

# The *unofficial* guide to GRADUATE STUDENT LIFE



**2021-2022**

Dear School of Life Sciences Graduate Students,

Welcome to life as an Arizona State University SOLS graduate student! This guide, compiled through the years by the graduate students and the SOLS Graduate Executive Board, is an invaluable resource for you during your first years of graduate school. This guide is updated annually to provide you with current information to help you navigate graduate school here at ASU in the School of Life Sciences. We hope this guide will provide answers to many of your questions, but if anything is still unclear, please do not hesitate to ask any of your SOLS Graduate Executive Board representatives. We are always looking to improve this guide, so as you become more familiar with ASU and central Arizona, please pass along additional information (or pictures) you think would be useful to include!

Starting graduate school, often moving to a new place from far away, is exciting but it can also be a challenging transition. This is especially so in the midst of the global pandemic we still find ourselves in. In these times, it is all the more important to have a social support system and community of peers who understand the challenges of graduate student life. Although it will still manifest a bit differently this year than in the past (though hopefully we can resume more activities again!), there are still many opportunities to socialize, connect, and get to know your fellow graduate students and SOLS faculty. We have updated this handbook with information and resources reflective of the more hybridized combination of the digital/physically-distanced realities of graduate student life as well as now that we are starting to resume operations in-person.

The best thing that you can do to enhance your graduate student career is to become involved in the SOLS community. One of the main ways to do this is to attend the weekly Brown Bag meeting. Brown Bag is a primary venue where you can meet other graduate students, learn about their research activities, and be advised of upcoming workshops hosted by the E-Board, retreats, and other social events. There are also various reading groups and journal clubs that meet regularly to discuss research papers in virtually every life science discipline in SOLS. You will also find opportunities to volunteer and get involved with the local community as well as more or less informal groups of folks interested in all kinds of hobbies in athletics, gaming, painting, hiking, and more. You will receive more announcements about these kinds of social opportunities and events through SOLS listservs, but other graduate students are often your best resource for figuring out life on campus, where to go when you are off-campus, and how to meet people *outside* of graduate school.

Welcome to ASU and good luck with your studies, research, and teaching. Remember to drink lots of water and apply sunscreen liberally!

Your SOLS Representatives:

**Nicole DeJardins** - President **Joanna Winstone** - Vice President **Olivia Davis** - Secretary

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# CHAPTER 1: First Things First!

## FINDING SOMEWHERE TO LIVE

Finding a place to live without being able to view the property beforehand is a daunting task. Luckily, you have a few resources at your disposal to make this a less painful process. First, **ask your future lab mates for recommendations** on landlords and apartments. Housing ads usually circulate on the SOLS listserv over the summer. We also created a [Housing Resources](#) spreadsheet where current grads can post if they are looking for roommates and for other, general housing recommendations. ASU holds an **off-campus housing service**. The website <http://livingasu.com/> provides a good source of information by listing over 150 apartments in the Tempe area, with information on price, contact details, and location; it also indicates whether apartments come furnished or not, pets are permitted, and if they are situated on a bus line. Online sites like [craigslist](#) can serve as an option for locating housing in Tempe and across the valley. Also check out [Padmapper](#) (combines multiple rental search engines into one map); and [Zillow](#)

## CHECKLIST (do these things first – more specific information below)

- \_\_\_ If you are an international student, get a Social Security Number (inquire at ISSC)
- \_\_\_ If you are TA-ing, get your paperwork set up with Human Resources according to your TA offer letter.
- \_\_\_ If you are an international student and TA-ing, take the Speak Test as indicated by your TA offer letter
- \_\_\_ Get your immunization shot if you still need them
- \_\_\_ Register for classes and enroll in Health Insurance
- \_\_\_ Get a Sun Card at the Memorial Union
- \_\_\_ Get a computer/email account
- \_\_\_ Get your keys from Judy Swartz (LSE 237, [Judy.D.Swartz@asu.edu](mailto:Judy.D.Swartz@asu.edu) )
- \_\_\_ Set up direct deposit for your paychecks
- \_\_\_ Get a student U-Pass (if needed -- <https://cfo.asu.edu/transit-passes>)
- \_\_\_ Find and pay for parking (if needed -- <http://cfo.asu.edu/pts>)

## WHERE AM I?

Life Sciences Center officially has five wings (A, B, C, D, and E), and getting oriented around here can be a challenge at first. You will no doubt learn quickly that SOLS administrative offices, including the business office, faculty mailboxes, facilities offices, Visualization Lab and information technology offices are located in the tallest of these wings, the E wing (abbreviated LSE for Life Sciences E wing). Graduate and undergraduate programs' offices are located on the first floor of LSA. The LSA wing is connected to the East side of LSC by an outdoor walkway, and LSC is also connected by outdoor walkways to LSE. LSB and LSD are located to the South of the A-wing, and house the Animal Care Facility.

There are basements in the LSA, LSC and LSE wings, and the LSC and LSE buildings also have a

sub-basement. There are no classrooms or teaching labs in the sub-basement of LSC; several teaching labs are, however, located in the basement. A room on the first floor of the C wing might be labeled LSC-102 and one on the second floor would be LSC-202, but a room in the basement would be LSC L1-02 and one in the sub-basement would be LSC L2-02. There are teaching labs in the sub-basement of LSE, these rooms are labeled with an S as in LSE – S21. Many folks will confuse these rooms with rooms on the fifth floor which are labeled with a 5 as in LSE – 521. Get it? Expect to direct several undergraduates toward L1 classrooms in the first weeks of every semester.

The Social Insect Research Group is housed on the 3rd floor of Interdisciplinary Science and Technology Building #1 (ISTB1), across from the bookstore. The space consists of research labs, faculty and grad student offices, and several conference rooms where there are occasional seminars. Visitors must enter through the main lobby and take the elevator up. The 4th floor is home to the interdisciplinary Center for Social Dynamics and Complexity, which hosts seminars in ISTB1-401.

Other SOLS courses, labs, and offices are in the Social Science Building, Interdisciplinary Science and Technology Building #4 (ISTB4), or the BioDesign complex, home of the ASU's Biodesign Institute and many microbiology graduate students.

Another location of note is the machine shop where you can get materials cut or built for experiments. These buildings can all be found by consulting the [ASU map online](#).

## **HOW IS THE SCHOOL OF LIFE SCIENCES DIVIDED UP? (SOLS FACULTIES)**

Back in 2003, our school really led the charge by integrating the Departments of Biology, Plant Biology, and Microbiology, and the Program in Molecular and Cellular Biology, into the gargantuan School of Life Sciences (SOLS). The following is a list of the SOLS “faculties,” which are subunits of SOLS to which faculty are assigned according to their research interests.

Biomedicine and Biotechnology Cellular and Molecular Biosciences Genomics, Evolution, and Bioinformatics Ecology, Evolution, and Environmental Science Human Dimensions of Biology Organismal, Integrative, and Systems Biology

Grad students within SOLS are currently divided into degrees in Animal Behavior, Biology, Biology & Society, Environmental Life Sciences, Evolutionary Biology, History of Philosophy in Science, Human & Social Dimension, Microbiology, Molecular and Cellular Biology, and Neuroscience. Each has its own requirements for Comprehensive Exams, etc., so make sure to investigate these requirements early. Early on, opportunities exist to transfer between these programs.

## **INTERNATIONAL STUDENTS**

International students who have been admitted to ASU must go to the International Students Office (<http://students.asu.edu/international/issc>) located inside the 1<sup>st</sup> floor of the Student Services Building



in Room #170, with their passport and immigration documents as soon as they arrive on campus. During the first week or so, carry a few photocopies of your passport's photo page; lots of offices will need a copy of this. Students must be enrolled as full-time students throughout the academic year (6 credit hours for TAs or RAs, and 9 credit hours for graduate students not employed by ASU). Passport and I-20 or DS-2019 must be kept valid at all times. You will also need to ask them about how to obtain a social security card. The ISSC website is also a great source for information ( <https://global.asu.edu/> ). And don't forget that you MUST attend the mandatory international student orientation and look for dates on the orientation calendar you will be sent for New Grad Orientation.

## CLASSES AND REGISTRATION

You can also get all the registration information you need online at MyASU ( <http://my.asu.edu> ; see the following page). From here, you can register for classes online, check your financial aid status, pay any outstanding balances. Class schedules are available by clicking on "Class Search" under "My Classes". Your faculty mentor can help you decide what courses you will need to take your first semester, but we also recommend asking fellow grad students and not biting off more than you can chew.

If you want to register for any courses that require instructor approval, you must contact the instructor of record for that course and ask them if you can take the class. If they approve, they will enter an override on the system for you, then you can register.

If you want to register for Research (592 – Masters or 792 – Ph.D.), Reading and Conference (590 or 790), Thesis (599), or Dissertation (799) credit hours (recommended), you must obtain a class override from the SOLS Graduate Programs Office. Google Form will be sent out to all current SoLS graduate students well before the start of each semester. Use this form to streamline the course permission process by filling out the course names and numbers for the courses you would like to enroll in.

Also, registration for the SOLS Friday afternoon seminar and the Graduate Student "Brown Bag" (Current Topics in Life Sciences) seminar requires an override (more on "Brown Bag" later on).

Not sure which classes to take? Check out [this spreadsheet](#) for recommended courses from your fellow grads that they've enjoyed, and contact info if you want to learn more! If you're currently enrolled, you can also connect with other students who are also taking the class!

## IMMUNIZATION REQUIREMENTS

Before you attempt to register, make sure you have proof of TWO current measles vaccinations; otherwise, you will not be able to register. If you have already had two shots, more information and the submission form is available on the [Student Health Services website](#). If you need a vaccination (or vaccinations), you can get it at the Student Health Services Center -- the cost is approximately \$65-70 per shot. Alternatively, if you're missing one set in a vaccination series, you can get a titer measurement done at the Student Health Services Center for \$15. IF YOU NEED HEALTH INSURANCE, MAKE SURE YOU PURCHASE IT WHEN YOU REGISTER



(link on the front page of your Student Center). Health insurance is free (fee waived) for all TAs and RAs. You must sign up for it within the allotted timeframe, however, so do not delay. All international students are required to carry health insurance and are automatically enrolled in ASU Health Insurance after registering for classes.

Also, as of this fall, students are strongly encouraged to have the COVID-19 vaccine. Want to learn more? See [this page](#) here.

## WHAT IS MYASU?

You can also get all the registration information you need online at MyASU ( <http://my.asu.edu> ; see screenshots below). From the “student” view, you can register for classes, check your financial aid status and pay any outstanding balances. Class schedules are available by clicking on “Class Search” under “My Classes”. You can keep track of degree progress under “My Programs and Degree Progress.” MyASU is customized for each individual ASU student to not only receive information but also to perform all ASU functions as a student. This is where you go to access email, register for classes, find your grades, request transcripts, look at a student checklist, view your progress through your degree program, manage your finances, set up your direct deposit information, view the ASU calendar, etc. Below are screenshots of what your MyASU page looks like (either from the “student” or, for TA’s/RA’s, the “faculty” or “employee” view), and how to find key information.

## FEES FOR TUITION / MAXIMUM CREDIT HOURS

MOST OF YOU WILL NOT HAVE TO WORRY ABOUT TUITION FEES.

Although tuition fees are on the rise, tuition remissions have been implemented for teaching assistants (TAs – remission paid by ASU) and research assistants (RAs – remission paid by faculty member you are working under) working 20 hours/week (50% FTE) to cover tuition up to 18 credit hours each semester. TAs and RAs should theoretically NOT have to pay any tuition other than INCIDENTAL FEES. The SOLS Graduate Programs Office will enter Tuition Remission and Health Insurance Coverage into the ASU Financial Aid system for you. HOWEVER, regardless of tuition remission, the Tuition Payment Office will bill you for your non-tuition fees after the semester starts. Fees (usually around \$200 per semester) can be paid by cash or check or using a debit card (you may use credit cards but there is an associated fee), or online by electronic funds transfer from a bank account. If you have any questions regarding fees, you can contact the Tuition Office (Tempe Campus) at (480) 965-6341.

TAs and RAs employed at 50% FTE will have to take at least 6 credit hours of graduate-level coursework (no audit hours!) to maintain full-time student status. But we recommend you go ahead and take the maximum 18 credit hours each semester to maximize the benefit of your tuition waiver!

Take a class you’ve always wanted to, learn a second language, or get ahead on your coursework requirements!

If you are **not** on payroll at ASU as a TA or RA, or you are on a scholarship or fellowship, the

minimum number of credits hours to be considered a full-time student is 9 in the fall and spring and 5 in the summer – the maximum you can sign up for each semester is 18 credit hours. Note that there is a difference in tuition costs as an Arizona resident and a Non-resident. You may try to submit the paperwork for residency status after you have been in Arizona for one year, but [ASU's requirements for residency](#) are stringent. If you are an Arizona resident and in a situation where you do have to pay your own tuition the cost is the same for 7 – 15 credits. If you do have to take 9 credit hours for full-time status, you may as well take 12-18 credits each semester as the price is the same for 7+ credits. Especially given recent emphasis on GSAs for Ph.D. candidates (after comps). Even if you don't have to pay your tuition, residency will make RA's cheaper for the faculty member offering the RA and can be necessary for some fellowships.

If you are on a **GSA** (reserved primarily for students post-candidacy or summer RAs), you will be responsible for paying tuition and health insurance upfront. If on a GSA over the Fall or Spring semester, an increased pay rate intended to compensate for enrolling in 1-credit (usually dissertation), health insurance, and a little more as an incentive/candidacy raise. While 1-credit does allow you to be enrolled, it is not enough to be considered full-time and may affect the status of things like student loans (though this can be remedied with some paperwork) and taxes (part-time students are not FICA-exempt, full-time students are). If you are assigned a GSA that would negatively impact you (whether you don't have the means to pay upfront or through the installment plan, described below, or would be otherwise negatively impacted, notify the Grad Office and they should be able to accommodate you.

If you have pre-registered, tuition and fees are due by the last day of the registration period (this is *before* the first day of classes). If you register later, tuition and fees are due the same day you register. If you do not pay, you will be automatically enrolled in a tuition installment plan with a fee (unless you have financial aid). If you decide to drop any credits and want a refund, do it **ASAP**. Full refunds are only given before the first day of class. Each week thereafter the refund you receive will be docked an additional 20%.

Updates regarding policies regulating tuition and fees for Ph.D. students will be delivered periodically, so be sure to keep an eye on your inbox.

## **TUITION INSTALLMENT PLAN**

FOR THOSE WHO MUST PAY THEIR OWN TUITION (not TAs and RAs)

[Tuition Installment Plan](#) - This provides students with an option to budget payment of their tuition over several months and to pay tuition with multiple credit cards or from multiple bank accounts. If you choose to enroll in the Plan, tuition and fees will be billed on Student Accounts Receivable in installments with staggered due dates.

**Enrollment in the Tuition Installment Payment Plan** All students are eligible to enroll in the [Tuition Installment Plan](#) after registering for classes. To enroll in the Tuition Installment Plan, select **ONE** of the following options:

- Log onto [MyASU](#) and select the option "Finances", then "Tuition Installment Plan".

