

Microbiology Administrative Personnel

Position	Name	Phone	Email
Department Head	Dr. Aaron Mitchell	706-542-3747	Aaron.mitchell@uga.edu
Graduate Coordinator, Advising	Dr. Elizabeth Ottesen	706-424-9224	mibgrdadv@uga.edu
Graduate Program Associate	Janice Stuart	706-542-2045	mibcoord@uga.edu
Undergraduate Program Associate	Megan Lanter	706-542-2688	mibougrad@uga.edu
Biological Sciences Office Manager	Mikiesha Hill	706-542-1693	mikiesha@uga.edu

Microbiology Office Staff:

Graduate Program Administrator	Janice Stuart	706-542-2045	mibcoord@uga.edu
Undergraduate Program Associate	Megan Lanter	706-542-2688	mibougrad@uga.edu
Biological Sciences Office Manager	Mikiesha Hill	706-542-1693	mikiesha@uga.edu

Franklin College Business Office Personnel for Microbiology

Business & Financial Affairs Manager	Jennifer/Aaliyah	FCFAST-MBIO@uga.edu
Business Operations Partner	Christie Haynes	fbpsc-life@uga.edu

Who to you see if you have a question about:

Graduate School Forms	Janice
Key Checkout	Janice or Megan
Laser Pointers	Janice or Megan
Making Copies	Janice or Megan (Dept. copier in room 327)
Mailboxes or mailing via US Mail	Megan
Paychecks	Janice/Jennifer
Permission of Department to register	Janice
Purchase Orders	Christie
Registration	Janice
Reimbursement	Christie
Reserving Conference Room	Janice or Megan
Travel	Christie
Shipping via FedEx or UPS	Janice or Megan
Work Orders	Mikiesha
MGSA Budgets	Aaliyah/Jennifer

**If it's not on this list, ask Janice

Registration

Registration must be completed before classes start. For dates specific to each semester, follow this link to the [Academic Calendar](#) on the UGA Registrar's website.

You should register for at least 18 Credits spring and fall semesters, and 15 Credits each summer.

Please make every effort to plan your schedules this year and in coming years to allow for attendance at

- **student seminars on Tuesdays at 11:10 am**
- **departmental seminars on Thursdays at 11:10 am.**

Attending Seminars is an important component of your graduate education and professional preparation.

The majority of PhD students will follow the [Typical Program of Study](#).

Fee Payments

Beginning fall 2018, the current payroll deduct process will be replaced with an optional Graduate Assistant Payment Plan. The payment plan will allow graduate students on assistantship to set-up four (4) installments for fall and spring and (2) installments for summer to cover tuition and fees as well as parking permit charges. During the enrollment process, students can schedule future installment payments to be automatically drafted from their bank account or charged to a credit card. The plan does not require an enrollment fee nor a deposit to enroll. There will no longer be an option to have your tuition and fees deducted directly from a paycheck.

For more information on plan enrollment periods and installment dates, please visit

http://busfin.uga.edu/bursar/grad_asst_payment_plan_documentation_fall_spring.pdf or contact Student Account Services at 706-542-2965.

MIBO Mail, Keys, UGA Cards

Microbiology Departmental Mailboxes

Mailboxes are in the main office (527 Bio Sci). Each lab has a mailbox, you will use the mailbox for whichever lab you are currently in. Note, faculty members have different mailboxes and their mail will not be in the “lab” boxes. Please do not have personal mail sent to the Microbiology Office address.

Lab Keys

If you are rotating in a Microbiology lab, you will get a key from the office. If you decide to choose a Microbiology lab as your home lab, you will get whatever appropriate key for that lab from the office as well.

If you join an adjunct’s lab, you will need to get a key and after-hours building access from their department’s personnel—whoever is in charge of giving out keys.

UGA Cards

Once you join the department, email Mikiesha with your UGA 81#. Once Mikiesha puts you in the system, you will use your UGA card as your key to access the Biological Sciences Building.

Computer Policy Microbiology Department

Only UGA owned computers can be assigned an IP number and be on the wireless network.

All non-UGA owned computers will use the PAWS wireless network. To find out more information about the PAWS wireless network, http://eits.uga.edu/network_and_phones/wireless. Please access the link and read carefully. You can connect your smartphones, Android phones, etc. to the wireless network, and this link should be able to tell you how.

If there is not a desktop computer in the research lab, graduate students can request a computer (if there a desktop is available).

To be able to log into to the UGA network with a departmental computer, your MyID has to be registered with Franklin IT (FOIT). You can contact Franklin College IT department at this email address and phone number: helpdesk@franklin.uga.edu and 706-542-9900

Printing in the research labs is available on personal and departmental computers. Printers need to be set up by Franklin IT department on the computers you are using before you able to print. Again, you can contact Franklin IT by the email or phone in the above point.

If you have any technical issues with your computer, etc., please put in a ticket. Usually, the Biological Sciences ITs will quickly respond to your inquiry. Access this link: <https://franklin.uga.edu/office-information-technology> and login with your My ID and password. From there, you will be able to submit a ticket with your concerns or questions.

Work schedules and expectations

As graduate students, it is important to recognize that your schedule, and hours in the lab extend well beyond the classroom schedule and typical work week. This likely includes the expectation that you are spending evening and weekend time on your research and/or coursework. Clarify these expectations with your PI. Faculty are encouraged to make accommodations for religious holidays in particular, and may be flexible with regard to other time off, but that should not be assumed. In the event of illness or injury that results in absence from work, it is the graduate assistant's responsibility to contact their PI as soon as possible.

Students should always confer with their advisor or current rotation host when considering time off, and to clarify expectations.

Microbiology Grad Student Vacation Policy

Vacation Policy

All Microbiology Graduate Assistants, no matter what the source of funding for the assistantship, do not accrue any official vacation time, other than the 12 official university holiday days. Approval for planned absences must be obtained in advance from the Graduate assistant's major professor. In the event of an illness or injury that results in absence from work, it is the graduate assistant's responsibility to contact their major professor as soon as possible.

Comments on policy:

There is often some confusion about breaks upon the transition to grad school. You are supported with a yearly stipend as graduate assistants, which carries an obligation/schedule more like the work schedule of other UGA employees and less like the schedule of typical students. There are "Instructional holidays" like spring break and fall break, which you may notice are NOT on the list of 12 holiday days. Although there are no classes those days, the university is open and working. The same goes for the time between finals and the start of classes in the spring – the five days between Christmas and New Years are the only days the University is closed.

As a practical matter, many people take extra days off from time to time, especially during instructional holidays. Many graduate students work nights, weekends, and the official holidays like the fourth of July. Taking off other days may be fair and reasonable compensation. However, that is a discussion to have with your PI. You are not officially "off" just because classes are not in session. Finally, while UGA stays open through many religious holidays, UGA does ask faculty and others to be accommodating of these days. If you wish to observe a religious holiday on a workday, you should talk to your PI and any instructors who would be affected. If you encounter any difficulty in this regard, please discuss the issue with the graduate coordinator.