

Resources for Graduate Students
in Integrated Plant and Soil Sciences



Current as of August 2020

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Academic Resources

Academic Coaching

Donovan Hall, Study Central

Jewell Hall, Study North

Academic Coaching is designed to help you set academic goals and to enhance your success as a student through discussion of test taking strategies, note taking, study habits, and time management. In a one-on-one setting with a trained graduate student, you will work to set goals for your courses and create an action plan to accomplish your goals. Sessions for academic coaching can be scheduled at <https://uky.mywconline.net>.

Doctoral Student Study Rooms

William T. Young Library, Fifth Floor

There are six multi-person study rooms available for use by doctoral students engaged in writing their dissertations. Doctoral students assigned to the multi-person study rooms are given a key and assigned a locker in which to store materials. Study room assignments run through the end of the academic year assigned. To be eligible you MUST be enrolled in a doctoral degree program and be engaged in the writing phase of your dissertation. For more information, visit http://libraries.uky.edu/libpage.php?lweb_id=120&llib_id=14.

Presentation U!

William T. Young Library, Central Basement, Room B24

Presentation U! is UK's centralized speaking and writing center. Presentation U! strives to support student success in the classroom and beyond by fostering self-directed learning and the development of professional skills including interpersonal communication, team-based skills, visual literacy, and excellence in writing. Graduate Students can receive peer tutoring delivered by trained Masters and Doctoral students for their papers, presentations, or visual/digital projects. To make an appointment visit: <http://www.uky.edu/presentationU/asynchronous-tutoring>

Robert E. Hemenway Writing Center

W.T. Young Library, West Wing Basement, Room B108B

The Robert E. Hemenway Writing Center offers free and friendly help to all UK students, faculty, and staff. The Writing Center assists with the process of composing and communicating in writing, speaking, and multimedia projects across the curriculum through both face-to-face and e-Tutoring consultations. Although consultants help clients learn editing and proofreading strategies, they do not merely direct writers to "fix" grammatical errors— and they certainly do not copy edit the work. Consultants can additionally show clients how to locate and use online and print resources to help them follow models of formatting and documentation style. To schedule an appointment visit <https://uky.mywconline.com>. You will be prompted to make an account the first time you schedule an appointment.

Thesis and Dissertation Writing Camps

The road to a complete thesis or dissertation can be fraught with obstacles, including setting aside designated time to write. The Graduate School offers writing campus twice a year: one week during winter break and two weeks in the summer. Camps provide time and space for intense composition and also offer support through short topical workshops and writing consultations. Ongoing opportunities to participate in writing groups are offered throughout the year through both the Graduate School and Graduate Student Congress.

Thomas D. Clark Graduate Study Suite

William T. Young Library, Fifth Floor

Graduate students and post-docs have exclusive access to the Clark Graduate Study via ID access. The study is open during library hours and is designed as a quiet space for reading, research, and writing. It features a variety of work spaces and lockers for storage.

Library Services

There are eight individual libraries within the University of Kentucky library system:

- William T. Young Library (W.T. Young Library)
- Agricultural Information Center (AIC)
- Education Library
- Law Library
- Lucille Caudill Little Fine Arts Library and Learning Center
- Medical Center Library
- Science and Engineering Library
- Special Collections Research Center

The two libraries most commonly used by students in the department are the W.T. Young Library and AIC. The W.T. Young Library houses the University's humanities, social sciences, and life sciences collections as well as periodicals. The AIC houses current agricultural journals (one year's subscription at a time) and selected indexes, abstracts, and reference volumes.

Graduate students can borrow books from 90 days and non-print materials for 7 days. Special items, such as interlibrary loans and reserves, vary in borrowing time. You can request that materials be brought to a preferred library for pick-up through the catalog entry for the particular item.

Interlibrary Loan

If a material is not available through UK's library system, it can be requested through Interlibrary Loan (ILLiad) at <https://lib.uky.edu/ILLiad>. A separate form must be submitted for each item. Accurate and complete patron and bibliographic information is essential for processing requests. Prior to submitting the request, patrons should make every effort to determine that the library system does not own the item by searching the library's online catalog, InfoKat or the E-Journals Database.

Materials generally not available for loan are: pre-1800 imprints, rare books, newspapers and manuscripts (unless available in positive microfilm or from the Center for Research Libraries Catalog), some PhD and Masters theses, audiovisual materials, genealogical material, and e-books. In addition, photocopies of certain material protected by copyright cannot be obtained. Requests for textbooks or books and audio/visual items for leisure/recreational use cannot be obtained through UK's ILL office.

The Library absorbs up to \$40 for acquiring reproductions of articles/chapters/papers or for the loan of material acquired through Interlibrary Loan per patron. If cost exceeds \$40 the ILL staff will contact you to see if you are willing to absorb the extra cost.