- Complete and mail the [Tuition Method of Payment form](#)
  - Visit the Student Accounts Office on the second floor of the Student Services Building.
- If you select to pay your tuition through this plan, you must enroll in the Tuition Installment Plan each fall and spring semester and each summer session. Non-financial aid students (those who are not TAs and RAs or Fellowship) neglecting to pay tuition by the applicable tuition payment deadline will automatically be enrolled in the Tuition Installment Plan.

Enrollment in classes completes the registration process. By registering for classes you agree to pay all applicable tuition and registration fees. If you decide not to attend classes, you must officially withdraw from the University.

**Enrollment Fee** Students enrolling in the Tuition Installment Plan, or automatically enrolled in the Plan due to failure to make payment by the tuition payment deadline, will be charged a per semester non-refundable enrollment fee of \$100 (AZ residents) and \$200 (non-residents) each Fall and Spring semester and \$50 (AZ residents) and \$100 (non-residents) each Summer session. The enrollment fee will be billed on Student Accounts Receivable and is due at the same time as the first tuition installment. The enrollment fee is non-refundable, even if you drop or withdraw from classes.

## HEALTH INSURANCE

ASU and faculty mentors provide health insurance coverage for TAs and RAs, respectively. Each grad employed as a TA or RA for 50% FTE gets single coverage through the ASU student health plan. **To enroll for health insurance, you must indicate that you wish to “purchase” it when you register for classes through the ‘Campus Services’ tab on myASU.** For more information and instructions on how to sign up, visit their [web site](#).

It's important to note that student health insurance does not cover prescriptions. If you have any insurance questions, call 965-2411.

Appointments for medical services are made at the Student Health Services Center (just north of LSA) and there's a referral service if a specialist is needed. Call for an appointment (480-965-3349), [make one online](#), or walk-in if desperate. Like all university health centers, there can be lots of students waiting to be treated for runny noses, so bring a good book or paper to read during the wait. For more information, [check the website](#).

## ID CARD – SUN CARD

The ASU student ID card is called the Sun Card – you can get your Sun Card after you register for classes. This card is your student identification card, library card, copy card, and sometimes your building and elevator key. You will also be able to use it like a credit card for things like vending machines, charging items to your student account, and paying for phone calls, if you sign up for this service. Your Sun Card gets you into the Student Recreation Complex (i.e., the gym) and, when

validated, gets you into some ASU athletic and cultural events for free or at a reduced rate. Validation for the current semester can be obtained at the Gammage Center or University Athletic Center ticket offices. Take it with you to Harkins Movie Theaters to get a reduced student rate.

Your ASU Sun Card can be obtained at the beginning of the semester after you register for classes. The Sun Card office is in the Lower Level of the Memorial Union (south end) inside Union Station, MU 59. You will be asked to fill out a card with your name, ASU ID number, and classification (Student, Faculty/Staff, or Other). Students pay \$25 for their card -- they accept cash, check, Visa, MasterCard, or you can have the charge posted to your University Student Account. You must show a valid photo ID such as a: U.S. Driver's License, Passport, or high school ID, so they can verify who you are before your Sun Card is created. Afterward, they take your picture & produce your card right on the spot. The process takes about 3 to 5 minutes (without lines) and you will walk away with your new Sun Card. More information is available at [their website](#).

## STUDENT EMAIL ACCOUNTS AT ASU

With their ASU admission letter, a new student will receive an ASURITE UserID, an activation code, and instructions to [activate their account](#). This site will allow the new student to activate their ASURITE UserID from an off-campus computer and create his/her own passphrase. After asking you to review our policies and security information, the system will verify your identity by requesting your date of birth. You will then be required to select your passphrase. Please practice good password security. You are required to change your password every so often.

The system will then ask you if you have an email account. If you want to continue using your current email system, be sure to select "Yes, I have an email account" and then enter the address of your personal email mailbox. This important step will ensure that you get all correspondence that ASU sends you via email.

If you want to use an ASU email as your primary email, you have two options. First, ASU has partnered with Google to provide ASU email via a [Gmail interface](#). Some students love this interface, whereas others prefer to use another client program. In this case, ASU Gmail can be configured for IMAP. You can also set up ASU email on your smartphone, and use email forwarding. Finally, technically, employees (TA's and RA's) should be able to use Microsoft Exchange (all the features of outlook). Grad students have had variable success with this. More info on all of this can be found at: <http://help.asu.edu> .

**How do I subscribe for ASURITE services?** Once the ASURITE UserID has been activated, a student can add services, such as a statistics cluster and webspace (note: for some services, the student must have registered and paid for classes). To add services follow these instructions: 1. Go to <http://asu.edu/selfsub> . 2. Log in using your ASURITE UserID and passphrase. 3. Select the services to which you wish to subscribe.

**Accessing your ASU E-mail** Google is now partnering with ASU, providing all students a Gmail based email interface, which allows you to check your ASU email from anywhere you can gain

access to an Internet connection:

1. Open up a browser and go to <http://email.asu.edu> . Alternatively, click on the 'My Gmail' icon on the left side of your myASU page.
2. Enter your ASURITE UserID and passphrase.

For additional information about your ASU Gmail and how to create an additional email addresses, aliases, see this link:

[http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature\\_id=8373-8193-6914](http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature_id=8373-8193-6914) .

If you would like to send your email as you alias, not your ASURITE address, then follow the instructions here: <https://support.google.com/mail/answer/22370?hl=en> .

**Resources for Help with Email** Submit a question online ( <http://help.asu.edu>) or call the IT Help Desk at 480.965.6500.

- Your ASURITE UserID and passphrase is used to log on to site computers, into your email account, and other online services. To find email addresses for other ASU students or faculty, the [ASU directory](#) is very useful

## KEYS

You can get your keys from Judy Swartz or David Bello (LSE 237). See Judy to get a form to request the keys – your faculty mentor must approve the form to which keys you can get. You may have as many as 4-5 keys (main door, office, research lab, teaching lab, and maybe one to your advisor's office).

You can gain access to the Graduate Student Resource Center (LSC 126) by punching in the appropriate keypad combinations. These combinations are available from the personnel in the SOLS Graduate Programs Office, LSC 226.

## BANK ACCOUNTS

You should establish a local bank account within the first week you are in Tempe. There is one bank and some ATMs located in the Memorial Union.

### **Midfirst Bank**

Main and lower levels of the Memorial Union; ATMs throughout the Memorial Union and ASU's campuses. **Arizona State Savings & Credit Union**

**Hours: Mon. - Fri. 9 a.m. - 5 p.m.**

**Automated Tellers: Mon. - Fri. 8:30 a.m. - 5:30 p.m. (602) 644-4780**

### **Arizona State Savings & Credit Union ATM**

The lower level of the Memorial Union

### **Chase (formerly Bank One) ATM**

main level of the Memorial Union

ATMs are also scattered around other places on campus, including outside the bookstore. Near campus, there is also a Wells Fargo bank located close to the corner of University & Mill Ave (with ATMs, plus another ATM on College Ave & 7<sup>th</sup> st., and a Bank of America around Mill Ave plus 2 ATMs on 7<sup>th</sup> st).

## **DIRECT DEPOSIT PAYCHECKS FOR TAs AND RAs**

If you are employed by ASU as a TA, RA, or GSA, you may be able to have your paychecks deposited directly into your account, if your bank provides this service. Once you set up your local bank account, you might want to check if that service is available to you. This means you do not have to pick up your check and deposit it (*otherwise known as manual labor*); your pay is added directly to your account and you can view your pay receipt online through ASU Interactive. This is particularly wonderful if you are off in the field doing research or have an all-day experiment running on payday. To enroll in Direct Deposit for your paychecks, click on the Direct Deposit link under the Employment heading on the "Faculty" or "Employee" page. Student Employees will not use the "Enroll in Direct Deposit" link under Financial Aid of the My Finances section of My ASU. This is to receive your Financial Aid refunds, not your paycheck. ***It is strongly encouraged that you enroll in direct deposit, as it can be troublesome to pick up your paychecks in person!***

Your paycheck can be deposited in up to 5 accounts. The Direct Deposit account is normally active within 24 hours, unless it is set up during a pay week. If the Direct Deposit information is submitted after 5 PM of the Monday of a pay week, it may not go into effect until the following payday. Your paycheck will be distributed in the form of a paper check until the direct deposit enrollment is complete.

It usually takes a couple of pay periods to activate this service. The ASU Credit Union, Wells Fargo, Bank of America, Chase Bank and Bank One all offer direct deposit, and at least Wells Fargo offers to do all the ASU paperwork and submission for you, so ask at the bank you choose if they have an arrangement already worked out with ASU.

## **BUS AND LIGHT RAIL PASSES**

ASU offers the **U-Pass**, an annual transit pass that grants unlimited access on all Valley Metro bus routes and the METRO light rail, for a fee of \$150 for fall and spring semesters. With the U-Pass, you can travel between the Tempe & Downtown Phoenix campuses, hitch a ride to the airport or arrive at nearly any destination in the greater-Phoenix area. This option is a lot cheaper than parking on campus. Many students park at light rail stations, and ride the light rail into campus. These passes can be obtained from the Parking and Transit Services office in the University Towers by the Sun Devil stadium at any time, or a few other locations at the beginning of each semester (look for emails

about locations). Check out the [bus schedule](#). For more information about transportation services at ASU, [visit their website](#).

## OTHER TRANSIT OPTIONS

ASU provides free on-campus shuttles at the Tempe Campus that transport students from outlying parking areas and campus buildings to other on-campus destinations, as well as free intercampus shuttles that connect all four ASU campuses. ASU is a part of Zipcar, a car-sharing program that provides low-emission; fuel-efficient vehicles parked right on campus for use by members of the campus community, and will be available on all four ASU campuses. Bike racks are conveniently located around campus and accommodate thousands of bikes each day at ASU for those who choose biking as a transportation option. And, the City of [Tempe's Orbit Shuttle system](#) is a **free neighborhood circulator** that makes stops at the Tempe campus as well as nearby restaurants, shopping centers and other local points of interest. The City of Phoenix operates a similar free shuttle called the DASH. If you have any questions, you can call (480) 727-7053 or visit [their website](#).

## PARKING AND BIKING

As on many large campuses, parking is a hassle and is expensive. The best alternative is to live near campus and ride your bike. Tempe is, however, a very busy city so it is essential to keep highly alert for bad drivers, wear a helmet, and obey all [bike laws](#) – you can get an expensive ticket for violations (e.g., for riding on the sidewalk against vehicle traffic or not having a front light on at night. **We strongly urge bike riding, busing, or walking if you live near campus.** For more information on biking see the section in Chapter 5.

If you must drive, you can purchase parking decals for the year (August 16th through August 15<sup>th</sup> of next year) from the [Parking and Transit Services](#) Office in the University Towers by the Sun Devil stadium. The price of parking decals ranges from \$210 (lot 59E, open-air parking 15-20 minute walk from the main campus) to \$780 (for several covered parking structures). If you'll be using one of the lots daily, obtain the sticker as soon as possible after your arrival on campus to get as close to the Life Sciences buildings as possible (Structure 2 or 3). You'll need to sign (or provide proof) that your car has a current emissions certificate (see Chapter 5, VEHICLE REGISTRATION), car registration (out-of-state is fine), and picture ID. Check [http://uabf.asu.edu/parking\\_information](http://uabf.asu.edu/parking_information) for more details.

Some free parking can be had weekdays around the S. Farmer St. area on the West side of campus. Similar parking opportunities are available on the East side of the campus (e.g. along 8<sup>th</sup> street) and the south side of campus (along Apache), but you may need to arrive early in the day to be guaranteed a parking spot. On weekends and after 6 or 7 PM (depending on the lot), some campus lots and all metered spaces are open to all for free parking. Again, these lots tend to fill quickly in the evenings and on the weekends during the semester. Parking fines are hefty so be sure to read any signs.

For quick loading and unloading trips, you can park for 20 minutes in one of the two loading zone spaces in the Health Center lot off of University (entrance just west of the walkway over that thoroughfare) behind LSA near the southeast corner of LSE, or behind ISTB1.



## BICYCLES

Bicycles are the vehicles of choice at ASU. New graduate students should check out the Tempe Transportation Center, across the street from Parking and Transit Services. There's information on the bus system, plus there's the [Bicycle Cellar](#), which is a great starting point for bicycling resources, including maps of Tempe and the greater Phoenix area. The Bicycle Cellar mostly focuses on bikes and parts for commuter-type cyclists.

**Safety – Helmets and Locks** A good lock (i.e., a U-lock – cable is too easy to cut through), used wisely, is an *absolute necessity* (you may have already noticed a plethora of lonely bicycle tires securely locked to the bicycle racks around campus... *minus the bicycle* ). Bike theft is one of the most common crimes experienced on ASU campus, so lock your bike up carefully (although a lock is no guarantee). You can obtain [discounted helmets](#) and lights from parking and transit services . [Here's](#) some useful advice on keeping your bike safe .

Bikes can be [registered](#) with the campus police at or in person at the valet stations around campus. If your registered bike is stolen you may possibly be able to get it back (unlikely) or at least make it easier to get insurance money for it. At the very least, record your bicycle's serial number somewhere.

Again, when riding your bike, be HIGHLY alert for bad drivers, WEAR A HELMET, and obey all bike laws. You can get an expensive ticket for breaking bicycle laws (e.g. for riding on the sidewalk against vehicle traffic, etc. When in doubt, assume that you are subject to the same rights and responsibilities as motor vehicles (in actuality, there are also additional rights and responsibilities for bicycles). [Arizona Cycling Street Smarts](#) is a good introductory guide to vehicular cycling.

## BIKE SHOPS

There is a good variety of bike stores in Tempe with a range of prices. Rebecca Clark, a SOLS grad student with a penchant for cycling, has provided a review of each of these stores...

**Tempe Bike** – two locations (Apache Blvd. and Dorsey Ln. and Rural Rd. and University Dr.), sell moderately-priced bikes, quality varies.

**Domenic's two Wheelers** , sells high-end, good quality bikes (Rural Rd. and Broadway Rd.).

**Landis Cyclery**, sells good stuff for commuters and pretty good high-end bikes, good mechanics there (Southern Ave. and Price Rd.).

[Bike Saviours](#) bicycle co-op, open Sundays 12-6, focus on teaching people bicycling repair skills. Open shop with tools available for use and volunteer staff who help out. They get donations of old bikes and make those available for pretty cheap (\$50/full bike), but the person purchasing the bike is responsible for refurbishing it (University Dr. and Roosevelt St.).

More Information: Tempe Bicycle Action Group (Yep, [TBAG](#) ) is a good starting point for learning more about broader bicycling issues and can also help you find safe and fun leisure rides.

Bicycle paths for exercise and/or scenery are located in Papago Park, the Scottsdale Greenbelt, Tempe Town Lake, and along the numerous canals in the Tempe area.

## **BROWN BAG**

A class definitely worth signing up for is the SOLS Brown Bag -- a weekly meeting of graduate students for a highly informal and very entertaining lunchtime seminar (hence the name "Brown Bag"). Brown Bag takes place on Fridays at 12:00 PM-12:50 PM, and will hopefully be back in person this year with food (in LSE 244). Food usually arrives around 11:30 and many people choose to come before noon to eat and chat! Last year, we ran Brown Bag remotely, but hope to have an in-person component again for this fall!

