

ENTOMOLOGY

NEW STUDENT INFORMATION GUIDE

Fall/Summer 2019

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WELCOME

Welcome to the department of Entomology at the University of Wisconsin–Madison. This information guide is designed to help provide vital information to assist with the transition to UW-Madison and being a graduate student including enrollment information, benefits, campus resources, housing, etc. For information on programmatic guidelines for current students please visit the Entomology Degree Requirements and Forms (<http://www.entomology.wisc.edu/handbooks-forms>) webpage.

Additional information and resources for things such as IT, human resources, building services, room reservations, etc. available on the Russell Labs Knowledge Base (KB): <https://kb.wisc.edu/russell/>.

Students who have any questions should contact the Entomology Student Services Coordinator, Todd Courtenay (wtcourtenay@wisc.edu or 608-262-9926) for further information or clarification. Students new to Madison need to notify Sara of their arrival date.

HOUSING IN MADISON

Listed below is a collection of resources for finding housing in Madison. This is not an exhaustive list; rather it is a good place to begin looking for possible housing. It is highly recommended that new students check out any place before signing a lease. Don't hesitate to ask people in Madison for referrals of places to look and for assistance in looking at a place. There are the places where students do (and don't) want to live. Campus parking is very difficult for students to get, so most students choose to live within walking or biking distance from campus, or near a bus line. More information on busses is provided later in this document.

- **CAMPUS AREA HOUSING LISTING SERVICE** - This service is provided by Campus and Visitor Relations and includes listings for apartments, houses, efficiencies, rooms and co-ops for students and the university community, along with other housing-related information: <https://campusareahousing.wisc.edu/>
 - The VIP Off-campus Housing website has a great FAQ about housing in Madison available at <https://campusareahousing.wisc.edu/resources> which includes a "City of Madison Section Map." Many graduate students like to live in the Vilas neighborhood (region 4) and the Willy Street/Jenifer Street neighborhoods (region 6). Some graduate students and young professionals live in the apartments just west of Hilldale Mall (region 10). These regions are readily accessible to campus by both bus and bike and the general population is not undergrads. Other regions close by to those neighborhoods will also have good bus and bike access to campus.
- **UNIVERSITY APARTMENTS** - On-campus housing for graduate students through the Division of University Housing: <http://www.housing.wisc.edu/>
- **MADISON COMMUNITY CO-OPS** - MCC is a cooperative community of 11 households, most within 1/2 mile of the University of Wisconsin campus, ranging in size from 8 to 34 members. Each house has a unique character and they try to create a safe, supportive family & community atmosphere: <http://www.madisoncommunity.coop/>
- **LOCAL NEWSPAPER CLASSIFIED ADS**
 - Isthmus - <http://www.isthmus.com/>
 - Capital Newspapers - <http://host.madison.com/ads/>
- **CRAIGSLIST** – direct link to housing in the Madison area: <http://madison.craigslist.org/hhh/>

- **ESSA LISTSERVER** – Students interested in the Environmental Sciences can subscribe to the Environmental Studies Student Association email listserver. Current and incoming students often post places to live and room requests to the list: <http://www.nelson.wisc.edu/graduate/essa.php>
- **FACEBOOK PAGE** – UW-Madison’s Sublet and Roommate Board is not affiliated with the university and it is mostly used by undergraduates, yet there are still offers for young professionals. The direct link for the Facebook group: <https://www.facebook.com/groups/284165505043431/>

Additionally there is a Tenant Resources Center available in Madison. For more information check out their website at <http://www.tenantresourcecenter.org/>.

NOTE ABOUT UTILITIES: When comparing the prices of different housing options, remember to take into consideration the cost of utilities. For example, if heat is not included in the rent remember that it very well may cost an additional \$50+ during the winter months!

ENROLLMENT – HOW AND WHEN

INCOMING GRADUATE STUDENTS WILL BE ABLE TO ENROLL ON MONDAY, JUNE 24TH. Invitations to enroll should be sent by mid-June at the latest. Students do not receive their invitation to enroll by June 17th should please contact Todd Courtenay (wtcourtenay@wisc.edu or 608-262-9926).