Computing Resources

Internet Access

Desktop and laptop computers purchased by the department/PI for office and lab use should already be connected to the UK Device network for internet access. If the device is not connected to the UK Device network, contact Jesse Crabtree (jesse.crabtree@uky.edu) in Plant Science Building, Brian Lauer (brian.lauer@uky.edu) for PSS in Agricultural Science Center, or Shelby Jones (shelbypjones@uky.edu) for Horticulture in Agricultural Science Center.

Personal computers should be connected to the UK Eduroam network. To connect to this network the first time, select the UK Wifi Help network which will direct you to <http://www.uky.edu/wifihelp/>. Press the “Connect to Eduroam” button to be guided through the onboarding process or manually onboard your device by following the instructions for your operating system on the webpage.

Printer Access

Desktop and laptop computers purchased by the department/PI for student use should already be connected to the department printer in the building in which you have an assigned office. If the device is not connected to a printer, contact Jesse Crabtree (jesse.crabtree@uky.edu) in Plant Science Building, Brian Lauer (brian.lauer@uky.edu) for PSS in Agricultural Science Center, or Shelby Jones (shelbypjones@uky.edu) for Horticulture in Agricultural Science Center. Additionally, computers in Agricultural Science Center N-125 and Plant Science Building 416 have access to a department printer and can be logged into with your MyUK username. Most department printers print exclusively in black and white. Color copies can be made with the printer in Agricultural Science Center N-222.

To connect your personal computer to the department printer please contact Jesse Crabtree (jesse.crabtree@uky.edu) in Plant Science Building, Brian Lauer (brian.lauer@uky.edu) for PSS in Agricultural Science Center, or Shelby Jones (shelbypjones@uky.edu) for Horticulture in Agricultural Science Center. .

Poster Printer Access

Large poster printers and laminators are located in Agricultural Science Center N-135A and Plant Science Building 216. Bring your poster on a USB for printing.

Software

The University Information and Technology Services provides select free software programs for students using the program for personal use related to their studies. Software available for download includes:

- Adobe Acrobat
- Adobe Creative Cloud
- ArcGIS
- Echo360
- EndNote
- IBM SPSS Statistics
- JMP and JMP Genomics
- MATLAB
- Microsoft Office 365 ProPlus
- SAS
- Sigmaplot

Software can be found at <https://download.uky.edu/software.php>. Log in with your LinkBlue account username and password. Some software, such as JMP and SAS, requires that you submit a licence request before use. Licence requests are located at the top of the webpage.

SAS and University-owned software packages can be installed on your department/lab-owned device. Contact Jesse Crabtree (jesse.crabtree@uky.edu) in Plant Science Building, Brian Lauer (brian.lauer@uky.edu) for PSS in Agricultural Science Center, or Shelby Jones (shelbypjones@uky.edu) for Horticulture in Agricultural Science Center.

Virtual Den

If you do not want to install the software on your computer or do not have access to the software at a given time, some software programs can be used through Virtual Den. Virtual Den can be accessed via <https://apps.uky.edu/Citrix/Remote/auth/login.aspx>. Log in with your LinkBlue account username and password. SAS and most University-owned software programs can be accessed through Virtual Den.

Research Resources

Data Management Consultations

Science and Engineering Library, King Building

You will generate significant amounts of data during the course of your research that will be left with your advisor at the time of your departure. To best utilize your time while researching and writing, you can schedule a free consultation with a librarian who can provide you with information on data management plans, storage solutions, and best practices when working with large amounts of digitized data. See their website https://libguides.uky.edu/research_data for more information about their services and resources. An appointment can be scheduled by emailing Researchdata@LSV.UKY.EDU so that you can be matched with the librarian that best suits your needs.

Statistical Consultations through the Applied Statistics Lab

Applied Statistics Lab, Multidisciplinary Science Building, Room 311

Statistician Offices, Plant Science Building, Room 323

The department has several statistical consultants, who change annually, through the Applied Statistics Lab. The primary purpose of the ASL is to build collaborative bridges between statisticians and other investigators – not simply serve as a consulting shop. ASL strives to improve breadth and quality of statistical support for scholarship across the University. ASL offers consultations, data analysis, statistical programming, and training workshops for grant submissions, study designs, publications, and presentations. Mentoring and training are key in the organizational model of the ASL. For some requests, ASL graduate students are partnered with an experienced faculty/staff member who mentors the student through all stages of the project. To submit a request for appointment visit <https://redcap.uky.edu/redcap/surveys/?s=UurTv2mN49>.

Graduate Student Congress Research Awards

The Graduate Student Congress has funding available in support of major research projects; funds can be used to access special archival or library materials, to gain access to a certain population of individuals for research, or to support travel to field or research sites. If the award supports travel, you must travel within six months of receiving the award and will be asked for proof of travel. Awards are offered each month. See the GSC website for deadlines and more information: <https://www.uky.edu/gsc/awards>.