Brown bag is a faculty-free, low-pressure environment for graduate students to practice giving talks to an interdisciplinary audience and receive feedback from students with a wide range of expertise. Any and all presentation ideas are welcome and encouraged. Possible topics include, but are not limited to:

- Preliminary ideas about research topics/projects
- Practice for conference talks, proposal defense, thesis/dissertation defense
- Talks about involvement in programs or experiences outside SOLS such as working with/in industry, internships, international research, working with large collaborative networks, funding opportunities, external courses, and other resources that may be available to graduate students, etc.
- Professional development workshops

Brown bag provides a casual meeting place that facilitates communication and camaraderie in the graduate student community over FREE LUNCH (fingers crossed this year!). Hang out with your friends, make new ones, hear about cool science, and gorge yourself on pizza: what's not to like? Graduate students can connect with one another to exchange ideas, form collaborations, advertise upcoming events, and express concerns. The first meeting each year (usually the first Friday after classes begin) departs from this general format and will be primarily an opportunity for new graduate students to be introduced to the current group of graduate students.

Brown bag is a forum for graduate students to communicate with the graduate student executive board, the Associated Director of Graduate Programs, the SOLS director, and the Graduate Programs staff for discussions about funding, annual reports, health care, and other topics. For students in programs without a program-specific seminar, Brown Bag is a great option to practice talks and get feedback outside of your specific lab group. For students that do have program-specific seminars, Brown Bag is a chance to practice talks for an interdisciplinary audience.

Brown Bag is listed as BIO 591 *Current Topics in Life Sciences*. There are numerous BIO 591 courses listed in the schedule, so make sure you're signing up for the right one. Most graduate courses require an override, so you may have to obtain the override by listing the course on your course permissions request form! Registration is not required to attend Brown Bag, but it is highly encouraged. There is a forgiving attendance policy for those registered and the tuition (indirectly) helps fund the food provided at this Brown Bag seminar, so it's good to register!

## SOLS SEMINAR

Be sure to attend the SOLS Seminar, which brings national and international scientists to present their research results to members of SOLS. SOLS is currently working on a website to organize its seminar schedule; in the meantime, information will be available on the SOLS Graduate Programs Canvas (see its section for more information) . Seminar announcements are also made via email from the Research & Training Initiatives (RTI) office (recently changed to the Research Advancement Office).

If you wish to meet with one of the speakers for a one-on-one discussion (usually half-hour slots), you should arrange this in advance with Carl Jimenez ( [carlj@asu.edu](mailto:carlj@asu.edu) ) 480.727.3617. Graduate students often can have lunch with the speaker on the day of, or the day before the seminar, so this presents an additional informal opportunity to network and chat with the invited speaker.

## CHAPTER 2: Who's Who?

For phone numbers and email addresses, all of the following individuals can be found via the [Directory](#) search on the main ASU webpage.

### E-BOARD

To start off, let's introduce you to the students of SOLS Graduate Student Executive Board! The current students in SOLS government this year are as follows:

**President:** Nicole DesJardins ([nedjard@asu.edu](mailto:nedjard@asu.edu))  
**Vice President:** Joanna Winstone ([jkwinsto@asu.edu](mailto:jkwinsto@asu.edu))  
**Secretary:** Olivia Davis ([ondavis1@asu.edu](mailto:ondavis1@asu.edu))  
**Treasurer:** Brook Jenson ([bmjense4@asu.edu](mailto:bmjense4@asu.edu))  
**Communications Director:** Chris Vito ([cvito@asu.edu](mailto:cvito@asu.edu))  
**Diversity and Inclusion:** Sergio Serrato-Arroyo ([ssserrrat@asu.edu](mailto:ssserrrat@asu.edu))  
**Undergrad Programs:** Calvin Koelbel ([cjkoelbe@asu.edu](mailto:cjkoelbe@asu.edu))  
**Graduate Programs:** Meredith Johnson ([mjohn12@asu.edu](mailto:mjohn12@asu.edu))  
**RTI:** Zachary Compton ([Zachary.Compton@asu.edu](mailto:Zachary.Compton@asu.edu))  
**GPSA:** Brandon Favre ([bfavre@asu.edu](mailto:bfavre@asu.edu))  
**Facilities:** Colin Lynch ([cmlynch@asu.edu](mailto:cmlynch@asu.edu))  
**Ethics:** Kenneth Carroll ([kccarrol@asu.edu](mailto:kccarrol@asu.edu))

**Sustainability:** Erin Murphy ([elmurphy1@asu.edu](mailto:elmurphy1@asu.edu))

**International Students:** Ndey Bassin Jobe ([njobe@asu.edu](mailto:njobe@asu.edu))

**Brown Bag:** Luis Gutierrez ([lgutie16@asu.edu](mailto:lgutie16@asu.edu)) and Camila Guerro Pineda ([mguerr25@asu.edu](mailto:mguerr25@asu.edu))

**Mental Health:** Nicole Coots ([ncoots@asu.edu](mailto:ncoots@asu.edu))

**Recruitment:** Cassi Lyon ( [celyon@asu.edu](mailto:celyon@asu.edu) )

**Online Students:** Va'Trelle Stokely ([vstokely@asu.edu](mailto:vstokely@asu.edu))

**Events:** Jeff Haight ([jdhaight@asu.edu](mailto:jdhaight@asu.edu))

**IT:** Joey Orton ([jporton@asu.edu](mailto:jporton@asu.edu))

## THE FACULTY

Apart from your advisor and committee members (to be determined), you may need to know several faculty members in SOLS including:



(left to right)

**Interim Director:** Jennifer Fewell

**Graduate Director:** Stephen Pratt

**Undergraduate Director:** Shelley Haydel

**Research Advancement Office Director:** Wim Vermaas

**Facilities Director:** Kevin McGraw

## THE ADMINISTRATION

And last, but by no means least, are the people that make everything here run smoothly! While they are there to help you in any way they can, please be respectful of their time and of the substantial amount of work they do every day to keep you on track (all 300 of you)! To that end, please do not demand things from them, and try to email them ahead of time with what you need if possible! Here is a list of some of the key individuals that you are likely to interact with (for a complete updated list, see the links on the left side of [http://sols.asu.edu/directory/faculty\\_list.php](http://sols.asu.edu/directory/faculty_list.php)):

Graduate Office (LSA 181):

**Kylie Burkholder** (Graduate Support Coord)

**Christopher Ferneding** (Graduate Program Student Service Support Coord)

**Amanda Vigil** (Manager Graduate Programs)

Business Office (LSE222):

**Krista Hartrick** (Business Ops Specialist Sr)

**Kayleen Lilly** (Business Operations Specialist)

**Maricel Scalzo** (Business Operations Specialist Sr)

**Catherine Ashmead** (Business Operations Specialist Sr)

Business Office (Poly Campus)

**Kristine England** (Business Operations Specialist)

Audiovisual, Packages (LSE 229W) :

**Miguel Carrillo Dominguez** (Academic Facilities Spec Sr)

Facilities Manager (LSE 251):

**Scott McAdams**

Keys (LSE 237):

**Judy Swartz** (Facilities Asst Manager)

**David Bello** (Academic Facilities Specialist)

Visualization Lab (LSE B61):

**Jacob Sahertian** (Dir Academic Media)

Animal Care Supervisor (ISTB 122):

**James Badman** (Department of Animal Care & Technologies Assoc Director)

RTI (LSE 549):

**Wim Vermaas** (RTI Chair)

Health and Safety (LSE 237):

**Drummond Powell** (Health and Safety Officer)

# CHAPTER 3: How to Get Involved?

The best thing that you can do to enhance your graduate student career is to become involved. That way, you will meet other graduate students, have a group of people you can easily find when you have questions, and learn how to make the Valley of the Sun your new home. Here are some good ways to get involved:

- Attend the weekly “**Brown Bag**” meeting to learn about the research activities and latest discoveries of fellow students (you will also be advised of happy hours and parties at this meeting!).
- Attend **reading groups**. They meet regularly to discuss papers in virtually every life science discipline.
- Join the SOLS talk listserv and get emails about parties, events, groups to join, and other happenings (there may also be discussions of a political nature, etc., at times). Just email Joey Orton (jorton@asu.edu) to be added.
- Mentor Undergraduates, high schoolers, or middle schoolers through a variety of programs offered by SOLS.
  - [Ask-a-Biologist](#),
  - [SOLUR](#)
  - [SCENE](#)
  - [GPSE](#)
  - [Ecology Explorers](#)
- Participate in Frontiers in Life Sciences. The School of Life Sciences’ *Research and Training Initiatives* has funding to support a scientific conference and workshop conceived, organized and managed entirely by graduate students. The aim of this program, named ‘Frontiers in Life Sciences’ (FiLS), is to highlight cutting-edge interdisciplinary issues and discoveries in the life sciences. For more information, see <https://sols.asu.edu/events/frontiers> . According to all that have been involved in FiLS, it is a fantastic opportunity to gain experience planning a conference/workshop and is a great chance to meet influential researchers in your field. So, get thinking about what issue you would like to see you at the next conference!
- Finally, there are more or less informal groups of movie buffs, softball aficionados, soccer fanatics, ultimate Frisbee addicts, dance enthusiasts, and more—ask around!

## SOLS CALENDAR

SOLS Events are posted on the [SOLS Google Calendar](#) (click to add). Keep up to date with the happenings, including weekly events, reading groups, workshops, town halls, and more by adding this calendar to your Google calendar.

## SOCIAL LIFE?

“If you plan it, we will come.” Small living spaces are no excuse not to have a party! Although we work hard, we also manage to find time to relax a little bit and pursue non-academic activities. The following are just some activities that SOLS graduate students managed to find time for during the last few years:

- Hiking, camping, rock-climbing, mountain-biking
- Attending ASU musicals, plays, dance performances <http://music.asu.edu/events/> and <https://www.asugammage.com/>
- ASU Choral Union
- Dance lessons in swing and salsa
  - [The Duce](#)
  - [Mijana](#)
- See a band (Valley Bar, Crescent Ballroom, etc.)
- Softball, soccer, racquetball, tennis, yoga, fencing, kickball
- Movie nights and B-movie nights
- Tubing down the Salt River
- Pool parties, Halloween Parties, Alley Parties, Potlucks, and Field Days
- Visiting the Desert Botanical Gardens, the Phoenix Zoo, the Arizona-Sonora Desert Museum, the Heard Museum
- Attending First Fridays on the first Friday of every month in Downtown Phoenix: live music, art galleries open late, free admission to museums (more info on museum free days [here](#) ). Transport and other info at <http://artlinkphoenix.com/first-fridays/> .
- Escaping the heat by heading up to Flagstaff, Prescott, Jerome, or Sedona
- Checking out Arizona’s substantial craft brewing and microbrewing scene
- Exploring the local live music scene (yes, there is one, and it can be great if you know where to look.)
- Taking great cheap classes at Tempe’s community center (painting, pottery, dance, etc.).

Other grads will usually be your best resource for figuring out what is happening around town, but you can also check out local papers like the [Phoenix New Times](#) or the [College Times](#) for listings of events. Also, Tucson, Los Angeles, San Diego, Las Vegas, and the Mexican coast are all well within a day’s drive away if you are itching to get out of town and try other places in the Southwest.



# CHAPTER 4: Teaching

For many this may be your first experience as a teaching assistant. Thus we want to offer some practical advice for getting off to a good start as a TA at ASU. All SoLS teaching assistants are required to take BIO 530-Scientific Teaching in the fall of their first year as a graduate student. New TA's are also required to fulfill the [Graduate College's TAD completion requirement](#).

1. **BE PROFESSIONAL and RELAX.** Although you are expected to perform research at ASU, you are also expected to perform your duties as a teaching assistant to the utmost of your ability. You owe it to your students to do your best to prepare for every lab. No doubt you will learn much along the way about the material that you cover in your lab sessions, but there is no substitute for preparation. If you know the laboratory material well, you will be able to handle almost any challenge presented by your students. Also, standing in front of a room full of students is only daunting for the first few minutes of any lab, so it's a good idea to take a deep breath, remember that you prepared well, and relax!

2. The **first TA meeting** will be largely organizational, so bring your class schedule to the first TA meeting to facilitate the assignment of lab sections.

3. **YOU ARE THE AUTHORITY IN THE CLASSROOM** AND STUDENTS ARE EXPECTED TO FOLLOW YOUR INSTRUCTIONS. As an authority, you should conduct yourself in a professional manner. Set guidelines for behavior and course expectations right at the beginning, advertise them frequently and stick to your guns.

4. **Ask other grad students who have been through the course for advice** - draw on their experience. Many will be happy to let you sit in on their sections to observe how they handle the labs, share resources, etc. Likewise, don't hesitate to ask the professor in charge if you're not clear on something.

5. **Address cheating in the classroom.** Unfortunately this is a problem at ASU (as elsewhere). At the first TA meeting, you should ask the professor about his or her position on cheating. It's also a good idea to remind students that cheating will not be tolerated and what the limits are to group efforts. Furthermore, be warned that many students have not been taught that restating a report line by line while changing every third word is indeed plagiarism (or what plagiarism is and why it is wrong).

6. **Get a 'stranglehold' on your time.** Teaching can eat up more time than you realize. Juggling teaching, research, and coursework is one of the greatest challenges of grad school (second only to deciding on a research project and trying to schedule a committee meeting). Unfortunately, there is no easy solution to this problem, but you will get better at it over time. Remember – you are expected to put in no more than 20 hours/week for your TA assignment unless otherwise notified in your TA letters from SOLS.

**7. Office hours.** Your TA assignment usually requires that you be available to students for 1-3 hours a week outside of class. Several points to note:

- a. Be considerate of your office mates; your students' behavior, while they're in the office, is your responsibility. Restrict the number of students in the office or hold office hours outside if the weather is agreeable, or consider holding them in an empty classroom (leaving a note as to your location for latecomers).
- b. If you tend not to get many students for office hours, go ahead and work in your lab (again, leave a note as to your location).
- c. Schedule office hours between other responsibilities. This keeps large blocks of time free for research and prevents students from taking over your day.
- d. If you find yourself alone in a room with only one student, it is good to keep the door open.

**8. Problems.** If you find yourself in the unfortunate situation of running into problems associated with teaching (be it with students, lab setups, class policy, or other matters), talk to the course instructor for help. Faculty usually want to know if you are struggling with an issue and can provide help.

**9. Resources:** The [Teaching Innovation Center](#) (run by Sarah Prosory and Amy Pate) is a great resource for help leading a class. If you have questions on anything from Canvas to iClicker, you can reach out to them at [tic@asu.edu](mailto:tic@asu.edu) or visit them on campus in LSC L1-54.

# CHAPTER 5: Resources for Later On

## AUDIOVISUAL EQUIPMENT

Laptop computers, digital projectors, etc., are available for check-out to you as a SOLS graduate student. To check out equipment, see Miguel in LSE 229W or fill out the online [form](#). If you need something that Miguel does not have, you can also check out equipment from classroom support services. There are several offices throughout campus; one is located on the first floor of Computing Commons. Bring your graduate student ID card and be ready to argue with inexperienced employees to get permission, required usage periods, and delivery of some items (e.g., projector carts). If you make a reservation, triple-check it.