At UW-Madison registration is done online through the **Search and Enroll App** in **MyUW**. Below is a list of links that will assist in first time enrollment.

- **MyUW** – go to the UW home page (<http://www.wisc.edu>) and click on the MyUW link at the top of the page, from there you can search for the Search and Enroll App and add it to your homepage
- **Course Search and Enroll App** – <http://enroll.wisc.edu>
- Information on forgotten MyUW net ID and passwords - <http://kb.wisc.edu/helpdesk/page.php?id=2843>
- Office of the Registrar general enrollment information - <https://registrar.wisc.edu/enrollhelp/>
- UW-Madison Fall 2019 enrollment deadlines - <https://registrar.wisc.edu/dates/>
- Registrar’s Office’s demos and tutorials page - <http://registrar.wisc.edu/demos.htm>

ENROLLMENT RULES

Russell Labs Fall and Spring Graduate Student Enrollment Chart

Enrollment Types	MS	PhD Pre-dissertator	PhD Dissertator
Domestic unfunded	2 credits minimum*	2 credits minimum*	3 credits
International students regardless of funding	8 credits minimum (unless there is an exception from ISS)	8 credits minimum (unless there is an exception from ISS)	3 credits
RA or fellowship through a Russell Labs department	8 credits minimum	8 credits minimum	3 credits
33.33% TA or PA through a Russell Labs department	6 credits minimum	6 credits minimum	3 credits
50% TA or PA through a Russell Labs department	4 credits minimum	4 credits minimum	3 credits

Funded through another department/program	Check with that department	Check with that department	3 credits
Other or uncertain	Check with the Student Services Coordinator	Check with the Student Services Coordinator	3 credits

**this does not qualify as "full time enrollment," full time enrollment for MS and PhD Pre-dissertator when unfunded is 8 credits minimum*

For all MS and PhD Pre-dissertators the maximum enrollment will be 15 credits.

A VALID ENROLLMENT MINIMUM DOES NOT COUNT THE FOLLOWING TYPES OF COURSES

- courses numbered below 300
- courses taken pass/fail
- audited courses

If a student must take over 15 credits, including the types of courses above that do not count towards the enrollment minimum, they must submit a credit overload request: https://grad.wisc.edu/wp-content/uploads/sites/329/2017/12/Credit-Overload-Request-Form_updated-2.18.pdf.

The above information was taken from the Graduate School's Academic Policies and Procedures website which can be found online at <https://grad.wisc.edu/academic-policies/>.

Summer start students should contact Sara (rodock@wisc.edu) for information regarding summer enrollment rules.

ENTOMOLOGY 990 RESEARCH

As indicated above, funded graduate students are required to enroll for 8-15 credits, but it is not also possible or advisable for graduate students to take that many actual course credits. To help with this students have the ability to enroll for Entomology 990 Research. The credits for this course are variable and can be used to help fill the gap between actual course enrollment and full time. Students are strongly encouraged to talk to their advisor about the number of 990 credits in any given semester.

All students in Entomology should be pre-authorized each semester to enroll in Entom 990 with their advisor. Please note that the course will appear closed, but because of the pre-authorization the "closed course" will be overridden.

If a student has tried to enroll in Entom 990 and cannot, they should contact Todd Courtenay (wtcourtenay@wisc.edu).

BASIC ENTOMOLOGY DEGREE REQUIREMENTS OVERVIEW

Below is a very basic overview of the MS and PhD requirements for Entomology. Please check out the Entomology Degree Requirements and Forms webpage (<http://labs.russell.wisc.edu/ento/graduate-study/handbooks-and-forms/>) for more complete and detailed information.

