

When should I register for classes, and which classes?

We will assist you with registration during orientation. Look at the “**Registration, Credits and Program of Study**” by the end of this document. You will find this information handy when you start your program.

When should I arrive in Logan?

Orientation activities begin on August 6, and your Assistantship appointment begins on this date. You should arrive in Logan preferably between August 1st and 3rd.

Is there an airport in Logan – how do I get there?

Logan does not have a commercial airport. You will fly into Salt Lake City, which is about 90 miles from Logan. There is a shuttle service between the airport and Logan, the Cache Valley Airport Shuttle. In the Salt Lake City airport, there are desks near the baggage claim for shuttles. The Cache Valley shuttle doesn't have a desk, but you can wait there for it. The one-way fare to Logan is \$44 per person if you show them your letter of employment showing that you will be a student, and \$48 without. When you make your travel arrangements, if you will send us your flight information (arrival time, flight number and airline) we can call the shuttle and make a reservation for you. With a reservation they will be waiting for you at the airport (even if your flight is delayed). You can still take the shuttle to Logan without an advance reservation, but you may have to wait for an hour or more at the airport. The shuttle will deliver you directly to whatever address you wish in Logan. If you are in the U.S. and want to make your own reservation, their number is 1-800-658-8526. Further information is available through their website (<http://www.loganshuttle.com/>).

Can I arrange for housing before I arrive?

You can live either in campus housing or off-campus housing. Either one may be arranged in advance if you wish, but this is easier for campus housing. You may wish to contact some of our present graduate students to ask their opinions about the best places to live (some names and email addresses are given below).

Alejandro Pabon fosfomon@yahoo.es Ashwini Wagh amazonash2002@gmail.com
Jared Hardman jphardman@cc.usu.edu Jordan Ramilowski jordanekr@yahoo.com
Missy Beighley missybeighley@hotmail.com Gabe Velazquez gabrielvelazquez@lycos.com
Brenda Suh bbs@cc.usu.edu Whitney Wooderchak whitneywooderchak@hotmail.com
Kasia Grubel kgrubel@op.pl

Off-Campus Housing: You can make contact with apartment landlords by phone in advance, and have them mail application forms to you. The Logan Herald Journal newspaper has a web site, with ads for off-campus apartments: www.hjnews.com. It is recommended that you meet your landlord and see a rental apartment in person before signing a lease.

Campus Housing: The campus housing office has a web site at <http://www.housing.usu.edu/> (in the sidebar you can choose Single or Family housing. The application process and advance payment by credit card can be made on-line from anywhere. Questions to the campus housing office may be directed to them from their web site.

If I've arranged in advance for campus housing, when can I check in to get the key to my apartment?

Students who have arranged for campus housing in advance will not be able to check in until August 19th. Students must check in. Before the 26th e-mail info@housing.usu.edu with day and time of arrival and they will make sure someone is there to meet you for check-in. To check in on the 26th or 27th, you can go to the Check-in location indicated when you receive your housing assignment during the hours from 10 am to 10 pm.

Are there any arrangements for temporary housing while I look for a permanent place to live?

Some of our students are willing to house newly arrived graduate students while they look for a place to live. For assistance in making such an arrangement, contact Margaret Dobrowolska, who is our department's secretary in charge of graduate student affairs. Her e-mail address is: chemgrad@cc.usu.edu. If you are an international student, we will try to make arrangements with a student from your own country.

The TA offered to me is for the first year. What happens after that?

After your first semester, you will join a research group. Depending on the grant funds that your major professor has available, you may be given a Research Assistantship (which is paid for by individual faculty member's grant funds) for your second and succeeding semesters. Alternatively, you may again be a Teaching Assistant (which is paid for by the Department). You are guaranteed to receive one or the other as long as you remain in good academic standing.

How much money should I bring with me?

This is often a concern, especially for international students. Several of our present international students recommend bringing from \$1200 to \$1500 with you, which should be plenty for your needs until you begin receiving regular paychecks. It is recommended to start a bank account when you arrive. Your paychecks will be deposited on it monthly.