## CAMPUS PHONE DIRECTORY

Free student/faculty phone directories are available at the bookstore a few weeks after the beginning of the semester. If you do not want your home phone and/or address included in the ASU directory, go to any registrar site and ask for the appropriate card to keep this information confidential.

## COMPUTERS

Within SOLS, the most convenient computing site is the **Graduate Student Resource Center (LSA 187)**. There is a combination lock on this room and an individual code is necessary to use the printer; get the codes from the Graduate Programs Office (LSA 181). This room is also used for meetings and conferences, so please take note of any signs designating these below the room number plaque. Do not enter if a meeting is in session. There is an additional computer and printer available for use in the Graduate Programs Office (LSA 181) if needed. The official grad computing resource policy is available in the documents section of Canvas, is short, and should be read by every grad. **KEEP THIS ROOM CLEAN AT ALL TIMES.**

Computer support inquiries (lab or personal) should be made to the ASU UTO Support area. Do not email them with questions; rather, make requests for support via myASU's 'Service Center' tab.

## CONFERENCE ROOMS

Several conference rooms in LSE are available for you to use. When you need to reserve a conference room for a committee meeting or your comprehensive exams, contact [Wendi Simonson](#). There is also a conference table in the Grad Resource Center (LSA 187), which will be available for informal or formal meetings. You may also request a room via the [Facilities Request Form](#).

## CREDIT UNION

As an official State employee, you are eligible to be a member of the Arizona State Employees' Savings and Credit Union. To open an account, you must buy a \$50 share, which constitutes your minimum balance in a savings account. To qualify for a Share Draft (checking) account, you must either keep a \$500 minimum balance in your savings account or qualify for a \$500 line of credit ( *not hard to do as an ASU employee* ). Applications for credit and more information are available at the branch office in the basement of the Memorial Union (south end of the building). The credit union has no monthly or per-check fees and has direct deposit of paychecks, sells traveler's checks, and has a car-buying service, should you have occasion to use them.

Although there is an ATM just outside of the Credit Union in the MU, this is only one of two in the Tempe area; so one disadvantage of the Credit union will be the withdrawal fees that you are charged for using the ATMs from other banks. However, you can use any Federal Credit Union ATM with no fee (Desert Schools Credit Union has lots around – even one near Mill Ave.). A list of locations of available Credit Unions in the area is available from the Arizona State Credit Union (in the MU).

Keep in mind that Bank of America, Chase, Wells Fargo, and Midfirst Bank and several other banks also offer free checking and certainly have more ATMs around, including in the MU, where Midfirst even has a branch office.

## E-JOURNALS

Many journal articles are available for free downloading from ASU computers. For a list of links to available [e-journals](#). You can also gain access to these online journals from home by logging into your campus account using your ASURite ID and password. There are also many library resources available and SOLS even has its library representative. For more info, browse the [ASU Library website](#). If you're interested in an article that ASU does not currently have access to, you should be able to request it through [interlibrary loan](#). Don't hesitate to follow up on a request if you receive no response within a few days - just be polite.

## SOLS GRADUATE PROGRAMS CANVAS PAGE

You can stay updated with all the announcements, deadlines, funding opportunities, seminars, graduate program-specific information (such as requirements), etc., happening within SOLS and at ASU by going to the SOLS Graduate Program Canvas page (to access it, go to your MyASU page>Canvas> Organizations > SOLS Graduate Program). This is the most complete repository for any official SOLS information you may need to know and is constantly being updated by the Graduate Office. Make sure you check it every now and then.

## GRAD STUDENT LISTSERV

As a SOLS graduate student, you will automatically be added to the SOLS graduate student listserv, known as LSGRADS. To send to this listserv, send your message to LSGRADS@asu.edu. You must send this from your asu.edu account. This is a broadcast emailing system that allows you to reach all of the grad students in SOLS via one email address. (If you reply to one of these emails, it will only go to the sender, which will hopefully prevent a lot of embarrassing gaffs we've seen in the past.) It's indispensable for keeping up-to-date on departmental issues, events, and grad concerns. The list is the official means of communication to all SOLS grads, and so our current LSGRADS list gatekeeper, the E-Board IT organizer (see E-Board list above), will automatically sign everyone up using their ASURITE email [asurite user name]@asu.edu. She also manages the SOLSTALK listserv (see above). You can unsubscribe yourself from the list by following the instructions that you'll receive automatically when you are subscribed. Here are the rules: The University stipulates that our campus accounts have these 'specifically acceptable' uses: communication associated with professional issues, grants administration, teaching, or other ASU business.

- The following are 'specifically unacceptable' uses per ASU: use for chain letters, for-profit activities, 'spam', harassment, mailings that are anonymous or impersonate another individual, allowing anyone else to use your account, uses that overload the network, and anything illegal or that violates University policy.
- Our list policy elaborates on the above by stating that jokes and commentary that are unrelated to departmental or grad issues (particularly anything that could be considered spam or harassment as indicated above) are not acceptable.
- Refer to <http://coppfs1.asu.edu/lscrdcurrent/forms/emailpolicy.pdf> for more information
- Information Technology enforces the University's Acceptable Use Policy in consultation with Student Life, Legal Counsel, and management. Violation results in the termination of your account. Questions about the policy can be addressed to EMAIL-Q@asu.edu.

Our own policy addendum is enforced with peer pressure, so users must ensure that they comply with the standards. For example, sending rude emails or harassing others with spammy memes will probably annoy others, so avoid doing it. Likewise, if any of us receives a message that we think is outside the realm of acceptability, it is our own responsibility to inform the message sender that he or she is out of line. Many grad students enjoy exchanging jokes, etc., over email, which is certainly allowable as long as it is not done on the listserv. Joke connoisseurs should set up personal email lists on individual accounts. Informational messages about grad student social gatherings or other activities that invite grads as a whole are also acceptable. For those of us who actually conduct scientific research on things like sex, discussions about topics of this touchy nature are perfectly admissible when they are professional in context and tone.

We also have a voluntary and separate listserv called SOLSTALK. The main LSGRADS listserv will thus be reserved for SOLS-related messages dealing with reading groups, requests for books/equipment/reagents, seminar notices, etc. The secondary listserv is used primarily for messages regarding social events, biology policy debates, sale ads, etc. If you would like even more

notices about items for sale, apartments for rent, etc. a great resource is the GRADAD listserv, [more information here](#).

## GRAD STUDENT RESOURCE CENTER

There is a Grad Student Resource Center in LSA 187. To get into this room, get the door combination code and a copier code from the graduate office next door in LSA 181. The Grad Resource Center will be where you get your mail, send out mail, make photocopies, use grad computing resources. There is also a file drawer in the resource center into which grad students deposit copies of successful grant proposals (which can also be found on the SOLS Graduate Programs Canvas), and other items of interest. There are various office supplies in this area, and you can ask the graduate office for other supplies. Share your success— if you were fortunate enough to get a big fellowship, or a small research grant, please put a copy in the file folder so others can emulate you. Remember – This is a shared space and thus each person should clean up after themselves.

## GRANTS AND AWARDS

Several funding opportunities are available within ASU for travel and research. Be sure to apply for these to minimize your expenses and maximize your CV. You can learn about all the current funding opportunities at ASU by going to the SOLS Graduate Program Canvas page (Go to Canvas> Organizations > SOLS Graduate Program > Funding information). Below is a brief description of each opportunity and a web-site to get more information. For information on some of these funding opportunities: <https://sols.asu.edu/student-life/graduate-student-resources> .

1. [Graduate and Professional Student Association Research Fellowships](#) (applications due early September): up to \$2000 for dissertation/thesis research, and up to \$750 for independent research.

**Note** that these grants are highly competitive. It is also a good idea to volunteer to be a reviewer in a year you are not applying ( <https://gpsa.asu.edu/volunteer/> ).

2. **RTI Graduate Research Support Program**: Eligible for one \$2,000 award per academic year to support SoLS graduate students for conducting research.

3. **Graduate and Professional Student Association Travel Fellowships** (applications due the 1<sup>st</sup> of every month): up to \$950 per academic year for travel, lodging, and registration to a scientific conference, or attendance at a training course or workshop. See <https://gpsa.asu.edu/funding/travel/> .

5. **SOLS Travel Award Fund**: \$400, once a year funding for travel to scientific conferences IF you are presenting a poster and talk about your research. You can receive only one per year, and you MUST complete the SoLS Travel Grant application.

6. [Other SOLS grants](#) (FiLS grant for putting on your own conference, GIFT grants for workshop attendance): see

7. [Other GPSA grants](#)

8. [Graduate College Research/Travel Grants](#) (applications due beginning of October, January, April, and July): up to \$500 for airfare to a scientific conference IF you are presenting a poster and/or talk about your research. You can receive only one per year and have matching funds from SOLS or GPSA or some other resources. Your application for these grants MUST go through SOLS first and MUST be accompanied by the SOLS application from number 4 above.

9. [Graduate College Fellowship](#) (applications due by March 1): A need-based scholarship where you can receive \$5000 for one semester or \$10000 for the academic year (\$5000 in fall and \$5000 in spring). Each department only gets a certain number of nominations for this, so talk to your advisor or department head to see if you are eligible! Applicants must fill out their FAFSA by February 15 to be considered.

10. Ask your fellow graduate students what they are applying for and be proactive.

SOLS graduate students are STRONGLY encouraged to apply for national graduate research fellowship competitions during their first year (and later, when applicable). Many application deadlines for pre-doctoral fellowships are in November, so start working on them soon!

1. [National Science Foundation Graduate Research Pre-doctoral Fellowships](#) (applications due early November): living stipend plus all tuition and fees, for three years:

2. [NIH F31 Pre-doctoral Fellowships](#)

3. [Howard Hughes Medical Institute Pre-doctoral Fellowships in Biological Sciences](#) (applications due mid-November): living stipend plus all tuition and fees, for five years.

4. [Ford Foundation Pre-doctoral Fellowships for Minorities](#) (applications due mid-November): living stipend plus all tuition and fees, for three years:

5. For help finding other external grants, see [Graduate College website](#) or [GrantsNet](#)

IF YOU GET A GRANT PLEASE PUT A COPY OF YOUR APPLICATION IN THE FILE DRAWER IN THE RESOURCE CENTER AND UPLOAD ON COPY ONTO CANVAS!!!

Finally, consider getting a nomination for some teaching awards at ASU such as the SOLS Teaching Associate of the Year (which includes a small cash prize), or the **Graduate and Professional Student Association Teaching Excellence Award**. Teaching awards highlight your success in another very important area of your education: how to become a good teacher.



## THE GYM

### – a.k.a SUN DEVIL FITNESS COMPLEX

For a healthy body, to go with your healthy mind, you'll find tennis, yoga, weight rooms, stationary bikes, stairmasters, elliptical machines, treadmills, swimming pool, basketball and racquetball courts, etc. at the [Sun Devil Fitness Complex](#). There is also a great selection of fitness classes, such as aerobics, circuits, and spinning. You automatically pay for membership (fees are charged to all students' accounts), so you might use it! Note, however, that unless you are registered for classes during the summer you will need to pay a \$100 summer fee. Daily locker use is available -- bring your lock each time you exercise. Semester-long rental lockers are also available for \$30.00 BUT inquire as early as possible since the demand for these lockers can be heavy (i.e. sold-out within hours of their initial availability). Recreation equipment (i.e. towels, racquetball and tennis rackets, camping gear, diving masks, and snorkels, etc.) is also available for CHEAP rental through the Fitness Complex. Note that group classes, such as yoga, will cost extra. In addition, pools at the Mona Plummer Aquatic Center (just north of University on College Ave.) are open daily for lap swimming. Call the Aquatic Center for pool hours at 965-4040.

## LIBRARIES

Many journals are available online from ASU computers (see **E-JOURNALS**), so you may be able to get most of what you need from the comfort of your desk. Once in a while, however, you *may* need to go to the library. ASU has several library branches, but two, in particular, are likely to be of interest to you. These are the Hayden Library and the Noble Science and Engineering Library. The [ASU libraries](#) are described on the webpage. In the event you find yourself needing additional assistance, feel free to email SoLS librarian Rene Tanner ( [rene.tanner@asu.edu](mailto:rene.tanner@asu.edu) )

**Hayden Library** : Hayden library is located on Cady Mall (it's underground – a good place to hang out in the summer) and contains materials in the humanities and social sciences, including some behavior and psychology journals. It also carries specialized collections including Government Documents (U.S. federal, Arizona state and local, and United Nations), Arizona Collection, Special Collections, and others. There are coin-operated typewriters, photocopy services, and study rooms.

**Noble Science and Engineering Library** : The Noble library is located on Tyler Mall. This library houses the collections in engineering, physical and life sciences, mathematics, nursing and health sciences, and geography. The Map Collection is also located here. Additionally, the library features an extensive collection of U.S. Patents, Copy Services, and group study rooms.

**Renewing books** : You can renew library books with a simple mouse click online or by phone. There is no limit on how many times you can do this, but you may at any time receive a RECALL notice for

one or more of them, in which case you must return the book(s) or receive a fine. If there is a book that you need that is checked out, you might save a colleague the trouble of returning the book if you ask around among those who may have it (it maybe someone in your own lab!). Grad students commonly email the LSGRADS listserv to check if a fellow grad has a book checked out before recalling it from the library.

**Interlibrary Loan** : If you find a journal article or book chapter that you need, but an ASU library does not carry the journal or book, don't despair. The Interlibrary Loan system here is very good about finding those articles, acquiring a photocopy, and usually delivering it right to your mailbox, almost always free of charge, and usually within 2-3 days. The forms for interlibrary loan requests are online, accessible via the library home page. In some cases, especially for book requests, ILL may take quite a while (weeks or months) so submit your requests early! *Note: if the copies come from ASU West there is a charge.*

## **LIFE SCIENCES VISUALIZATION LABORATORY (LSVL)**

The LSVL is part of the Life Sciences Visualization Group (aka "Vis Lab") and is managed by Jacob Sahertian. The LSVL is located in the E-wing (LSE B61) and offers a wide range of slide making, photographic, and graphic services. For details regarding the many services available through the LSVL check out their [website](#). It is well worth the look!

Information is available on the LSVL web site includes processing schedules and anticipated turnaround times for slides, photographic prints, charts, graphs, illustrations, image scanning, poster presentations, and related media services. Also available on the LSVL web site are the names, locations, and contact numbers for support staff that specialize in: visual media material, computer, and photographic images, laser confocal microscopy, ratio/basic imaging microscopy. Information regarding the Silicon Graphics workstation that runs GCG (DNA sequence analysis package) is also available on this website.

The LSVL is open to all persons who do research in SOLS. The primary function of the lab is to facilitate the production of visual materials used in manuscripts, grants, poster presentations and slides for professional talks. Researchers are welcome to submit projects to the staff, but under no circumstances is the lab open for self-help.