ENTOMOLOGY MS COURSE REQUIREMENTS

The Entomology MS requires students to take a minimum of 30 credits. These credits include

- ENTOMOLOGY 302 INTRODUCTION TO ENTOMOLOGY, or equivalent
- ENTOMOLOGY 601 SEMINAR IN METHODS OF SCIENTIFIC ORAL PRESENTATIONS
- At least TWO ADDITIONAL COURSES IN ENTOMOLOGY with a total of 6 or more credits. The selected courses must include more than one subdiscipline of entomology as defined by the department (suborganismal, organismal, and applied entomology).
- ENTOMOLOGY 801 COLLOQUIUM, 1 credit
- One seminar course from either ENTOMOLOGY 901 SYNTHESIS IN ENTOMOLOGY or ENTOMOLOGY 875 SPECIAL TOPICS
- Electives, 17 credits and can include ENTOMOLOGY 990 RESEARCH

Students should contact their advisor before they enroll to see what courses should be taken in the first semester.

ENTOMOLOGY PHD PREREQUISITE COURSES

Below is a listing of courses that the faculty have set as basic foundation courses that all PhD graduates from the UW-Madison Entomology Department should have. It is strongly recommended that students speak to their advisor about their missing prerequisite courses as soon as possible so that students are able to plan ahead and take care of these deficiencies. Students with questions or who need further clarification on the prerequisite courses should contact Sara Rodock (rodock@wisc.edu or 608-262-9926).

BIOLOGY (need to have courses [beyond introductory biology/entomology] in at least four of the five areas)

- Biochemistry
- Genetics
- Physiology/Cytology
- Ecology or Population Dynamics
- Structure or Phylogeny

CHEMISTRY

- General chemistry with lab (2 semesters)
- Organic chemistry with lab

PHYSICS

- Introductory physics course, or applications of physics to biological, chemical or atmospheric sciences

MATHEMATICS

- Two college level mathematics including statistics

**All prerequisite courses are one semester unless indicated otherwise*

ENTOMOLOGY PHD COURSE REQUIREMENTS

Below is a list of the minimum required courses for the Entomology PhD. All students are required to complete 51 credits towards their PhD.

- ENTOMOLOGY 302 INTRODUCTION TO ENTOMOLOGY, 4 credits (every semester) or equivalent

- **FOUR COURSES** distributed from the three following areas (at least one course in each category)
 - SUBORGANISMAL
 - ORGANISMAL
 - APPLIED ENTOMOLOGY
- **ENTOMOLOGY 601 SEMINAR IN METHODS OF SCIENTIFIC ORAL PRESENTATIONS**, 1 credit (spring, even years)
- Two instances of **ENTOMOLOGY 901 SYNTHESIS IN ENTOMOLOGY**, 1 credit (offered two out of every three semesters)
- **ENTOMOLOGY 875 SPECIAL TOPICS**, 1 credit (offered once every three semesters)

A student's advisor and advisory committee may require additional courses. Students should contact their advisor to discuss what previous course work may count towards the PhD and to discuss additional courses that the advisor may want taken.

PhD students are also required to complete a 9 credit (minimum) minor as a part of the Graduate School requirements. The option A is a named minor that follows the requirements set by the department and the option B is a distributed minor that can include course work from across departments. For more information on minors see the handbook or go to <https://grad.wisc.edu/catalog/degrees.htm#minors>.

ORIENTATION EVENTS

The department of Entomology and the Russell Labs Administrative Hub will provide a number orientation events that are strongly recommended for all new students. Students who are unable to attend must notify Todd Courtenay (wtcourtenay@wisc.edu).

- **NEW STUDENT ORIENTATION AND HR AND BENEFITS SIGN-UP SESSION - TUESDAY, AUGUST 27TH FROM 9:00 AM-1:00 PM, ROOM 584 RUSSELL LABS**
Orientation will begin with coffee and snacks and will end with a lunch with faculty and some current students, topics covered will include welcome and introductions, transition to graduate school, and program specific information. Department funded RAs, TAs, PAs, and fellows will need to attend this session to get their appointment and benefits set up for the fall, additional information in advance of the event will be sent via email.

GRADUATE SCHOOL WELCOME EVENTS

The UW-Madison Graduate School also hosts a number of welcome events for new graduate students. Please check out their newly admitted students' website for more information: <http://grad.wisc.edu/newstudents/>.

Additionally, the Graduate School here at UW-Madison has a very active Graduate Student Collaborative and Office of Graduate Student Professional Development which provides many academic and professional development workshops and seminars.