Applicants must be associated with a department that is officially represented at GSC meetings and whose representatives attend GSC meetings; we are currently represented by Sara Qian. To apply for travel funding complete the form and submit necessary materials in support of your application through the GSC. Award recipients must be prepared to provide receipts for all expenses upon request by the GSC. You may only win a research award once each fiscal year.

Field Work

The University maintains five research units for agricultural, animal production, equine, horticulture, weed science, and entomology research. The units are listed below with addresses and contact information of the superintendent and manager.

C. Oran Little Animal Research Center

1171 Midway Road Versailles, KY 40383

Hours of Operation: 8:00-4:30 M-F

Office: 859-873-6587

Farm Superintendent: Shannon Rudd, 859-509-2971, srudd@uky.edu

Farm Manager: Matt Peake, 859-509-2284, jessepeake@uky.edu

North Farm

1925 Research Road Lexington, KY 40511

Hours of Operation: 8:00-4:30 M-F

Office: 859-254-1434

Farm Superintendent: Dave Smith, office ext. 239, 859-509-2967 (mobile), dgsmith@uky.edu

Farm Manager: Steve Zanone, office ext. 238, 859-509-2965 (mobile), szanone@emial.uky.edu

North Farm resulted from the merger of Main Chance (Equine Science), Spindletop, and Coldstream. The section of North Farm utilized by Equine Science is still called Main Chance and the area utilized by Plant and Soil Science is referred to as Spindletop.

South Farm

4321 Emmert Farm Lane Lexington, KY 40514

Hours of Operation: 8:00-4:30 M-F

Office: 859-257-2909

Farm Superintendent: Steve Diver, 859-272-5513, steve.diver@uky.edu

Western Kentucky Research and Education Center (Princeton)

1205 Hopkinsville Street Princeton, KY 42445-0469

Hours of Operation: 8:00-4:30 M-F

Office: 270-365-7541

Director: Dr. Carrie Knott, carrie.knott@uky.edu

Operations Superintendent: Ryan Scott, office ext. 21333, joseph.scott1@uky.edu

Robinson Center for Appalachian Resource Sustainability (Quicksand)

176 Robinson Road Jackson, KY 41339

Hours of Operation: 8:00-4:30 M-F

Office: 606-666-2438

Director: Dr. Daniel Wilson, office ext. 227, daniel.wilson@uky.edu

Extension Field Program Coordinator: J. Wade Turner, office ext. 304, jwturner@uky.edu

Gate Cards

All University owned units have gated access. You will need a gate card to gain access to the farms outside of regular working hours. Maggie Maynard will assist you in procuring a gate card for your research. Gate cards are issued directly to you with access to specified gates. Cards are to be used only by you.

On Farm Policies

When parking near the main buildings, park vehicles only in the correctly marked location. Some lots are specified for certain vehicles.

Follow all marked signage in regards to pesticide applications and their impact on work in specified plots.

Anyone who has field work at any of the UK farms is required to attend one of the training sessions each year (usually held in late April and early May) which covers safety and other protocols at the farm.

Princeton Housing

Three houses are available for students, postdoctoral scholars, visiting scholars, and others associated with the College of Agriculture, Food, and Environment. The houses are for short-term or overnight stays at the center with stays no longer than eleven consecutive months. Stays longer than eleven consecutive months require that students find their own private housing option. During the summer (May-August), priority is given to those that will stay the entire summer.

The houses have a fully-equipped kitchen (refrigerator, microwave, oven, coffee maker, toaster, cookware, small hand appliances) and washer and dryer. Linens (towels and bedding), toilet paper, paper towels, hand soap, and cleaning supplies are provided. Wireless internet is also provided. It is the responsibility of the occupants to keep houses clean, orderly, and functional. There are no janitorial services provided. Failure to maintain a clean, functional house will result in a cleaning fee.

Reservations can be made by completing the UKREC Housing Request Form (https://wkrec.ca.uky.edu/files/ukrec_housing_request_form.pdf) and emailing it to ukrecgradhouse@uky.edu. A request does not guarantee a room. You must resubmit the form if your reservation changes and note that it has changed when emailing the form.

Stays of 1-5 consecutive days are \$20 per day per bed. Stays of 6 or more consecutive days are \$10 per day per bed. For stays during the summer months and long term stays throughout the year, every day of the reservation period will be charged \$10 per day per bed, including weekends. You will be charged for each day that you are in possession of the key and/or have belongings in the house. Payments can be made by the department or person. Personal payments must be received by the last day of each month. Invoices will not be provided.

At the time and date specified on the reservation, keys will be available for pick-up from an authorized staff member. Key pick up is conducted during operation hours (8:00-4:30 M-F). Inspect your room upon check in. Report any damages immediately. Failure to do so implies there was no damage at check-in and you will be charged for the replacement/repair at check-out. All provided linens (bedding included) must be placed in the provided laundry hamper at the end of your stay.

The houses are a UK facility, and all University rules apply. The houses are smoke and alcohol free. No pets of any type are allowed. Service animals are permitted and should be denoted on the reservation form. Overnight visitors are not allowed; they must make arrangements with a local hotel.