## **MAIL**

Grad mail is delivered to hanging folders in LSA 187. Outgoing mail can be dropped off in LSA 181 or LSE 218. Briefly, SOLS will cover the expense of letters sent to colleagues and mail for other professional activities if a departmental envelope (available in the office) is used, and your name is included in the return address. **DO NOT PUT A STAMP ON A SOLS ENVELOPE IF YOU WILL BE MAILING IT FROM SOLS.** SOLS will also pick up the tab for overnight sending of grant proposals, but other uses are chargeable to you or your advisor's grant. Forms for UPS and FED-EX mail can be obtained from Miguel Carrillo Dominguez in LSE 229W. Always use the 9-numeral zip code

(85287-4601) when giving out your address. Reusable brown envelopes are available in the offices for intra-campus mail; use the proper four-digit campus code (listed in the campus telephone directory). If you want to do a mass mailing, ask in the office for the proper protocols (believe me, it can be complicated). For personal mailing, post office mailboxes are located around campus and are collected once a day.

The address for the mail folders in LSA 187 is: Arizona State University School of Life Sciences PO Box 874601 Tempe, AZ 85287-4601

The closest Post Office branch is on the corner of Mill Ave. and 5<sup>th</sup>, a ten-minute walk from the Life Sciences Complex.

## **OFFICE SUPPLIES**

Office supplies, including copier paper, should be available in LSE 222, ask for what you need.

## **PHONE CALLS AND FAX**

There are telephones that you can use located in LSA 181. Most on-campus numbers begin with 965-xxxx or 727-xxxx and from a campus phone, you can simply dial 5 or 7 (depending on the prefix) and the four-digit extension. To get an off-campus line, simply dial 9 and then the number. You may use one of the phones in LSA 181 for research-related long-distance calls or sending a fax if you don't have access to one through your advisor, but be sure to leave a note as to the number called and the date for the person whose phone you are using. The Graduate office (965-1768) can take messages for you (they'll be put in the mail basket to be delivered with the next day's mail, unless it's an urgent message in which case they'll sometimes tape it to your office door or at least put it into your mailbox right away).

*Phoenix metro area codes:* The Phoenix metro area is split into three area codes: Phoenix proper is 602; the East Valley (including Tempe and ASU, Mesa, Scottsdale, etc.) is area code 480; and the western/northern suburbs of Phoenix (Peoria, Sun City, Glendale) are 623. Within your local calling area you can use the prefix (e.g., 480-965-5555) or not (965-5555). However, when calling between area codes, you must use the prefix (e.g., calling from a 480 number to a 602 number). Do not dial a "1" or a "0" before the ten-digit local number; this will prevent the call from being completed.

You may also use the fax machine in LSA 181 to send and receive faxes. The fax number is 480-965-7599.

## **PHOTOCOPIES**

The copy center at the ASU libraries charges 10 cents per single copy if you pay directly with cash. If you purchase a copy card (for 50 cents) or use your SunCard the cost is reduced to 8 cents per copy. SOLS has an account with the copy center at the ASU libraries, and in special cases, you can charge

your copying to SOLS. Pick up a library copy center form in LSA 181. Please use this privilege sparingly, as we are sure to lose this if use is excessive.

There is a copy machine in LSA 187 that is for graduate student use, limited to research-related items. Graduate students also have their own copier codes for research-related items (**ask the Grad Office for your code**). When using the free copy service, keep in mind that this service is *revocable*, and grad students as a whole may lose some copy privileges if we drive SOLS to the poor house making copies. You can also send pdfs and faxes using this machine! Do NOT print undergraduate teaching-related materials in LSA 187! There is a special copy machine for that purpose in LSC 426 (see below).

Use the copy machines in LSE L2-62 for undergraduate teaching-related items ONLY (TA stuff). The door code is 0221181\*

## READING GROUPS

Journal articles are reviewed and discussed in several different reading groups within SOLS. See the list of representatives and reading groups above. Look for announcements from the representatives on the LSGRADS listserv regarding the club logistics and the Canvas website for the papers. Some journal club meetings are held on campus, and others are held in the afternoons in off-campus bars. Far more than mere drinking clubs, these reading groups engender lively and interesting professional (and a bit of non-academic) discussions amongst peers and faculty. They are all very informal and a great way to meet other students in your field. Find a journal club or reading group that captures your interest and start participating; it's definitely worth fitting something like this into your regular weekly schedule.

**Animal Behavior:** Contact Janie Reavis at jreavis3@asu.edu

**Endangered Species Policy:** Contact Olivia Davis at ondavis1@asu.edu

## RESIDENCY CLASSIFICATION

FOR THOSE WHO HAVE ARRIVED FROM ANOTHER STATE: although you are given in-state tuition rates as a TA or RA, you should try to obtain Arizona residency as soon as possible (you may have to pay taxes on waived out-of-state tuition and an RA will cost your advisor more for their share of your tuition remission and health insurance coverage). You must "officially" apply for residency; it does not happen automatically. In brief, you will need to prove that you have lived in the state for at least one year (including summer) and that you have been self-supporting financially for at least 2 years (this means you must also not be covered by parents' car insurance or health insurance). As soon as you can, obtain an Arizona driver's license, register your vehicle (which will require an AZ driver's license and proof of *Arizona* car insurance), and register to vote (can be done when obtaining

an AZ driver's license). SAVE all your pay stubs and final grade reports. If possible, keep some record of your rent payments (e.g., canceled rent checks) or copies of utility bills with your name and address on them; such documents proving that you lived in Arizona *during the summer* are crucial. Obtain copies of your tax returns and W-2 forms from the previous year. If you are under 25, you will probably need a copy of your parents' tax returns showing that you were *not* claimed as a dependent. Documents explaining the classification process may be obtained from the residency classification office, located on the first floor of the Student Services Building. It is at this office that you will apply for residency classification. More information: <http://students.asu.edu/residency> .

## SAFETY TRAINING

Attending mandatory safety training is required. The requirements vary according to your lab responsibilities, so make sure you're covered. At a minimum, you should be attending fire safety training this fall. Other training includes laser safety, lab safety, hazardous waste management, radiation safety, hazardous materials in transportation. Until then, figure out what the exit plan is for your lab, and be proactive about protecting your health and safety. Environmental Health & Safety offers most of these classes. You need to contact the Learning & Performance Solutions Group, Office of Human Resources to reserve a space in one of their classes. As a general rule, it is probably worth it to show up if you are on the waitlist, as people often forget to go. Their phone number is 480-965-4751. You can also register for [safety courses online](#).

You can also sign up for text alerts from ASU to keep you informed about building closures, fires, and other emergencies that might interrupt your day or change your decision to come in. [Sign up here](#).

## SCIENCE OUTREACH

Interested in communicating with non-scientists and the general public about science? The School of Life Sciences has a number of opportunities for getting involved in community outreach. One that is geared specifically for SOLS grads is a grad-student-run program called [Graduate Partners in Science Education](#). In this program, each pair of grad students works with economically disadvantaged middle school students at a Phoenix-area school one afternoon a week during the spring semester. Grad mentors work in small groups with students to help them design, implement and report a science project of their own choosing. The program requires you take a one hour a week class in the fall prior to teaching; however, you need only take the class once and it is taught every fall. Explore their website or contact for more info.

Another option to get involved in education and outreach is **Roots & Shoots**, an organization originally started by Jane Goodall with chapters all over the country, including ASU! This group focuses on K-12 outreach and education on Ecology, Conservation, and Sustainability. So far, we have collaborations with the **Arizona Science Center** and **Desert Botanical Garden**, but are looking to expand Contact Caitlin Hawley ([caitlinrosehawley@gmail.com](mailto:caitlinrosehawley@gmail.com)) for more information and how to join!

Also, check out the '[Ask a Biologist](#)' website. If you have an interest in scientific journalism, or if you've always wanted to respond to the scientific curiosity of K-12 students, you may be able to gain some of this experience by getting involved with the Ask a Biologist website. Explore the site and contact [Karla Moeller](#) with any inquiries that you might have. Sign up to be a volunteer specialist and answer the STEM-related questions of both children and the public as a whole at <http://askabiologist.asu.edu/contact/volunteer> ! More volunteers are always needed, especially when questions become more technical in nature!

The [Southwest Center for Education and the Natural Environment](#), associated with the Global Institute of Sustainability, runs an outreach program where exceptional high school students from the Phoenix area perform research projects in labs at ASU. If you are interested in becoming a mentor for this program, contact Kathryn Kyle ( [kkyle@asu.edu](mailto:kkyle@asu.edu) ).

The Office of Research Publications produces [CHAIN REACTION](#) , an annual ASU magazine that features topics in science and research, which may provide an opportunity for you to try your hand at scientific journalism.

Lisa Herrmann ([lisa.herrmann@asu.edu](mailto:lisa.herrmann@asu.edu)) is the education liaison for the CAP-LTER and runs the [Ecology Explorers program](#). She would be a good person to talk with about educational outreach and the like. And lastly, there are numerous elementary schools that love to have grads come to give talks, science fairs that need judges, and a couple of high school student mentoring programs.

## SUMMER SUPPORT

In general, you can get summer support one of four ways:

- 1) TA-ing summer school
- 2) an RA from your advisor
- 3) an outside fellowship
- 4) a SOLS university fellowship award.

Many students will have a combination of the above sources to fund any given summer. While there are TA positions available in each of the two 5-week summer sessions, the actual number of TA positions depends on the courses and number of lab sections being taught each year. Be sure to proactively seek out summer TAs and other forms of funding in case you are not awarded a summer TA position. Also, make sure that you meet all of your annual progress requirements if you want to be eligible for summer funding!

## SUSTAINABLE LIVING IN TEMPE

ASU is a world leader in sustainability. Many of us conduct research and take classes towards this common goal. We've compiled resources on ways to incorporate some of these practices into your lives – as researchers, as students, and as citizens.

**Please recycle!** There are blue recycling bins on campus for plastic, aluminum and paper. Most labs have a recycling bin which will take all recyclables except for large cardboard boxes. Please take cardboard boxes down to the bins in front of the LSC or LSE elevator on the basement floor. The City of Tempe and the City of Mesa both have residential recycling programs. This permits one to recycle glass bottles, some plastics, and other materials that can't be recycled on campus. If you live in an apartment, there are a few other collection sites such as the Tempe Library (Rural and Southern). The [City of Tempe](#) also holds a weekly household hazardous waste collection at 1320 E. University from 7-12 on Friday and 7-1 on Saturday. You may also be able to obtain a free compost bin from the city of Tempe (and several other cities) by calling in your request.

**Recycling on campus:** ASU's waste goes to Phoenix's recycling facility. They accept glass, aluminum, cardboard, mixed papers, and plastics (#1,2,5). Check out Phoenix's recycling page and recycling list. ASU's blue bag program allows you to recycle products not accepted in a standard recycling bin, including batteries, chip bags, food wrappers, coffee pods, pens, small eWaste, printer cartridges, and more. If your office or lab does not already have a blue bag, you can request one at the link provided.

**Recycling at home:** If you live in Tempe, they accept glass, aluminum, cardboard, mixed papers, and plastics (#1,2,5) in their co-mingled recycling bins. Additionally, Tempe hosts two zero waste days a year, where you can get rid hard to recycle products like Styrofoam, bags, building materials, and more.

**Reusable Plates:** The SOLS Sustainability committee won a grant for reusable plates and utensils that the graduate students can use! They will be kept in the Grad Resource Room. As a reminder, we usually ask students to bring their own utensils and plates to brown bag to avoid plastic and paper waste!

**Composting:** There are a few options for those interested in composting. You can call the city of Tempe to receive a free compost bin to start your own compost at home. Alternatively, you can compost with Recycled City. They pick up compost from your door (including dairy and meat) for \$10 to \$30 a month—depending on your subscription. You can also pick up compost from the city of Tempe for free.

**Local produce:** Borderlands Produce Rescue rescues food that will be thrown out by distribution centers. They distribute produce on Saturdays at different locations in the Phoenix metro area, where you can receive up to 70lbs of produce for just \$12. You can also check out the CSA's in Tempe.

**Vegetarian/vegan options:** We are working to increase the availability of vegetarian and vegan options at SoLS events. If you regularly attend a SoLS event (e.g. weekly seminars), where these options are unavailable, reach out to the E-board sustainability chair for assistance in advocating for these options.



**Green lab certification:** Make sure your lab is green certified! If it is not, reach out to the SoLS E-board sustainability chair and they will help you get the process started.

**Public Transportation:** The Orbit bus system in Tempe provides free public transit in the Tempe area. Additionally, Tempe is serviced by the Valley Metro System, which offers student fares. If you are traveling between ASU campuses (or even near another ASU campus) you can also use the ASU Intercampus shuttle system, which provides regularly scheduled free bus service between ASU campuses. See the Transportation section for more information.

**Biking in Phoenix:** Tempe is a Gold-Level Bicycle Friendly Community as designated by the League of American Bicyclists and has one of the highest rates of bicycle commuting in the country. See sections on biking for more information.

**Utilities:** Besides being more energy-efficient, reducing your utility bills is always a plus on a graduate stipend. Enroll in Tempe's WaterSmart program to help you improve your water usage. The two electricity providers for Tempe, APS, and SRP, both offer resources on how to reduce electricity usage. Check their individual websites for more resources!

## TAXES

You must pay Federal and Arizona State taxes on your Graduate Assistant income. You will get a W-2 form from ASU. But fellowship amounts used for educational expenses are usually non-taxable, so keep receipts should you be in this enviable position. See the [IRS website](#) for more information and links to relevant tax guides. Also, an organization on campus (V.I.T.A.) offers FREE tax help during the spring months before taxes are due. Mostly international students use this service but it is open to all. See the international student office web site for announcements regarding [VITA](#). Another online option is the H&R block-collaborative, [MyFreeTaxes](#), for both state and federal taxes.

## TRAVEL AUTHORIZATION

You should see the travel specialist in the business office (LSE 222) before you leave campus for professional meetings or fieldwork. For trips where you will not receive financial compensation, fill out the Travel Authorization for Insurance Purposes Only form. This has to do with work-related compensation benefits should something happen to you while "representing the university". If you will receive financial support for your trip, fill out the appropriate normal [Travel Authorization/Claim form](#).

If your advisor will reimburse you for expenses involved in travel, indicate the account number from which you will be reimbursed (Area/Org) and estimate how much you will be spending on the Travel Authorization/Claim Form. While traveling, make sure to keep all receipts and something that proves you were doing research-related things (e.g. conference announcement). When you return, bring all receipts to the Business Office (LSE 222) and fill out the travel claim part of the Travel

Authorization/Claim Form, indicating how much you wish to be reimbursed for. If you need money ahead of time, you can get a Travel Advance (i.e., a check!) using the Travel Authorization/Claim Form as well. Just make sure you bring the receipts in later, otherwise, the money you spent will be taken out of your paycheck.

However, SOLS has transitioned to a new online travel system called "My ASU TRIP" for all ASU faculty, staff, graduate students as well as Sun Devil Athletics. All travel requests should be submitted through [My ASU TRIP](#). Because of the university-wide implementation of this new system, there is a wide series of [instructional documents](#) and video walkthroughs of the most common tasks on the new system, which will continue to be updated with more training content as it is created.