LINKS

- Graduate Student Life: <https://gradlife.wisc.edu/>
- Campus-wide Opportunities for Involvement: <https://gradlife.wisc.edu/being-a-badger/>
- Graduate Student Professional Development Opportunities: <http://grad.wisc.edu/pd/>

DEPARTMENT CONTACTS, BUILDING FACILITIES, AND BUILDING ACCESS

Below is a list of some of the key staff to contact during initial enrollment and the first few weeks in Madison.

- *Questions regarding funding and benefits (health insurance), tuition remission.:* **Calvin Phomsena**, Human Resources – calvin.phomsena@wisc.edu 608-890-2895, 278 Russell Labs
- *Questions regarding graduate programs or general information about the department, campus, or Madison:* **Todd Courtenay**, Student Services Coordinator – wtcourtenay@wisc.edu or 608-262-9926, 282 Russell Labs
- *Keys and after-hours pass, packages and mail, photocopying:* **Laurie Ballentine**, Receptionist – lsballen@wisc.edu, 608-262-3671, 237 Russell Labs
- *Questions about building related computing and IT support:* **Russell Labs IT support** – help@russell.wisc.edu or <http://www.russell.wisc.edu/Computing>

For a full list of the Russell Labs staff including contact information, go to <http://labs.russell.wisc.edu/hub/hub-staff-alphabetical-list/>.

For a list of the faculty in the Plant Pathology department go to <http://labs.russell.wisc.edu/ento/people/faculty/>

BUILDING KEYS AND AFTER HOURS ACCESS

Students will need to see Laurie Ballentine in Room 237 Russell Labs for keys. Students are encouraged to talk to their advisor first about which keys are necessary. Additionally, Laurie can get student an After Hours Authorization Permit so that students can demonstrate that they have a right to be in the building after hours, if needed.

BUILDING IT RESOURCES

There are some general use computers and printers available to Entomology Graduate Students. They are located in the Herrling Lab in Room 436 Russell Labs. There is wireless internet access available in the entire building. Students are also encouraged to ask their advisor about available lab resources.

All of the general use printers in the building in Room 218 and Herrling Lab have a username and password. The password can be obtained by speaking to the PI you report to or contacting help@russell.wisc.edu.

CAMPUS ID, NET ID, AND BUS PASS

Every student at UW-Madison is required to have a campus ID card (also known as a WisCard). The WisCard office is located on the first floor of Union South and is open from 8:30 AM – 5:00 PM Monday through Friday. Please note that as we get closer to the start of the fall term this office will become busier as undergrads arrive on campus. It is recommended that students get their WisCard as soon as possible.

If you did not activate your UW NetID during admissions to check your status through MyUW, please use the link below to do so. NetID activation must be done before you can enroll. Additionally, the NetID is used by Russell Labs IT for access once you arrive on campus.

Also, UW-Madison students have free year-round access to the Madison Metro system through the Associated Students of Madison (ASM) student government organization. To get the free bus pass go to the Student Activity Center on the 3rd floor at 333 East Campus Mall. Pick-up usually starts the week before classes begin (see their website for exact dates, times and pick-up locations).

LINKS:

- WisCard: <http://www.wiscard.wisc.edu/>
- Activate UW NetID: <https://mynetid.wisc.edu/activate>
- ASM Student Bus Pass Program: <http://www.asm.wisc.edu/buspass.html>
- Madison Metro: <http://www.cityofmadison.com/metro/>

NAVIGATING CAMPUS AND PLACES OF INTEREST

UW-Madison is a large campus and many of the important offices are located all across campus. Below is a listing of some of the important services that graduate students may need and where the office is located.

- **Bursar's Office:** 333 East Campus Mall Room 10101 (<http://www.registrar.wisc.edu/>)
- **Graduate School's main office:** 217 Bascom Hall, 500 Lincoln Dr (<https://grad.wisc.edu/>)
- **College of Agriculture and Life Sciences Office of Academic Affairs:** 116 Agriculture Hall, 1450 Linden Dr (<http://www.cals.wisc.edu/academics/>)

There are also some general places and services of interest that new students may want to know about or where they are located.