Vehicles for Field Work

Vehicles from Motor Pool can be used to drive to Princeton and the Robinson Center. Make a reservation at College of Agriculture Motor Pool at <https://acsg.uky.edu/Fleetservices>.

The department currently owns and maintains one SUV, a Chevy Trail Blazer, for local short-term use (4 hours or less). It is intended to support short-term transportation needs around campus and Lexington. It is NOT intended as a supplementary vehicle for programs which already have access to a project vehicle. To reserve the vehicle access the reservations website at <https://luky.sharepoint.com/sites/cafe/PSSDEPT/SitePages/Home.aspx> and select the Chevy Trail Blazer

from the side menu. If you require a vehicle longer than four hours, you can make a reservation with the College of Agriculture Motor Pool at <https://acsg.uky.edu/Fleetservices/> for one of the work trucks.

Vehicles can only be driven by a UK employee with a valid driver's license. You will need your driver's license to pick up your reserved vehicle. There are to be no pets, with the exception of service animals, in the vehicle. Vehicles are an extension of the University and University rules, such as the prohibition of smoking or tobacco products, apply. An approved travel request form is necessary before you can take any UK owned vehicle out of the Commonwealth.

If an accident or emergency occurs, contact Motor Pool at any time by calling 859-257-3119 to report the incident and obtain help. In the case of an accident, the driver is responsible for filling out an accident report (https://facilities.ca.uky.edu/files/motor_pool_accident_report.pdf) within 24 hours.

Greenhouse Space

The greenhouse on campus has 42 zones for controlled experiments. Space and operation is managed by Walter Rhodus, Greenhouse Superintendent. He can be contacted at 859-257-3039 or by email at walter.rhodus@uky.edu.

Plant Material Processing

Drying ovens for plant materials are available across campus. One oven is located at North Farm in the Agronomy Building. Two ovens are located in the greenhouse. These ovens have a sign-in sheet and can be reserved. There are also drying ovens in the seed house.

Grinders for both soil and plant materials are available across campus and the research farm. Small grinders are maintained by individual PIs. Wiley Mills for plant grinding are located in the Agronomy Building at North Farm. You should not operate a grinding mill until you have been trained to do so. Jim Nelson (soil and plant grinders at North Farm), James Dollarhide (plant grinder at North Farm), and Sara Carter (plant grinder at North Farm) can train you. Contact them before your first visit to arrange a time. After you have been trained you do not need to schedule a time to use the grinders. There are sign-up sheets in each location to catalog who has used grinders.

Ear, eye, and lung protection must be used when grinding. Follow all ventilation rules at the location to ensure proper ventilation. Follow all posted safety instructions, and never open a grinder while it is on.

Plant and soil materials must be thoroughly dried to be ground. Even if the material has been dried previously, dry it at least 3 hours before grinding. Materials will begin to absorb moisture after being removed from the oven. Slowly feed plant materials into the machine as it only comes out once it has reached the desired particle size. If you overload the grinder, it will overheat and turn off. If the motor overheats, turn off the machine at the power switch, clean the material out, let the motor cool down, and press the reset switch on the motor.

Following use, clean the grinder and close it. Shut off the ventilation system and clean the work area. Remaining soil and plant material can contaminate the materials of the next person. Be sure to remove all trash.

Teaching and Professional Development Resources

Grad Degree+

Grad Degree+ is a way to build transferable skills sought by employers. Grad Degree+ offers focused tracks on leadership, communication, pedagogy, and other areas that enhance professional skills for diverse careers. Completion of all workshops in a track culminates in a certificate (non-transcript) that can be used on resumes and job applications. Grad Degree+ is offered through a partnership between Human Resources Training and Development, the Center for Enhancement of Learning and Teaching, and other key units throughout campus.

Graduate Certificate in College Teaching and Learning

This certificate is a 12-credit hour curriculum of Graduate School and Educational Policy and Enrichment courses on college teaching and learning, instructional technology, the history of higher education, and other topics pertinent to success in careers in higher education. The capstone experience is a mentored teaching practicum culminating in a course teaching portfolio. Graduates consistently report that their experiences in the coursework provide pivotal advantages in the job market and their careers.

Handshake

The Stuckert Career Center provides access to Handshake, an online career management platform that utilizes advanced technology to adapt to specific user career support needs.

Imagine PhD

Imagine PhD aids users in assessing their career-related skills, interests, and values; exploring career paths appropriate for their disciplines; creating self-defined goals; and mapping out next steps for career success.

Preparing Future Faculty (GS 650)

The University of Kentucky has been a leader in the national Preparing Future Faculty initiative for the past two decades. In GS 650, students learn from faculty inside and outside UK about succeeding in a range of faculty work at research-intensive and teaching-intensive institutions. The coursework provides opportunities to visit other campuses and shadow faculty as well as guidance in writing faculty application letters and interviews. This course can be taken separately or as part of the Graduate Certificate in College Teaching and Learning.

