007 5-1835
Merlino, Robert	Professor	Plasma Physics	303 VAN B01 VAN	5-1756 5-1834
Meurice, Yannick	Professor	Elementary Particle Physics	514 VAN	5-1991
Mutel, Robert	Professor	Astronomy/Astrophysics	706 VAN	5-1950
Nachtman, Jane	Associate Professor	Elementary Particle Physics	106 VAN 108 VAN	5-1844 5-3469
Newsom, Charles	Associate Professor	Elementary Particle Physics	103 VAN 101 VAN	5-1842 5-1840
Norbeck, Edwin	Professor Emeritus	Nuclear Physics	105 VAN	5-0903
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	Associate Professor	Condensed Matter/Materials Physics & Photonics & Quantum Electronics	412 VAN 120 IATL	5-1946 5-3347
Pryor, Craig	Associate Professor	Condensed Matter/Materials Physics	303 VAN	5-0099
Reno, Mary Hall	Professor & Chair	Elementary Particle Physics	515 VAN 207 VAN	5-1920 5-1689
Rodgers, Vincent	Professor	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 11AC VAN	5-0564 5-0252
Smirl, Arthur	Professor	Photonics & Quantum Electronics & Condensed Matter/Materials Physics	138 IATL	5-3460
Spangler, Steven	Professor	Astronomy/Astrophysics	705 VAN	5-1948
Sunderland, John	Professor (Radiology)	Medical Physics	3881 JPP	6-3380
Wohlgenannt, Markus	Associate Professor	Condensed Matter/Materials Physics & Photonics & Quantum Electronics	126 IATL 412 VAN	3-1974 5-1946

DEPARTMENT OF PHYSICS AND ASTRONOMY FACULTY

*Joint appointments

Astronomy / Astrophysics	Atomic & Molecular Physics	Condensed Matter / Materials Physics	Elementary Particle Physics	Medical Imaging Physics & PET	Nuclear Physics	Photonics and Quantum Electronics	Plasma Physics	Space Physics
K. Gayley Assoc. Professor	Experimental	Theoretical	Theoretical	R. Hichwa* Professor	Theoretical	Theoretical	Theoretical	Theoretical
D. Gurnett Professor	P. Kleiber Professor	M. Flatté Professor	Y. Meurice Professor	M. Madsen* Professor	W. Klink Prof. Emeritus	M. Flatté Professor	G. Howes Asst. Professor	J. Scudder Professor
P. Kaaret Professor		M. Khodas Asst. Professor	M.H. Reno Professor	J. Sunderland* Professor	G. Payne Prof. Emeritus	Experimental	J. Scudder Professor	Experimental
C. Lang Assoc. Professor		C. Pryor Assoc. Professor	V. Rodgers Professor		W. Polyzou Professor	D. Andersen* Professor	Experimental	D. Gurnett Professor
R. McEntaffer Asst. Professor		J. Schweitzer Prof. Emeritus	Experimental		Experimental	T. Boggess Professor	J. Goree Professor	C. Kletzing Professor
R. Mutel Professor		Experimental	U. Mallik Professor		E. Norbeck Prof. Emeritus	J. Prineas Assoc. Professor	D. Gurnett Professor	S. Spangler Professor
J. Scudder Professor		T. Boggess Professor	E. McCliment Prof. Emeritus		Y. Onel Professor	A. Smirl Professor	C. Kletzing Professor	
S. Spangler Professor		J. Goree Professor	J. Nachtman Assoc. Professor			M. Wohlgenannt Assoc. Professor	K. Lonngren* Prof. Emeritus	
		J. Prineas Assoc. Professor	C. Newsom Assoc. Professor				R. Merlino Professor	
		J. Schweitzer Prof. Emeritus	E. Norbeck Prof. Emeritus				F. Skiff Professor	
		A. Smirl Professor	Y. Onel Professor				S. Spangler Professor	
		M. Wohlgenannt Assoc. Professor						

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

WHO DOES WHAT

<http://www.registrar.uiowa.edu/> 6/25/2009

Absence Forms	Registrar's Service Center, 17 Calvin Hall http://www.registrar.uiowa.edu/forms/absence.pdf	384-4300
Canceling Registration	Registrar's Service Center, 17 Calvin Hall	384-4300
Data Requests & Reports	Registrar's Office	384-4030
Kathryn Stoltenberg kathryn-stoltenberg@uiowa.edu		
Dean's List/President's List,	Graduation Analysis, Registrar's Office 1 Jessup Hall	335-0228
Commencement List & Distinction		
Deceased Student Contact	Registrar's Office, 1 Jessup Hall	335-0223
Diane Graber diane-graber@uiowa.edu		
Degree Applications or Evaluations	Graduation Analysis, Registrar's Office, 1 Jessup Hall or	335-0228
Registrar's Service Center, 17 Calvin Hall http://www.isis.uiowa.edu		384-4300
Degree Statistics	Registrar's Office Kathryn Stoltenberg	384-4030
kathryn-stoltenberg@uiowa.edu		
Insurance Validation, Letter of Good Standing and Enrollment	Verifications	335-0229
Phone questions/requests by mail-walk-In service	Registrar's Service Center, 17 Calvin Hall http://www.registrar.uiowa.edu/verifications/ http://www.isis.uiowa.edu	
Late Registration	Registrar's Service Center, 17 Calvin Hall	384-4300
Loan Deferments	Verifications	335-0229
Phone questions/requests by mail-Walk-In Service	Registrar's Service Center, 17 Calvin Hall	384-4300
http://www.registrar.uiowa.edu/verifications/ http://www.isis.uiowa.edu		
Major Changes If within same college	Student's designated collegiate office <i>or</i>	
academic programs office		
If changing colleges:	Undergraduate Admissions, 108 Calvin Hall	335-1549
Notary Public	Registrar's Office, 1 Jessup Hall	335-0238
Registrar's Service Center, 17 Calvin Hall		
Pass-Fail, Pass-Nonpass Registration	Student's designated collegiate office <i>or</i>	
academic programs office		
Forms available:	Registrar's Service Center, 17 Calvin Hall	384-4300
Record, Permanent	Student Records	335-0239
Registrar's Office, 1 Jessup Hall		<i>or</i> 335-0226
Scores for ACT, SAT, GMAT, GRE, TOEFL	Verifications	335-0229
Phone questions/requests by mail - Walk-In Service	Registrar's Service Center, 17 Calvin Hall http://www.registrar.uiowa.edu/verifications/ http://isis.uiowa.edu	

Student Identification Number Changes	Registrar's Office, 1 Jessup Hall Mary Grimm	335-0239
<i>mary-grimm@uiowa.edu</i>		
Verification of Tuition	Student Records	335-0226
Registrar's Office, 1 Jessup Hall		
Voids (registration)	Registrar's Service Center, 17 Calvin Hall	384-4300
Workshop Registration for Summer Session	Registrar's Service Center, 17 Calvin Hall	384-4300