- Campus libraries: there are over 45 libraries available on campus
 - General library website: <http://www.library.wisc.edu/>
 - Steenbock Library which is the CALS library next door to Russell Labs: <https://www.library.wisc.edu/steenbock/>.
- Student Unions and other places to eat
 - Union South and Memorial Union: <http://www.union.wisc.edu/>
 - Microcosm Café (located across the street from Russell Labs): <https://union.wisc.edu/dine/find-food-and-drink/microcosm-cafe/>.
 - Babcock Hall Dairy Store (located right across the street from Russell Labs): <http://www.babcockhalldairystore.wisc.edu/>
- Division of Information and Technology (DoIT): <http://www.doit.wisc.edu/>
- McBurney Disability Resource Center: <http://www.mcburney.wisc.edu/>
- UW faculty, staff and student directory: <http://www.wisc.edu/directories/>
- Online campus map: <http://map.wisc.edu/>
- Campus and Visitor Relations: <https://info.wisc.edu/>
- Campus events calendar: <http://www.today.wisc.edu/>
- Division of Recreational Sports: <http://www.recsports.wisc.edu/>

UW-Madison is a VERY large campus. When enrolling for first semester courses students are encouraged to check the buildings on the campus map to make certain that they have plenty of time to get from class to class if they have classes that follow one right after the other. Students who would like to take a walking tour of campus can go to <http://info.wisc.edu/campus-tours/daily-walking-tour/> for more information. Students will receive a hard-copy campus map in their orientation folder.

PARKING ON CAMPUS

UW-Madison is not a parking friendly campus and it can be very difficult for students to get parking permits. Please plan on walking, biking or bussing into campus every day. This isn't an issue because Madison is a great biking and bussing community. Students who must have a parking permit should contact Lance Potter (lpotter@wisc.edu) ASAP.

INTERNATIONAL STUDENT INFORMATION

International students will need to attend one of the mandatory international student orientations (<http://iss.wisc.edu/>). International students without a social security number (SSN) who have an assistantship will need to apply for an SSN. The International Student Services office has information about the mandatory orientations and SSN on their website.

GENERAL INFORMATION ABOUT MADISON AND WISCONSIN

GENERAL INFORMATION AND THINGS TO DO IN MADISON AND WISCONSIN

- City of Madison - <http://www.cityofmadison.com/>
- Greater Madison Convention and Visitor's Bureau - <http://www.visitmadison.com/>
- Madison.com - <http://host.madison.com/>
- Dane County - <http://www.countyofdane.com/>
- State of Wisconsin - <https://www.wisconsin.gov/Pages/home.aspx>
- Visiting Wisconsin - <http://www.travelwisconsin.com/>

WEATHER IN MADISON, WISCONSIN

Madison has four distinct seasons and it is important to be dressed appropriately! Please check out the weather channel website for information regarding Madison's temperatures (<http://www.weather.com/weather/local/53706>).

TRAVEL IN/TO/AROUND MADISON AND WISCONSIN

- Biking in Madison - Madison is considered a very biker friendly city. For more information about biking in Madison and for trail maps check out the State Cartographer's biking website at <http://www.cityofmadison.com/bikemadison/plantrip/map.cfm>
- Madison Metro Bus Service - <http://www.cityofmadison.com/metro/>
 - *The Popular Destinations link on the Madison Metro website has a great listing of stores (grocery and other), health clinics, libraries, etc. in Madison and their general location - <http://www.cityofmadison.com/Metro/planyourtrip/populardestinations.cfm>*

○ *Google maps in Madison also has information on bus routes when you chose directions:*

<https://www.google.com/maps/preview>

- Badger Bus (Madison to Milwaukee) - <http://www.badgerbus.com/>
- Van Galder Bus (Madison to Chicago) - <http://www.coachusa.com/vangalder/>
- MegaBus (Madison to Chicago, Madison to Minneapolis) – <http://www.megabus.com/>
- Dane County Regional Airport - <http://www.msnairport.com/>
- Mitchell International Airport (Milwaukee) - <http://www.mitchellairport.com/>