Preparing Future Professionals (GS 600)

Preparing Future Professionals class aids students in exploring career paths beyond academia. Students develop an understanding of what is necessary to transition into careers, identify resources that can aid in obtaining a desired job, and develop action plans to transition to a chosen career.

Teaching Assistant Enrichment

Support and enhancement opportunities are provided during the academic year through workshops offered by the Center for Enhancement of Learning and Teaching, collaborative learning communities, and the Preparing Future Faculty Program. Through an institutional subscription, the Graduate School provides all Graduate Teaching Assistants with access to 20-Minute Mentor Commons, an extensive set of short videos with supplementary materials on a wide range of topics on course design and classroom management.

Versatile PhD

Versatile PhD is an online tool to guide users toward identifying, preparing for, and succeeding in non-academic careers. Included is access to an extensive library of career path narratives, application letters, and sample resumes.

Conference Travel and Funding

Booking Flights and Hotels

Flights and hotel must be booked through the University's travel agent, Concur. Each advisor should have a Concur account through which you can purchase flights and book hotels. You are able to create a Concur account yourself and use the assigned purchasing card for your lab to complete these transactions. Please check with your advisor before creating your own Concur account; some advisors prefer that purchasing card information is not stored across several computers and accounts. If your advisor does not have a Concur account, you can schedule a time with Vicki Pendleton in PSS or Pam Compton in Horticulture who will assist you. Vicki and Pam will also be able to explain any additional paperwork you may need to complete for travel.

Creating Travel Documents

You must submit a travel document prior to travel to be covered under University insurance in the event of an accident. You can complete a Travel Document by clicking the "Travel Documents and Travel Receipts" heading on the Employee Self Service tab of your MyUK account. Select "Create new document." If you have pop-up windows blocked, the new page will not launch. Disable this feature to prepare your travel request. Begin by selecting the type of trip (day or overnight travel). The correct form will be launched based on the type of trip you have selected. Before completing the documents, review the training materials located under the "Training Materials" on the Employee Self Service tab of your MyUK account.

Prior to traveling, complete step 1 "General Data." This page requires the dates and times of travel, location of travel, purpose of travel, and trip funding information. Check any meal exemptions for accurate per diem calculation. This can be changed after your trip if a meal was provided that you were not aware of. You will need to get the cost assignment number from your advisor. The default number is for the department. If this number is used your reimbursement will be rejected. Select continue where you will be navigated to step 2 "Receipts". Upload any housing and airline receipts. You can upload receipts, such as ground transportation or baggage fees, after travel. However, your refund will be issued more quickly if your final reported expenses are within the lessor of 10% or \$150 your travel will not have to be approved again, which results in a faster processing of your refund. Press continue again so that you can review the information entered on step 3 "Review and Send." If all information is correct, submit the form as your travel plan.

If you are travelling internationally, you must register your travel with the Office of International Health, Safety, and Security. This ensures that the University knows how to reach you in the event of an emergency or details about your travel that would be needed when contacting a US Embassy. You can register at <http://international.uky.edu/IHSS/RegistryStudents> through the student registry; while we are employees, graduate students are to register through the student registry. Register the travel as independent travel: UK funded or endorsed rather than a conference trip led by a faculty member. If desired, you can be enrolled under UK's comprehensive travel medical insurance and evacuation coverage through AXA Assistance. The cost of this coverage, \$10.50 per week, will be billed to your student account. Contact the Office of International Health, Safety, and Security if you do not want to be enrolled in this coverage.

After travel is complete, navigate to the created travel document by clicking on the "Travel Documents and Travel Receipts" heading on the Employee Self Service tab of your MyUK account. Select "Traveler Work Center." On this page, all of your travel documents will be displayed. Select the travel document you need to submit receipts for. Navigate to Step 2 "Receipts." Add all purchases that were incurred during travel, such as airline tickets, rental cars, hotel rooms, and meals. Upload receipts for these purchases to the travel document. Press continue so that you can review the information entered on step 3 "Review and Send." If all information is correct, submit the form as your travel plan. Any money that will be reimbursed to you directly, will be processed Vicki Pendelton.

Graduate Student Congress Travel Awards

The Graduate Student Congress has conference funding available monthly. Funding has to be used within 90 days of the date of travel (either prior to or after travel). Apply as many times as you are able for a given trip if you are not successful with your first application. See the GSC website for deadlines and more information: <https://www.uky.edu/gsc/awards>.

Travel funding is not provided for participation in/presenting at workshops or for coursework tuition at a conference workshop. Applicants must be associated with a department that is officially represented at GSC meetings and whose representatives attend GSC meetings; we are currently represented by Sara Qian. To apply for travel funding complete the form and submit an abstract to the GSC's award page.. The abstract submitted will be read by multiple graduate students from a variety of backgrounds; it is in your best interest to submit an abstract that is written for a lay person NOT the abstract you submitted to

the conference. Travel award recipients must be prepared to provide receipts for all expenses upon request by the GSC. You may only win a travel award once each fiscal year.