## VEHICLE REGISTRATION AND DRIVER'S LICENSE

Within six months of arrival in Arizona you must register your vehicle with the State of Arizona. Realistically, you can get away without changing it until your old registration expires. Visit the [AZ Motor Vehicle Division website](#). These are the general steps:

**Stage 1: Have your vehicle emissions tested at any testing site** (closest to campus: 1951 W 1st Avenue, Mesa; M-F 8-7, Sat 8-5). If your car is five years old or older then registration requires a form stating the vehicle has passed the emissions test. If the vehicle fails the emissions test, you may have a mechanic make the necessary adjustments and return for a free re-test. The initial test costs about \$25 (1981 models & newer = \$27.75 and all others = \$19). Credit/debit cards are accepted; however, out-of-state checks or third party checks will NOT be accepted. For questions regarding emissions, call ADOT at (602) 255-0072.

**Stage 2 :** Take the emissions test certificate, current registration, and title, PROOF OF ARIZONA AUTO INSURANCE (you need either an Arizona insurance policy, or your out of state policy must cover you in Arizona), a screwdriver (see stage 3), and a picture ID (you can't do anything in this state without a picture ID!) and the vehicle to the registration site (1703 Larkspur Lane, off Hayden/McClintock Road). At the registration site, you will be given the necessary paperwork and the vehicle will be inspected to verify that the ID number on your vehicle matches the title/registration. If the title shows a lienholder, you will need to have a note from them saying that the car is paid off or what's remaining to be paid. Make sure the note referring to the lien is official, or you will be making another trip.

**Stage 3:** Remove your old plates from the vehicle (hence, the screwdriver!) and take them plus the paperwork to the "New Registration" window. After you pay the registration fee (\$12 + about 2% of the blue book value of the vehicle) you will receive your new plate and current year stickers.

Renewal forms will be sent to your home address before your Arizona registration expires. Each annual renewal requires an emissions test, but the rest can be done by mail. For some cars, depending on year, emissions tests are every other year now.

**Driver's License:** You can get an Arizona Driver's License at 1703 Larkspur Lane, off Hayden Road.

Exchanging licenses usually does not require a behind-the-wheel test, only an eye exam. You should be issued your permanent license the same day (which won't expire until you're about 65 years old!). The cost is about \$25. Inquire at the Driver's License Office for details and cost information. New licenses may fade, but they will replace them for free. *Note: This is also a good time and place to register as an Arizona voter!*

SUGGESTION: Begin early; everything opens at 8 AM. Lines are shortest mid-week (and mid-month for emissions testing). Avoid the end of the month.

**Starting October 20, 2020, Arizona driver's licenses and ID cards will no longer be acceptable for travel through airports. If you believe you'll be flying within your time as a grad student (which you almost definitely will), look into getting one of the REAL-ID driver's licenses (AKA an [Arizona Voluntary Travel ID](#)):**

# CHAPTER 6: Food, Entertainment, etc.

## AT SCHOOL

If you're looking for food on campus, there are many fast-food options in the [Memorial Union](#) . There is a coffee, soda and sandwich shop at the Hayden Library, there is also another by the picnic area near the math building as well as in other areas around campus. E<sup>2</sup> is a great little organic wrap/sandwich/salad spot located on Orange Mall toward the west side of campus. Engrained is our sustainable cafe located upstairs in the Memorial Union, it features locally grown food fare. If you'd like to quickly heat something up, there is a microwave in LSC 187. Please help us keep this room in order by cleaning up each time you use the microwave, the table, etc. The janitorial service only covers emptying trash and recycling cans. Please be courteous by cleaning up after yourself and others.

## RESTAURANTS

### CLOSE TO CAMPUS

If you find that you cannot survive on beer alone, here is a list of some good local restaurants and cafes:

- Café Boa -- good Italian food on Mill & 4<sup>th</sup> St. (north-west of campus)... a little pricy.
- Café Lalibela (University and Hardy) -- excellent Ethiopian food!
- Chompie's -- (Northside of University, between Rural and McClintock), great New York deli, fresh bagels, great sandwiches.
- Chuckbox -- An awesome burger place north of campus.
- Cornish Pasty Co. -- Kind of like an empanada but from the UK. They have a great selection of vegetarian options and good beer selection as well. Northeast corner of Hardy and University. Now also on Mill just past 5th as well.
- The Dhaba - a fan-friggin-tastic Indian place on Apache in between Rural and McClintock. o Delhi Palace -- A very good Indian restaurant with a great lunch buffet (southeast corner of University and Rural).
- El Pollo Supremo- amazing mesquite barbecue chicken and tri-tip beef (and that's it) (cash only) on Ash and University
- Engrained -- (on campus on the second floor of the Memorial Union) is good. It is open for lunch and has delicious gourmet food made in a sustainable way (all local produce) for around \$7-10. Only open for lunch, but cheap deals after 5 PM! o Essence Bakery -- Café that is great for brunch and has amazing macaroons (Hardy and University)
- Golden Restaurant and Bakery- Mediterranean restaurant on Scottsdale (Rural) and McKellips; just across Tempe Town Lake.
- Harlow's Café -- A diner on University W of Hardy. Great Peaches 'N' Cream muffins!
- House of Tricks -- (on 7<sup>th</sup> St) modern gourmet cuisine (\$\$), a popular spot for those special occasions, an absolute must when entertaining out-of-town visitors ( *particularly if they're paying!* ). Lunches are more affordable often for the same plates!
- Khai Hoan -- A cheap but excellent Vietnamese (Apache W of McClintock).
- La Bocca -- A great pizza (and wine/sangria) place on Mill
- Oregano's -- Everyone's favorite Italian, kitschy atmosphere, long lines (esp. weekend nights), south side of University, a little further west of Mill Ave and the railroad.
- Panda Express -- A fast food-style Chinese restaurant on college just north of University Dr.

- P.F. Chang's - (Mill and University), Asian fusion
- Pita Jungle - Mediterranean cuisine with great vegetarian options (Apache, past Rural. east of campus; Also corner of University and Mill)
- Phoenicia Cafe - Good middle-eastern food, north of campus. Haji Baba is also great, on Apache between Rural and McClintock.
- Port of Subs - On College Ave. just north of University Dr.
- Postinos - Wine bar with great bruschetta and outdoor seating. \$20 Bruschetta board and bottle of wine deal Monday and Tuesday nights after 8PM!
- Maskadores Taco Shop- Good Mexican place with awesome wet burritos and street tacos. (818 W Broadway Road, Tempe AZ 85282)
- MyPie – Fast, casual custom pizza place on College Ave.
- Ramen Dozo- Fantastic ramen and sushi on McClintock and Southern. More vegetarian options than most other ramen joints. Get the tonkotsu!
- Rosita's – Sit-down Mexican (good, not too expensive) at Hardy and University (North Side of University).
- Sack's – Great sandwich place (southeast corner of Mill and University)
- Salut! - Great place for happy hour and mixed American fare on E University, between Dorsey and McClintock. S'mores is a dessert option.
- Shady Park - pizza with nice outdoor seating (and 1 cent pitchers of beer during happy hour with any pie).
- (University, just east of Mill)
- Snooze AM - great brunch place on College; go early or be prepared to wait (caveat: waiting includes free coffee).
- Subway - On College Ave. just north of University Dr.
- Thai Basil – A great Thai place just west of campus (southwest corner of S. Farmer and University)
- Venezia's – Pizzeria on Southern Ave. and Mill Ave. One of the best reverse happy hours in Tempe.
- Cheba Hut – Sandwich place on University Dr. and Hardy Dr.
- Daily Jam - Chic little breakfast/sandwich spot on the northside of Mill Ave.

## AROUND TOWN

Sometimes you need to get away from campus for a little more variety. These restaurants are worth the trip.

- B.J.'s – (Chandler Fashion Square)- happy hour 4-7 and 10-close, with pizzas, microbrews, that they make on-premise and a great pizza cookie
- Buffalo Wild Wings – Giant sports bar with great wings and other bar food, corner of Rural and University.
- Buca di Beppo –(Ray and Priest) family Italian meals, also featuring full meals for two.
- Cibo – Awesome woodfired pizzas in a sweet bungalow in downtown Phoenix Breakfast too! (603 N 5th Ave Phoenix).
- Fez – A Moroccan 'fusion' restaurant that turns into a bar at night. They also have a great brunch menu too (Central Ave, between Indian School Rd and Osborn Rd).
- Forefathers –Best cheesesteaks outside of Philadelphia ( 8707 S Priest Dr, Tempe, AZ 85284)
- Gelato Spot – Scottsdale & 3rd, gelato & coffee, their gelato is just perfect.
- Grazie Pizzeria (and wine bar) – serves terrific authentic Italian pizzas for \$10-15; the service is

good and the terrace/patio is lovely, so it's a good spot for a bit nicer dinner (Scottsdale, 6952 E Main St).

- Green – New American Vegetarian Cuisine -- great vegan food at a reasonable price, on Scottsdale Rd, a couple of miles north of campus, on the left side.
- Haji Baba's – Mediterranean food – Apache W of McClintock
- Earth Plant-Based Cuisine
- Hangar Café- A diner that's on the runway of the fully operational Chandler Municipal airport. Get the hangar works and you won't be disappointed.
- Jerusalem Pita Grill – 10211 N. Scottsdale Rd. in Paradise Valley (480) 315-3778
- Kona Grill – (Scottsdale Fashion Square and Chandler Fashion Square) – another fun place for young grad students/professionals for sushi and other great appetizers at half price from 4-7 and reverse, 10-close.
- La Santisima – A gourmet taco shop on 16<sup>th</sup> St north of McDowell Rd.
- Los Dos Molinos – (Alma School & Main, Mesa or S. Mtn and Central Ave in Phoenix) Great Mexican (Food is hot & the margaritas come in fishbowls!)
- Los Sombreros – Another great Mexican restaurant, on Scottsdale Rd. Not particularly vegetarian friendly.
- Mariscos Sinaloa – (3135 S 48th St # 110 Tempe) Mariscos Sinaloa is awesome. Their fish tacos and breaded shrimp tacos are amazing (\$2.50 each)! They also have this wonderful orange-colored, creamy chipotle-like sauce that is served in a squeeze bottle and is a must for the top of the tacos! They also serve each beer with a frosted, salted mug...classy. And, they serve margaritas (ok), and shots which look amazing. o Mark's Café- Amazing breakfast place on Guadalupe and Rural that serves up delicious benedicts and spins on southern comfort food. Their chicken and waffles are absurdly good. ( 6340 S Rural Rd #120, Tempe, AZ 85283)
- Miracle Mile Deli – 1949 E. Camelback Rd., Ste. 160 in Phoenix (602) 776-0992.
- Nello's- great eat-in pizza place with good salads as well! 1806 E Southern Ave, Tempe - (480) 897-2060
- Oregano's – (about a 1/4 mi. west of campus on university) good Italian food, sometimes a wait on the weekend, but they give you free soda for the trouble. o Phoenicia Café – Inexpensive and a nice walk from campus. 616 S Forest Ave, Tempe - (480) 967-8009
- Pita Jungle – Very inexpensive and tasty Greek food! They are awesome for eat-in (hardly ever have to wait, even though always packed) or for take-out. Offer a good vegan breakfast. 1250 E Apache Blvd # 110, Tempe. (480) 804-0234
- Pizzeria Bianco – “The best pizza in America” ...that's per USA Today and it's also why this is a place for patient people who love fresh ingredients and delicious culinary genius (623 E Adams St, Phoenix)
- Tratto -Bianco's Italian restaurant in Arcadia. Menu changes regularly; an excellent place for special occasions and dates.
- The Stand- Absurdly good burgers, fries, and shakes on 36<sup>th</sup> street and Indian School.
- US Egg – A popular Brunch, but long lines (S side of Baseline, E of Mill)
- Wildflower Bread Co. (SW corner of McClintock and Guadalupe) – Great sandwiches, soups, pasta; fresh loaves of bread and desserts: Opens into Changing Hands, a great independent book store.
- Wong's Place – a good authentic Chinese place (Baseline and McClintock)
- Matt's Big Breakfast – Great breakfast and lunch place in Phoenix (801 North 1st St., Phoenix). New location in Tempe as well on Rio Salado and Rural.
- Americas Taco Shop – Quality Mexican fare available at two locations (2041 N. 7th Street, &

4447 N. 7th Avenue, Phoenix).

- Durants – A fine dining steakhouse in central Phoenix (2611 N Central Ave., Phoenix)
- Houstons – A fine dining restaurant (two locations; 2425 East Camelback Rd., Phoenix, & 6113 N Scottsdale Rd., Scottsdale).
- Richardsons – A New Mexican cuisine restaurant (1582 East Bethany Home Rd., Phoenix) Phx
- Le Grande Orange – A quality pizzeria (4410 N. 40<sup>th</sup> St., Phoenix) o The Breakfast Club – Great quality breakfasts and lunches (4400 N Scottsdale Rd # 100, Scottsdale)  
Spinato's Pizza – Great pizzeria close to Tempe Market place (227 S Smith Rd., Tempe).
- Tapas Papa Frita - Fantastic Spanish wine bar, lots of tasty tapas and a darn fine sangria (\$\$\$)
- El Tlacoyo Mexican Food – Authentic Mexican food, best in town, on University past the 101 and entertainment options including dancing part 10pm. Seating indoors and outdoors.
- Bitter & Twisted- A Downtown Phoenix mainstay; has been rated one of the best cocktail bars in the country. They also have legendary ramen burgers. Easily accessible via light rail from Tempe if you're looking to shake things up.
- El Hefe – A new tequila bar with great outdoor seating. o Casey Moore's – A great local pub/oyster house with poor service but plenty of outdoor seating o Cornish Pasty Co. – Great food and excellent beers. \$3 Irish car bombs all the time. Seating indoors and outdoors.
- Fat Tuesday's – A New Orleans bar with only slushy drinks, and lots of them
- Four Peaks – A local brewery with very good beer and food. o Gringo Starr – Sports Bar with a taste of a Video/Arcade Game Bar, with good food and great happy hour specials.
- Handle Bar – New, bicycle-themed bar on Mill Ave with micro-brews on tap.
- Low Key Piano Bar – A piano bar on Mill...lots of fun to watch and sing along.
- Mellow Mushroom – Great happy hour specials on a great selection of beer.
- Monkey Pants – Their advertisements (and the name) make this place look like it would be crawling with undergrads, but that is misleading. You can play table shuffleboard or BuckHunter, and eat cheaply.
- Palo Verde Lounge – An awesomely eclectic dive bar that serves PBR and has an old-school jukebox.
- Rula Bula – A fun Irish pub on 3<sup>rd</sup> and Mill
- Taste of Tops – A small bar with an awesome selection of beers both on tap and bottled. This place allows bringing take-out food and it's next to the liquor store with the same name and broad beer selection.
- The Vine – A great dive bar just south of campus on Apache and Rural with cheap drinks and pub food, pool tables, and a jukebox. Seating indoors and outdoors. Wings are pretty solid.
- Valley Bar -One of the best cocktail bars in Arizona; located under a skyscraper in Downtown Phoenix. Great cocktail list and food is usually provided by excellent DTPHX restaurants.
- Yucca Tap Room – recently, this bar added...Taps! Also a good table shuffleboard place and live band karaoke one day a week. Over 30 craft beers on tap that rotate roughly once a month.