What will my major expenses be?

This will largely depend on what housing arrangements you make, which are up to you. Your tuition will be waived. However, you will be responsible for your fees (approximately \$288), and, if you are an international student, additionally an international student fee of \$100. You will also have to buy textbooks for your courses. We are happy to inform you that we are now able to reimburse you up to \$800 during your first year toward the costs of health insurance. International students are required to have health insurance to register. We will assist you in finding a health insurance policy during orientation.

When will I receive my first paycheck, and how much will I get paid?

Your Assistantship appointment begins on the first day of orientation, which is August 6th. Your first paycheck will be deposited to your account on September 3rd, and you will be paid monthly. In Fall 2007 semester the students will receive the stipend \$19,000, \$1583.33 per month unless you are receiving additional fellowship funds. Your first check will be smaller

than normal, since it will be for less than a full month. Your first paycheck may be delayed if you do not get your Social Security number in a timely manner.

What are the entrance examinations?

During orientation week in August new graduate students in chemistry and biochemistry take a series of examinations to evaluate their level of readiness for graduate study in chemistry/biochemistry. The exams used are the American Chemical Society standardized exams in biochemistry, analytical, organic, inorganic, and physical chemistry. The exams cover material at the level of a typical undergraduate chemistry course in the respective areas and all are in multiple choice format.

Biochemistry students take the biochemistry exam. A passing grade in the 60th percentile will be required for students to schedule their oral qualifying exams later (see the Information for Graduate Student in Biochemistry).

Analytical, Inorganic and Organic chemistry students must attain a score in the 40th percentile or better in three of the four chemistry areas (analytical, organic, inorganic, and physical). One exam must be in the student's chosen area of specialization (for example, organic) and the other two may be in any of the three remaining areas.

Physical Chemistry students take exams in the areas of physical chemistry, mathematics, physics, or computer science, and must pass three of these four.

New chemistry graduate students must demonstrate this proficiency before the start of their second year of graduate study. The goal of this requirement is to insure that students have the background needed to succeed in their graduate work.

If the student does not achieve the required score in one or more exam, the requirement must be met within one year by one of the following means. In consultation, the student and his or her advisor will determine the best method to accomplish this.

Option 1) Earn a grade of B or better in the following undergraduate class, in the area of deficiency:

Organic: CHEM 2320, Organic Chemistry II

Inorganic: CHEM 5520, Advanced Inorganic Chemistry

Analytical: CHEM 5640, Instrumental Analysis

Physical: CHEM 3060, or CHEM 3070, Physical Chemistry

OR

Option 2) Pursue independent study which may include auditing a course, and take another version of the examination. The exam can be taken a second time in early January, and, if necessary, a third attempt can be made in August before the start of the student's second year. No more than three attempts to pass a specific examination may be made. In order to continue in the graduate program, the undergraduate proficiency requirements must be met before the end of the student's first year.

Registration, Credits and Program of Study

To complete the program **PhD** students must complete at least 15 credits of coursework, CHEM 7800 (seminar) at least once a year and research credits CHEM 7970. To complete PhD student who starts as Bachelor of Science must complete 90 credits; these who starts as Master of Science must complete at least 60 credits.

To complete **MS** program students must complete at least 30 credits (required coursework, seminar: CHEM 7800 and research: CHEM 6970).

The valid credits (coursework, CHEM 7800 and CHEM 7970/6970) must be included in the **Program of Study** that is supposed to be approved by the Graduate School by the end 3rd semester of study. This document is the student's guidelines for the registration each following semester and is designed by the student and her/his advisory committee.

All students need to register for 6 credits to be eligible for a tuition waiver. However, it is recommended to take 9 credits per semester while working on your program of study credits in order to be finished within the timeline. **International students** who register for 6 credits in Spring or Fall semesters must fill out the **Reduced Course Load** form (<http://www.oiss.usu.edu/forms/rcl.pdf>).