IPSS Block Funding

Currently there are two sources of funding for conference travel outside of your advisor. Each year IPSS sets aside block funding to support conference travel. You can receive up to \$600 from the block funding once each fiscal year. Complete the funding request form on the “Current Students” page of the IPSS website (<https://ipss.ca.uky.edu/current-students>) and attach proof of first authorship for the conference to Dr. Coyne. Funds will be awarded on a first come first serve basis until funding is depleted for the year.

Medical and Health Resources

Campus Recreation

Two recreation centers are located on campus: Alumni Gym (Gatton Student Center) and the Johnson Center (Complex Drive). Both locations offer free weights, cardio equipment, group fitness studios, and equipment check out. The Johnson Center also offers a multipurpose gymnasium, four-lane elevated track, cycling studio, racquetball court, and climbing wall. Alumni Gym additionally offers personal training. Group exercise classes are posted on the Campus Recreation and Wellness webpage (<https://www.uky.edu/recwell/fitness/group-fitness>). Membership to both locations is covered through your student fees during the Fall and Spring Semesters. Summer memberships can be purchased at the Johnson Center Office for \$20. Hours of operation fluctuate throughout the year based on University breaks. See websites for up to date hours and closures.

Dental Care

Dental Science Building, Second Floor

Dental care is not covered under the University insurance plan. However, the College of Dentistry offers reduced cost dental services, including cleanings and x-rays. To schedule an appointment, call 323-DENT. For more information on their services, including urgent care dental needs, see their webpage: <https://dentistry.uky.edu/patient-care/dental-student-clinics>

Health Insurance

The insurance offered as part of your package (Student Health Plan or SHP) is offered through Anthem Blue Cross Blue Shield. You are automatically enrolled in this coverage unless you complete an opt out form. You may use this insurance as either your sole insurance or as a co-insurance. Plan policy year is August 15-August 14 of the following year. However, each year the University updates the insurance policy coverage for graduate students.. This requires every funded graduate student to be re-enrolled by the University in January. Therefore, the University requests that appointments, unless medically urgent, be avoided the last two weeks of December and last two weeks of January. You do not need to complete any paperwork each year to be re-enrolled in January. This University will re-enroll you automatically.

To receive your instance card access the insurance website (<https://www.arcsvs.com>). At the time of your first log-in you will be prompted to create a username and password. This website can also be used to

search for a provider and/or pharmacy within network if you cannot be seen at Student Health or through the University's health care system.

You can decline coverage by completing an opt out form that is due by the first day of the fall semester:

<https://gradschool.uky.edu/sites/gradschool.uky.edu/files/Forms/StudentForms/2020-2021/2020-2021%20Health%20Declination%20Form.pdf>. This form must be completed annually if you do not want to enroll.

Mental Health Services

Frazer Hall, Room 106

Graduate work can be demanding and stressful. Graduate students are eligible for free counseling during Fall and Spring Semesters though the Student Health Fee. Services are additionally free in the summer if you held six credits the previous Spring and will hold six credits in Fall OR if you are enrolled in at least one credit during the summer and have paid your fees. If at any time you feel that you need assistance, the UK Counseling Center offers individual sessions, group sessions, and couples sessions. New clients can schedule an appointment by walking in or by calling (859) 257-8701. The phone line is staffed 24-hours a day if you require immediate assistance outside of operating hours.

Student Health

University Health Services Building, Second Floor

Student Health should be your first stop for any medical needs and offers a variety of services at no cost through the Student Health Fee. Some additional testing and imaging, such as x-rays, may result in a small fee. Funded graduate students can see Student Health for medical needs during the summers when the Student Health Fee is not and if they are post-coursework. The SHP insurance plan as part of your package will cover visits at the Student Health Center at no cost, with the exception of some additional testing and imaging.

Prescriptions written by one of the Student Health providers can be filled at the University pharmacy for a greatly reduced cost or at any pharmacy of your choosing. The University pharmacy offers many prescriptions and over the counter medications at reduced costs.

Appointments can be made with Student Health online through your MyUK account. On the Student Services page, select MyInfo and a link to make appointments with Student Health is located on the left menu. If you take the insurance offered by the University, you can visit Student Health in the summer despite not paying a student health fee.

If you cannot schedule an appointment with Student Health due to appointment availability issues or after hour/weekend health needs, the next best option is the University of Kentucky HealthCare Urgent Care Clinic. Your SHP coverage allows you to be seen at no cost, with some fees for services. Visit their website for more information: <https://ukhealthcare.uky.edu/services/urgent-care>.

Miscellaneous Resources

Childcare Grants

Childcare grants are available for part-time and full-time UK students, both at the undergraduate and graduate level, who need financial assistance for day-care service for their children. This is a one-time grant with applications available each semester. You may apply for as many semesters as necessary. Visit <http://uksga.org/applications/childcare-grants/>.