## TEMPE BLACK-OWNED RESTAURANTS

- [ATL Wings](#): 2747 W Southern Ave #8, Tempe, AZ 85282 (480) 687-9639
- [Burger Rush](#): 790 W. Broadway Rd., Tempe. 480-966-4000
- [Word of Mouth Grill](#): 7660 S. McClintock Dr., Tempe. 480-621-6247,
- [Cafe Lalibela Ethiopian Cuisine](#): 849 W. University Drive, Tempe. 480-829-1939,
- [Caribbean Queen](#): 219 E. Baseline Road, Tempe. 480-361-7445
- [Caribbean Palm Bakery & Restaurant](#): 3134 S. Mill Ave., Tempe. 480-967-3134,



- [Chicago's Chicken Shack](#): 1936 E. University Dr., Tempe. 480-687-7070.

## VEGGIE-FRIENDLY RESTAURANTS

If you are a vegetarian or a vegan, the Phoenix area has some really great places to eat! Here are some of the best:

- [Cafe Lalibela Ethiopian Cuisine](#)
- [Green New American Vegetarian Cuisine](#)
  - Great for plant-based comfort food (and their tsoynamis are a great treat in the summer!)
- [Guac Star](#)
- [Loving Hut](#)
- [Mellow Mushroom](#)
- [Pedal Haus Brewery](#)
  - Great vegan menu!
- [Pomegranate Cafe](#)
- [Snooze](#)
  - Good brunch options for plant-based folks!
- [24 Carrots](#)

## COFFEE SHOPS

When I'm reading papers or writing on the weekends, I like to take myself on "coffee dates." It means staying away from my office on the weekend and keeping myself happy AND my time to degree under a decade!

- Cartel Coffee Lab – SW corner of University and Ash. Best coffee around, indie atmosphere, and the baristas know what they're talking about. Opens at 7:30 M-F, 8 on Sat, 9 on Sun.
- Charlie's Coffee (on-campus)- Not Starbucks! Three campus locations: in the law school, 2nd floor of architecture building, and the entrance to Hayden Library. Coffee, espresso, snacks, bagels, lunch specials.
- Coffee Rush - SE corner of Ray & Dobson, free Wi-Fi, great lake (!) view!
- Coyote Cafe - E University, great place, but closes early (5 PM) o Cupz – On College Ave. just north of University Dr.
- Dutch Brothers Coffee: Rural Road and Apache, great drinks loaded with caffeine, kinda pricey
- Dunkin Donuts – NW corner of 5<sup>th</sup> St and Mill Avenue
- Gold Bar Espresso - NE corner of Southern and McClintockMcClintock Dr. Small place with excellent coffee. Bagels and desserts.
- Kona Cafe - E University; also has a drive-thru.
- Solo Café - This place is on Mill and Baseline and it has low prices and a cool atmosphere.
- Xtreme Bean Coffee House - SW Corner of McClintock and Southern 1707 E. Southern Ave. Drive-thru window, bagels, desserts, local music a few nights a week, fast wireless internet. o Lux – 4404 North Central Avenue, Phoenix.

## SUPERMARKETS

Check out these grad student favorites:

- Basha's Supermarket (NE corner of Southern and McClintock) -- Local grocery store chain - a newish location with good produce, some bulk natural foods, and all the typical grocery store stuff. Much less crowded than the Safeway at Rural and Broadway.
- Downtown Phoenix Public Market – Year-Round Farmer's market Wednesdays 4 p.m. - 8 p.m., Saturdays 8 a.m. to Noon 721 N. Central SE Corner of Central Ave. & McKinley St. (2 blks S of Roosevelt)
- Fry's Food Store – Two locations on Southern Ave – one near Mill Ave and the other near Rural Rd.
- Lee Lee Oriental Supermarket – 2025 N. Dobson Road in Chandler. (480) 899-2887 (a huge warehouse where each ethnicity gets a row—plus fresh and inexpensive produce and seafood).
- Mekong Plaza (corner of Main or Apache and Dobson) – good Asian supermarket.
- Rollins Market – (5th and Beck) Small grocery store which has a limited selection focused on Mexican foods. It has a little butcher section.
- Safeway – Really close to campus, on the NE corner of Rural Rd and Broadway Rd
- Segal's Kosher Market – 4818 N. 7<sup>th</sup> Street in Phoenix. (602) 277-5769
- Sprouts (Formerly known as Sunflower Market; NW corner of Southern and McClintock) -- Great prices on produce, some local bakery breads, olive bar, good cheeses, big liquor, and wine section, lots of natural and organic products. This place rocks.
- Tempe Farmer's Market (SE corner of Farmer and University) – Convenient, but somewhat pricey, selection of fresh produce. Open daily and late (until 11 pm or later)
- Trader Joe's (Rural and University) -- High quality, cheap prices
- Walmart – Another grocery store on Southern Ave (on the NW corner with Rural Rd.
- Whole foods (Rural and Baseline) – Expensive selection of a large variety of organic, local, and gourmet foods. They do have great local goat cheese, olive oil, tomatoes, etc. Huge one in Chandler on W Ray Rd also has pretty affordable eating options (good pizza! Happy hour all day Saturday!)

Also, you might consider joining one of the [Tempe Community Supported Agriculture](#) programs. These programs work like a subscription service for produce. You pay the farm one lump sum in advance (10 weeks) and get a weekly delivery of fresh local fruits and veggies which you can pick up at various locations. See this website for more information on where to go for [local beef, eggs, or other treats](#). Here is a list of [farmers' markets](#). Also, Produce on Wheels With-Out Waste, from Borderlands Produce Rescue. Basically, this is a market with fresh produce that distributors were not able to sell, for a variety of reasons such as water stains. The majority is in great condition and you can have up to 60 lbs for just \$12 or 30 lbs for \$6 (the latter offer is only available to students). You have to go early in the morning, as the produce is available on a first-come basis. And they only accept cash. This would also be a great volunteering opportunity, as they are always seeking volunteers.

## HIKING

Just some ideas for where to look for hiking trails; **please stay hydrated while hiking in Arizona!**

- Hayden Butte: quick hike up "A" mountain, north of campus, convenient hike in Tempe; VERY crowded on weekends (read: go on weekdays)
- South Mountain Park, other Regional Parks
- Tonto National Forest
- Outside Phoenix: Payson, Sedona, Camp Verde, and Flagstaff are all gorgeous, full of

options, and about 2 hours from Phoenix

- Camelback Mountain in Phoenix
- Piestewa Peak in Phoenix
- The Superstition Mountains
- Cochise Stronghold
- McDowell Mountains

[Alltrails](#) is a great resource for finding hikes in the area (there are many!).

And if [outdoor swimming](#) is as much of a priority to you as it is to me:

## PET STUFF AND VETS

### PET STORES

- Petsmart (at the Tempe Marketplace... McClintock and Rio Salado)
- Pet Club (6350 S. McClintock Dr.)
- Ryan's Pet Supplies (1805 E. McDowell Rd, Phoenix, AZ) This place is a huge pet warehouse, discounted items can be expected.
- Petco (SE corner of McClintock and Guadalupe)
- Pets Inc (NE corner of Mill and Southern) Local reptile, fish, and amphibian equipment.
- REI (Southwest corner of Southern and Hardy) Has a great pet section for active dogs

### VET RECOMMENDATIONS

(alphabetical order):

[Baseline Animal Hospital](#) 220 E Baseline Rd, Tempe (480) 839-2824 Great vet, super friendly, cheaper than the others usually.

[Faust Animal Hospital](#) 3111 E. Greenway, Suite 105 Phoenix, Arizona 85032 (602) 482-2161

"Knowledgeable, professional, and great with animals"

[Ingleside Animal Hospital](#) 5130 East Thomas Road Phoenix, Arizona 85018 (602) 840-3446 "They are AAHA accredited, have a friendly, knowledgeable staff, the latest equipment, and work with the Humane Society (adopted pets get their first visit free)."

[McClintock Animal Care Center](#) 3402 S McClintock Dr 480-820-2822 "I take my cat here, and she is seen by Dr. Tracy Wight who is totally awesome with animals. And, they are reasonable with costs, and give you options about what your pet really needs (vaccinations, etc)." Picco

[Tempe Veterinary Hospital](#) 3400 S Mill Ave Ste 324 (Tempe) 480-966-0391 [Dr. Wells or Dr. Snyder] Shea Animal Hospital 3232 E Shea Blvd (Scottsdale) (602) 996-3540 Considerate, adept, and genuinely caring. Full-service veterinary medicine and surgery for dogs, cats, and exotics. Chinese herbal and acupuncture for dogs and cats. Also, offer \$25 referral discounts.

[Topaz Veterinary Clinic](#) 1804 E Southern Ave #9 Tempe, AZ 85282 (Tempe) (480) 345-6500 [Dr. Berthiaume and Dr. Marzke] "Both vets are very kind and understanding. They clearly explain their diagnosis and all treatments available – they are not just trying to get your money. They also have a \$25 off coupon on their website."

[University Animal Hospital](#) 2500 S. Hardy Dr. Tempe, AZ 85282 (480) 968-9275 "This place is amazing. All doctors are smart and caring. The place is very upfront about costs and asks you to pick the treatment you feel comfortable paying for. There is also a pet resort here, so it's

awesome when I go home for Christmas!”

## DOG PARKS

- Tempe Sports Complex Dog Park (Hardy and Carter, south of Kiwanis Park) - This is considered the best of Tempe's many off-leash dog parks. It has a large, fenced area with lovely grass, gravel, and picnic tables.
- Papago Dog Park (Curry Rd. and College Ave. in Papago Park) – This is a fenced, off-leash dog park within Papago park, it also includes picnic tables, a pond, playground, and restrooms.
- Mitchell Dog Park (Mitchell Dr and 9<sup>th</sup> St.) – Includes grassy areas, shade trees, benches, and picnic tables.
- Creamery Park (1520 E 8th St) – smaller dog park.
- Jaycee Dog Park (5 St. and Hardy) - Includes picnic tables, water, shade trees, and waste bags.
- Chaparral Dog Park (Chaparral and Hayden (north McClintock)- this dog park is amazing, very large fenced in area. People are very friendly, and it is very clean. This place is always busy too if you like your dog to be non-stop playing
- Cosmo Dog Park (Ray Road and Val Vista)- This is the best dog park in AZ because it has a lake inside the dog park! It is about 15 minutes from the campus, and your dog will get dirty! They also have a fenced-in area with lots of agility equipment.
- Arizona Dog Sports (48<sup>th</sup> and Cactus)- This is an indoor dog gym that is great for taking agility courses, advanced obedience, and more! I love this place, my dog actually got her Canine Good Citizen title from this place.

## DENTISTS

ASU does not offer dental insurance to grad students as part of their benefit package. Here are some tips for taking a little of the pain out of your dental work.

### *Dental Plan Recommendations:*

“The best thing to do is to go to [www.dentalplans.com](http://www.dentalplans.com) and select a discount plan. The cost of enrollment for one year will more than make up the difference in price for just one filling at any dentist in the Phoenix area. Not as good as insurance, but it's a heavy discount on all work. Some of the better plans even include a routine checkup and cleaning yearly.”

“A good, decent dental plan that students can realistically buy into is through [Perfect Teeth](#). I have the Diamond Plan, which gets me two annual exams for less than \$200 total/year (plus a 25-50% reduction in any treatment if I need it).”

### *Dentist Recommendations (alphabetical order):*

[Arizona School of Dentistry & Oral Health](#) 5885 E. Still Circle, Suite 101, Mesa AZ; (480) 248-8100;

Dr. Frank Brinkman, DDS 2058 S Dobson RD # 12, Mesa, Arizona 85202; (480) 838-3033 “I go to Dr. Brinkman, but he is in Mesa (on Dobson, just south of Baseline). If the office location does not turn

you off, I think they are very good and reasonably affordable. They work with you on payment (e.g., they will hold a check for you if you need them to, etc.). They also tend to be conservative when it comes to dental work--I have never felt they were pushing/scaring me into doing procedures. They are also very friendly. The only major downside is they are open M-F, 6 am to 2 pm only."

Thomas David L DMD DDS (480) 967-9453, 2700 S Rural Rd, Tempe, AZ 85282 "He has been our dentist for over ten years and is great!" – Hoski Shaafsma "I'm still going to him, but my wife and I are not huge fans. Got some stuff wrong for her and did not communicate charges well to me before doing treatment." – Kevin McCluney

Dr. Daniel Kline, DDS 590 North Alma School Road, Chandler, AZ 85224-4361; (480) 899-5240 "I'd HIGHLY recommend Dr. Kline. Very oriented toward patient service." - Ji

Dr. Rambutan DDS Shea and 32nd St, (602) 996-0166 "I've got a great dentist and not only is he good, he's affordable. He is also, unfortunately quite a distance away." – Cyd Hamilton

Dr. Stacy Tracy DDS and Dr. Roxanne Hubber 2210 S. Mill Avenue, # 3, Tempe, AZ 85282; (480) 829-8200 "Dr. Tracy and Dr. Hubber are close to campus, competent, and their rates are probably similar to other dentists. You also get a \$50 discount card for referring a new patient" – Jen and Manuela's comments combined.

Patient reviews of dentists – [Phoenix area](#)  
– [Tempe only](#)

## MENTAL HEALTH

Graduate school can take a toll on your body and your mind.! Also, the E-Board has started a mental health initiative to improve the mental health resources available to SoLS grad students. These include weekly support groups facilitated by ASU counseling, monthly mental health seminars featuring notable speakers on topics like stress and time management, mentor-mentee relations, and several other pilot programs!

### Mental Health events and Resources within SOLS

*Mental Health Seminar* - Seminars and workshops addressing mental health issues are organized during Brown bag three times a semester, or roughly once a month.

#### *Coffee and Series*

*Coffee and Conversation* - Casual round table discussion group facilitated by a counselor

*Coffee and Creativity* - A space for unwinding and relieving stress through craft

*Coffee and Gaming* - An opportunity for students to unwind with games

### Mental Health Professionals

While you'll need a referral from either the counseling center or the student health clinic to go off campus, we have put together a shortlist of mental health professionals and graduate opinions of

them to take some of the stress out of finding someone to talk to about your stress

**[Counseling and Consultation](#)** -Provides individual and couples counseling, group counseling, support groups, crisis intervention and referrals. -I went to the ASU counseling place in the student services bldg. They were really great, discreet, and were able to get me in fast. I saw Carolyn Jones for the consult and then Sande D. regularly (though I think she has retired). The psychiatrist is very good too, a little serious but knowledgeable (Dr. Brogan). They were very sympathetic and understanding about the stresses of being a grad student and really helped me out. I would definitely recommend going to the center, esp. because it is very convenient being right on campus.

**Counselor Training Center (CTC)** 480-965-5067 -Provides individual, couple, and family counseling. Located in Payne on the fourth floor.