Summer semester is different from the Fall and Spring. There is **no requirement to register for any classes during the summer**; however, to complete the degree in timely manner students should take some research credits (CHEM 7970) also during the summer when they work in their professors' labs. Reduced Course Load form is not required in the summer.

If a graduate student is starting as a Research Assistant, then that student can start registering for CHEM 7970 (research credits) in addition to their coursework up to a total of 12 credits overall. Students are responsible for paying fees and insurance, unless research faculty pay for fees and insurance out of their research grants as money permits for students in their research labs. (This is optional for faculty)

CHEM 7990 (continuing advising) are the "empty" credits that do not count to the course of study and are not included in the Program of Study. These credits are used only by the students who completed the coursework and research credits from their Program of Study but still must continue their research before the defense of dissertation or thesis.

Fall 2007

Fees for 6 credits are: \$235.50
Fees for 9 credits are: \$287.75
Fees for 12 credits are: \$292.50

International students also pay a \$100 international student fee.

Computer Access, Student ID's and E-mail Account Setup

There is a computer lab available for student use. It is located in Widtsoe 334 (on the 3rd floor) and is accessible without a student ID. There are also 10 Student Computer Labs located around campus in the Student Center, Old Main, Merrill-Cazier Library, Family Life Building, Ag Science, Business Building, Engineering Building, YETC, ITE, and UR Graphics Lab. These Student Labs can only be accessed by swiping your student ID card.

Your student ID card can be acquired from the USU Card Office in the Student Center for a fee of \$10.00 after you are registered. If they do not have you in their system, you may need to bring a printed copy of your registration schedule. They will take a picture, get your signature, and then make your card while you wait. You may also put money on the card to be used at campus food vendors. The card office can tell you more about that.

Once you are registered you can also set up an e-mail account. We will use this e-mail account to contact you. You can set your account up by visiting the webmail website: <http://webmail.usu.edu/>. Click on the link in the lower section called "Apply for a USU Student E-mail Account". Fill in the page that comes up with your A# and follow the directions on the page. It will tell you the rules and ask you to answer simple questions about them. Then you will be able to set up your username, etc.... When it is finished, please e-mail Margaret at chemgrad@cc.usu.edu so she can add you to her address book. Please check this e-mail often as official notifications will be sent to that account.

THE FOLLOWING ITEMS PERTAIN TO INTERNATIONAL STUDENTS:

When will I receive my I-20 document?

If you sent us a completed I-20 application form when you applied, the School of Graduate Studies will send you this shortly after their official acceptance letter. If you are not sure whether you provided us with this or not, ask Margaret Dobrowolska and she will check your file. Since visa arrangements are made by the School of Graduate Studies it will be best for you to direct inquiries regarding your visa to Scott Jenkins at scottt@cc.usu.edu

Every student who is paid by USU needs to have a Social Security Card. **International students must be in the US for 2 weeks before they can apply for a Social Security Card.** We will instruct you in doing this during orientation. This may result in a delay in receiving your first paycheck if you are an international student. Even if your Social Security Card has not arrived, we will try to make sure that you are paid as soon as possible, but you should arrive with sufficient money to be prepared for a delay.

What do I need to have in order to apply for a Social Security Card?

You will need your I-20, your I-94 form (which you will receive at airport customs), your passport, and a letter (which we will provide) documenting your employment from the Department of Chemistry and Biochemistry.

Is there an organization for international students at USU?

Yes. There is extensive information designed to assist international students that can be accessed from the web site of the Office for International Students and Scholars, <http://www.oiss.usu.edu/>. This site also has a link to the Office for International Students. There are groups organized among students from many different countries.

What International Students should notice at “Credits, Registration and Program of Study”?

International students who register for 6 credits in Spring or Fall semesters must fill out the **Reduced Course Load form** (<http://www.oiss.usu.edu/forms/rc1.pdf>).

Summer semester is different from the Fall and Spring. There is no requirement to register for any classes during the summer therefore the Reduced Course Load form is not required in the summer.

International students additionally pay a \$100 international student fee.