Student Legal Services

The Student Government Association provides Student Legal Services so that students may be advised on legal issues. A local attorney provides free consultation to UK students for any legal issue. The most common consultations are on rental contracts and landlord-tenant matters. To set up an appointment, email lynn.fresca@uky.edu or call 859-257-3191. All information is confidential and your privacy is maintained.

Wildcat Wardrobe

Blazer Hall, Room 250

Wednesday 3-5PM

The Wildcat Wardrobe is a student-led professional clothing service that provides free business professional and business casual clothing for all UK students. The Wardrobe carries business essentials such as whole suits, blazers, pants, skirts, shoes, ties, and dress socks for all genders and sizes. With your student ID you can come to the Wardrobe and choose up to three items of clothing to keep.

Campus Transportation

Bicycles

Bicycling can be one of the best ways to navigate campus. If you did not bring a bike to campus, you can check out a bike through the Wildcat Wheels Bicycle Library for the semester for free. Wildcat Wheels has a fleet of 100 bicycles that can be checked out for a full semester at a time. Demand for these bikes often exceeds supply; when that is the case, the bikes are awarded through a random lottery. To sign up for a bicycle for a full semester, enter the lottery by filling out the application at

<https://www.uky.edu/transportation/bikerentaloptions>.

Wildcat Wheels also has a fleet of bikes that can be checked out for up to one week at a time for short-term use. These are available first-come, first-served during open shop hours. Wildcat Wheels is located on the first floor of Blazer Dining, near the corner of Martin Luther King Jr. Blvd and Avenue of Champions

If you brought your bike to campus, you are encouraged to apply for a free bicycle permit with Transportation Services. The permit will ensure University Transportation contacts you before cutting your lock if the bicycle is parked at an inappropriate location. It will also assist University Police in identifying your bike if it is stolen. There are several repair stations across campus for use in completing minor repairs. Each station is equipped with screwdrivers, allen wrenches, headset wrench, box wrenches, tire levers, pre-glued tube patches, and a manual air pump. Stations are located at Ag North, Wildcat Wheels, Patterson Drive, W.T. Young Library, College of Nursing, Rose Street Garage, Johnson Center, and BCTC Oswald Building.

Campus Buses

The University operates three buses for students -- blue, white, and green; additional buses serve UK Healthcare (orange) and the Kentucky Clinic (pink). The blue and white buses are the same route traveling in opposite directions. The Blue Route runs clockwise from Kroger Field with its first stops at Cooper and Agricultural Science. The White Route runs clockwise from Kroger Field toward the W.T. Young Library with the first stop of Complex Drive and Huguelet.

Buses do not operate on a set time schedule. Instead, they operate on a headway system with continuous, frequent service. All campus routes can be tracked in real-time on the TransLoc Rider website

(uky.transloc.com) or through the free app. You may send a text message to 41411 with UKY and the appropriate stop number to receive a message back listing the next three arrival times for that stop.

Lextran Bus System

Students may ride Lexington's Lextran Bus service for free with their student ID. Unlike the campus shuttles, these buses operate on a fixed schedule. All routes can be tracked in real-time on the TransLoc Rider website (uky.transloc.com) or through the free app.

Parking Passes and Campus Parking

Transportation Services website: <https://www.uky.edu/transportation/>

As a graduate research or teaching assistant you are eligible to purchase an employee academic (E-academic) parking pass for the academic year (August-May). The E-academic permit allows you to park in any area designated as intermediate E, K, or EK across campus as well as park in loading zones for 15 minutes. If you reside on campus, you are not eligible for this parking pass and may only purchase a residential (R) permit. E-academic passes cannot be purchased until approximately the second week in August when the GSAS forms have been processed. The 2020 price is \$340.

If you need a parking pass for summer, you must purchase a summer E pass in mid-May until you are eligible to purchase a permit for the next academic year. You can purchase this pass for any number of weeks. If you know ahead of time that you won't need parking for specific weeks, discuss if purchasing multiple summer E passes for the number of weeks needed or a scratch off daily pass is the best option for you with parking. The 2020 price was \$120.

Parking permits are enforced year round, so pay attention to the signage for each lot. Parking maps are provided at the end of this section. With an E-academic permit, you can park in any parking lot shown in blue on the Daytime Employees map and any parking lot shown in yellow in the off-peak hours map. During the school year, graduate students in the IPSS program with E-academic passes park in the EK lot behind the Gluck Building, Orange Lot of Commonwealth Stadium which is behind the Plant Science Building, and the parking structure near the greenhouse. If you have classes on main campus, you can use your parking pass at any of the designated intermediate lots on the map.