**Clinical Psychology Center** Psychology Building PO Box 871104 950 S. McAllister Second Floor Room 289 Tempe, AZ 85287-1104 -This is a training clinic, in which advanced psychology students are closely supervised by clinical faculty. The benefit is that the cost is based on income, so it tends to be very inexpensive for graduate students.

**[Hope Rebuilt LLC](#)**. Recommended by ASU Counseling Services, has a number of providers with different specialties, including anxiety, depression, OCD, mood disorders, eating disorders, trauma, grief, and more. Accepts Aetna and Blue Cross Blue Shield insurances. So far I have had a great experience with them! I like that my therapist provides me a safe space to talk as well as gives me exercises to practice throughout the week until we meet again. Would recommend!

**Kim Evans Rubenfeld Synergy Therapy** (480)471-3448 She is a holistic therapist trained in Rubenfeld Synergy work, a mind-body-spirit modality. Kim is located at Via de Ventura and the 101N in Scottsdale and offers a sliding fee scale for payment. She does not take insurance. As someone training to be a therapist myself, I can say hands down that she is the best therapist I have ever met. She is extremely gifted across a range of issues and clients, specifically trauma of any sort. She would be an excellent fit for someone looking to do psychological healing work in a holistic modality for affordable pay. Stuart Fensterheim, 480.560.1981

**Judy O'Donoghue**, Ph.D. 3910 S. Rural Rd. Ste. A-1 Tempe, AZ 85282 480-894-2425 She has expertise in transgenderism, and professionals with this type of expertise are very hard for trans people to find.

**[Jennifer Rhodes](#)**, Ph.D. Licensed Psychologist 2120 S. Rural Rd, Suite 5 Tempe, AZ 85282 (480) 449-9070 She specializes in anxiety and depression and practices cognitive behavioral therapy. She graduated from John's Hopkins and is very good. She was recommended by Career Counseling & Services at ASU. Dr. Rhodes has a lot of experience with grad student issues, and she's been a very helpful therapist. She tends to rely heavily on cognitive behavioral therapy and "homework", so if that's something you don't like, you might want to look elsewhere.

**Dr. Greg Shrader** (602) 402-9042 I had a very POSITIVE experience with Dr. Shrader. He has a Ph.D. (in Psychology) and he is the advisor to several graduate students (Not at ASU) and has had



graduate students as clients so he knows exactly what we are going through. Dr. Shrader is smart, easy to talk to, and very genuine. He has a private practice, but if you get a referral through ASU counseling services you can use ASU insurance and the co-pay is only \$25 dollars. His office is also right on Mill (very close to campus). He only sees patients on Fridays.

## **CAR MECHANICS**

Whether you enjoy it or not, Phoenix is a driving city, and you'll find that the hot summer sun causes funny things to fail on your car. Or, you could be like the rest of us, trying to nurse an old car through its fourth or fifth "final year". Whatever the reason for your repair, it's always useful to have a good mechanic on your list. We polled grads and came up with the following recommendations for places to bring your "trusty" vehicle (listed alphabetically):

[All-Star Transmission](#) NW corner of Guadalupe and Country Club in Mesa. Great service and super honest.

[Arizona Imports, LTD.](#) 602-243-7447; I have a 1995 Nissan 240SX, which is a small Japanese 2 door coupe. This specific mechanic is someone I trust, because I have never felt "ripped off" by him, and the prices are reasonable and fair. I have had much experience with him, as my car is not always functioning the way it was intended. It breaks down a lot. This specific mechanic fixes the malfunction well because the mechanic can properly diagnose the malfunction.

[Arizona Import Specialists](#) 1879 E. Third St., Tempe, AZ 85281 Services all makes and models – not just imports.

[Chuck's Auto Service Center](#) 4522 N 19th Ave, Phoenix, AZ 85015; (602) 433-0518 "This man is great and entirely trustworthy."

[Auto Service](#) 430 South Price Road, Tempe, AZ 85281; (480) 967-7805 "These guys are impeccable, honest, and provide dealership service at smaller prices. They're not the cheapest, but the quality and timeliness of the work more than make up for it. They will also work on everything from an Alpha Romeo to a Geo Prizm."

[Hon-Man](#) 1864 E Apache Blvd, Tempe, AZ (480) 377-0638 - Only work on Hondas and Acuras but are fair, honest, down-to-earth, and tell it like it is. They don't try to upsell you. They give you an assessment of your car and it's conditions, often with percentages and estimates of the life of a part.

[Noe Auto Import](#) 63 E Mckellips Rd # 135, Mesa, AZ; (480) 834-0114

[The Car Shop](#) Near Broadway and Hardy Tempe Auto Repair, LLC 321 W Southern Avenue, Tempe, AZ 85282-4501; (480) 967-1476

[Tempe Imports](#) 622 South Hacienda, Tempe, AZ; (480) 966-6680 "These guys are friendly and I've always thought they charged a fair price without trying to sell you lots of extra work."



## MOVIES

Keep an eye out for a free sneak peek movie tickets for free advanced movie showings in Tempe. Also, several student associations on campus present international films on a regular basis. You can get discount tickets for local movie theaters at the front desk of the Student Recreation Complex (with valid student ID). Check out the recently renovated Valley Art Theater (downtown Tempe) for the more interesting and artsy movies. The Camelview 5 in Scottsdale generally shows more of the independent, foreign, and alternative genre. Film Bar in Downtown Phoenix is another excellent indie cinema two minutes walking distance from ASU's Downtown Phoenix campus (easily accessible by light rail or the free intercampus shuttles). For the more ardent film buff, the ASU West Film Society (ASU West campus is about 35 minutes west of Tempe) shows classic American and foreign films on Wednesday and Friday evenings. The closest mainstream theaters are at the new Tempe Marketplace, corner of McClintock and Rio Salado.

## LGBTQ

For information on lesbian, gay, bisexual, transgender and queer/questioning groups, communities and listservs there are two great places to start. Within ASU, the *LGBTQA Services* has a wealth of resources (**check out the Rainbow Coalition on campus**), including social groups on campus as well as in the wider community.

– SafeZONE ( <http://students.asu.edu/safezone> ) is a program designed to increase the overall campus community's understanding and awareness of issues faced by LGBTQ persons. It also provides three workshops to raise awareness and understanding about LGBTQ communities. – There is also a listserv, OUTreach with the goal of connecting our lesbian, gay, bisexual, transgender, queer, questioning, and ally communities. To subscribe to OUT\_info simply send an email to [listserv@asu.edu](mailto:listserv@asu.edu) with 'sub OUT\_info' in both the subject and body of the message. In the wider Phoenix area, the [One Voice Community Center](#) in central Phoenix is also a great resource and maintains a list of community links on their site. Another good resource is [Echo Magazine](#) which is a bi-monthly magazine with information on community events, businesses, and bars.

## LGBTQ-Friendly Restaurants and Clubs

Here are a few that are ASU-student approved:

- *Amsterdam* in Downtown Phoenix is huge and has great manicures and martinis Monday. Since it's on Central it's also Light Rail friendly. (718 North Central Avenue, Phoenix).
- *BS West* in Old Town Scottsdale, where the drinks are 2 for 1 most nights, the dance floor is always crowded, and the drag shows are out of this world spectacular with both male and female impersonators. (7125 East 5th Avenue, Scottsdale)
- *Apollo's* has a great karaoke with a broad selection of songs. (5749 North 7th Street, Phoenix)
- *Ice Pics Video Bar* at 32nd and McDowell is a lesbian bar has two for one drinks every day from 4 to 8. (3108 E McDowell Rd, Phoenix)
- *Cash Inn Country* is a lesbian bar with country music and a really friendly mix of people. (2140

East McDowell Rd, Phoenix)

[A more exhaustive list of LGBTQ bars](#)

## BIPOC

**ASU offers a variety of resources to help graduate students build a community that supports and helps individuals that identify as BIPOC (Black, Indigenous, People of Color) adjust to graduate school life. A list of links with a summary of what these groups do/are is provided below:**

1. [CIRCLES Group Mentoring](#)

-This program offers a variety of peer-led mentoring groups based on shared identities or interests that aims to create a space for exploration, discussion, collective problem solving, co-learning and mentoring connections for graduate students in an informal small-group setting. A list of groups is provided below:

- First-generation graduate student circle
- SHADES Black/African graduate student circle
- SHADES Indigenous/Native American graduate student circle
- SHADES International graduate student circle
- SHADES Latino/a/x graduate student circle
- HUES LGBTQIA+ graduate student circle
- Nontraditional-age or adult-reentry graduate students

2. [Justice, Equity, Diversity, and Inclusion \(JEDI\) committee](#)

-This program offers graduate students the ability to have their voices heard and contribute to making ASU more inclusive for students/faculty that come from diverse backgrounds and ensure that they are receiving fair and equal treatment. They do this by promoting diversity of thought, style, and lived experiences through seminars and various events.

3. [Student Organizations](#)

-Here is a list of student organizations available to the ASU community that aim to provide peer support and mentorship:

- [American Indian Graduate Student Association \(AIGSA\)](#)
- [Asian-Asian Pacific American Students' Coalition \(AAPASC\)](#) (Facebook page)
- [Black Graduate Student Association \(BGSA\)](#) (link does not provide a page)
- [Coalition of International Students \(CIS\)](#)
  - Provides a list of different organizations involving international students

- [Graduate and Professional Student Association \(GPSA\)](#)
  - [Latino\(a\) Graduate Student Alliance \(LGSA\)](#) (has not been updated since 2016)
  - [The Rainbow Coalition at ASU](#)
4. [Society for Advancement of Chicanos and Native Americans \(SACNAS\)](#)  
 -SACNAS is a society of scientists that aims to foster the success of Hispanic/Chicano and Native American scientists to attain advanced degrees, careers, and positions of leadership
5. [Diversity Resources](#)  
 -This link provides information on a list of programs that aim to help BIPOC individuals succeed in a graduate program and create a sense of community

For information on initiatives ASU has implemented to enhance the diversity and inclusion of undergraduate/graduate students and faculty click the link: <https://inclusion.asu.edu/>  
 Here is a list of initiatives that show ASU's commitment to diversity and inclusion:

- [ADVANCE](#)
- [Excelencia in Education](#)
- [LIFT Initiatives](#)
- [SEA Change](#)

## SUGGESTED READINGS

Here are a few readings we've compiled to help you gain perspective on graduate student life in general and life in Phoenix in particular! We have found them very helpful as well as entertaining over the years. Enjoy!

- **Some modest advice for graduate students** by Stephen C Stearns. Bulletin of the Ecological Society of America, 68:145-153
- **Reply to Stearns: Some Acynical advice for graduate students** by Raymond B. Huey. Bulletin of the Ecological Society of America, 68:145-153
- **Writing Science** by Joshua Schimel. Learn to better communicate your science writing, and writing in general.
- **The elements of style** by William Strunk, E. B. White. 4th edition, 1999 (guide to writing different types of papers and proposals)
- **Time management from the inside out** by Julie Morgenstern. 2004 (self-explanatory)
- **Metropolitan Phoenix: Place Making and Community Building in the Desert** by Patricia Gober, 2006
  - Written by a geography professor at ASU, this gives you a good understanding of how Phoenix and surrounds came to be the way they are...and it is short)
- **Cadillac Desert: The American West and Its Disappearing Water** by Marc Reisner, 1993.
  - Offers a look at water in the west and gives you some appreciation for why Phoenix and the desert that surrounds it look completely different from one another)
- **May You Live in Interesting Times: Using Multidisciplinary and Interdisciplinary Programs to Cope with Change in the Life Sciences.** By JP Collins, 2002.

BioScience 51(1):75-83.

# Chapter 7: Life in the Age of COVID

Unfortunately, Arizona has been a COVID-19 hotspot, so we advise taking extra precautions to protect your own health as well as those around you. Now that more and more people are getting the vaccine and we are transitioning back to “normal”, but there is still the delta variant out there. it’s important to listen to your body and do what’s best for you!

## General Tips

- 1) Minimize eat-in at restaurants. Even if they are sanitizing the tables between parties you will still be breathing the same air. Patio sitting is plentiful in AZ. Opt to eat outside or take the food home.
- 2) When getting take-out opt for responsible businesses that have been taking safety precautions. Bar chains, like Zips, have been bad at reporting COVID cases in their employees, and have not shut down after having employees test positive.
- 3) Meeting outside in uncrowded areas is relatively low risk. Once the heat dies down, take advantage of the great outdoors. Go for hikes, walks, meet others for coffee outside...
- 4) Get tested regularly! Testing is free for ASU students and employees.

## COVID-19 Testing

### Salvia-based testing

ASU’s BioDesign created the [salva-based COVID-19](#) testing is faster, and arguably more comfortable, than the standard sinus swab, and just as accurate. Results are generally returned in 1-2 business days (but this may go up as students and staff return to campus for the Fall Semester).

Currently, ASU has switched to the Devil’s Drop-Off

You must make an appointment to receive this test. Limited appointments are available for each testing date. University employees must create a [Point and Click Solutions account](#) to view and schedule testing appointments and register with ASU Agency Code **2tzzr5xi**.

You may also schedule an appointment through ASU’s Patient Portal  
<https://eoss.asu.edu/health/portal>

### COVID-Conscious Restaurants (in early pandemic days!)

Green New American

China Jade

Cafe Lalibela

Perfect Pear  
ALT Wings  
Caribbean Queen  
Cheba Hut

## **Some Advice for the 2021 Entering Class from Current SoLS Students**

Communicate with your advisors as much as necessary (for research and also if there is a personal issue impacting your work). Have open conversations with your adviser, and if there are any issues between you and your adviser tackle them immediately don't let them fester

As with most busy campuses, make sure to secure your bike to reduce the chance of theft and try to go out in groups if it's late/ dark. There's an app, LiveSafe, that can notify you of crimes and you can use to communicate with the campus police.

Carry a large water bottle with you, especially in the summer.

Be nice to faculty and staff! You never know who will end up between you and a source of funding.

Grad students are, by nature, hard-working and motivated almost to a fault. Make sure to understand what workload you can handle -- it's easy to put too much on your plate and burnout after one or two semesters.

Remember to always keep your health and happiness a top priority. Take time for yourself. Seriously. Take time to do the non-academic, non-lab, non-teaching, things you love to do. You can't do a good job in grad school (or life!) if you burn yourself out. Follow your passions and hobbies, especially if they get you away from work. Take time off and mental health days. Avoid the toxic overworking culture as best you can. Getting the degree isn't worth your health.

Do not be afraid to reach out for help. Society sometimes views getting help as a weakness but in actuality, it is how we learn, especially in grad school. ASU has a lot of affordable options for counseling- you should prioritize your health and well-being! Talk to your fellow incoming grad students and older grad students. Both groups will offer different forms of advice. Don't get discouraged, everyone is going through the same thing. The struggle is real and you are not alone.

Try and go to a lot of different social events to start as you may like some more than others, but social events are good places to make friends and connections.

The first academic year in grad school is an exploratory year. Examine all the different options and resources around you and try to get informed about the different weekly talks/events at your school or anywhere else on campus. Also, do not be afraid to change your mind and switch projects, groups or

even programs if what to choose to do does not fulfill your interests.

**You belong here;** don't let anyone make you feel otherwise.