Pay attention to signage for the lot. Some lots are controlled 24 hours a day, and an E-academic permit does not permit you to park in that lot. You can park in most parking lots between 3:30-7:30 PM with any valid parking pass and in most parking lots after 7:30 PM without a pass. Check the parking lot sign for regulations. Transportation Services issues tickets even on the weekend, and failure to notice regulations on signs does not exempt you from a parking ticket.

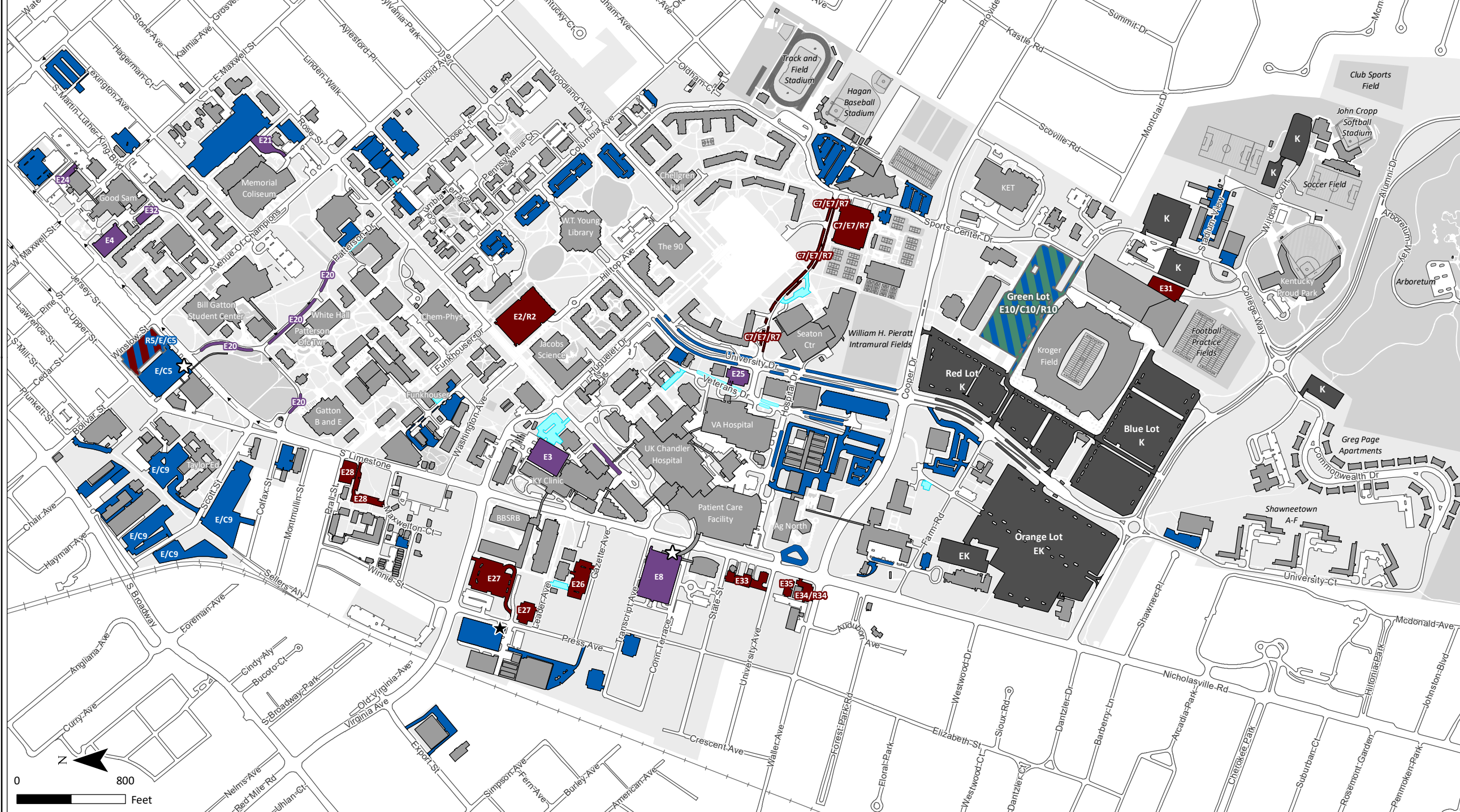
Do NOT park in any of the parking structures for the Veterans Affairs Hospital, Shriners Hospital, and UK HealthCare. These hospitals provide care for people from the entire state. Transportation Services will give you a ticket for taking a space in one of these parking structures unless you have an appointment. If you have an appointment and need to use the parking structure, remove your parking permit.

Wildcab

Kentucky Wildcab is a free, late night on-demand transportation resource. Wildcab will provide a free ride home to UK students and their guests on Thursday, Friday, and Saturday from 10 PM to 3 AM during Fall and Spring Semesters. To request a ride, download the Wildcab App on both the App Store and Google Play.

Campus Parking Map

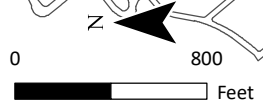
Daytime Employee



Employee Parking Designation (authorized permits)

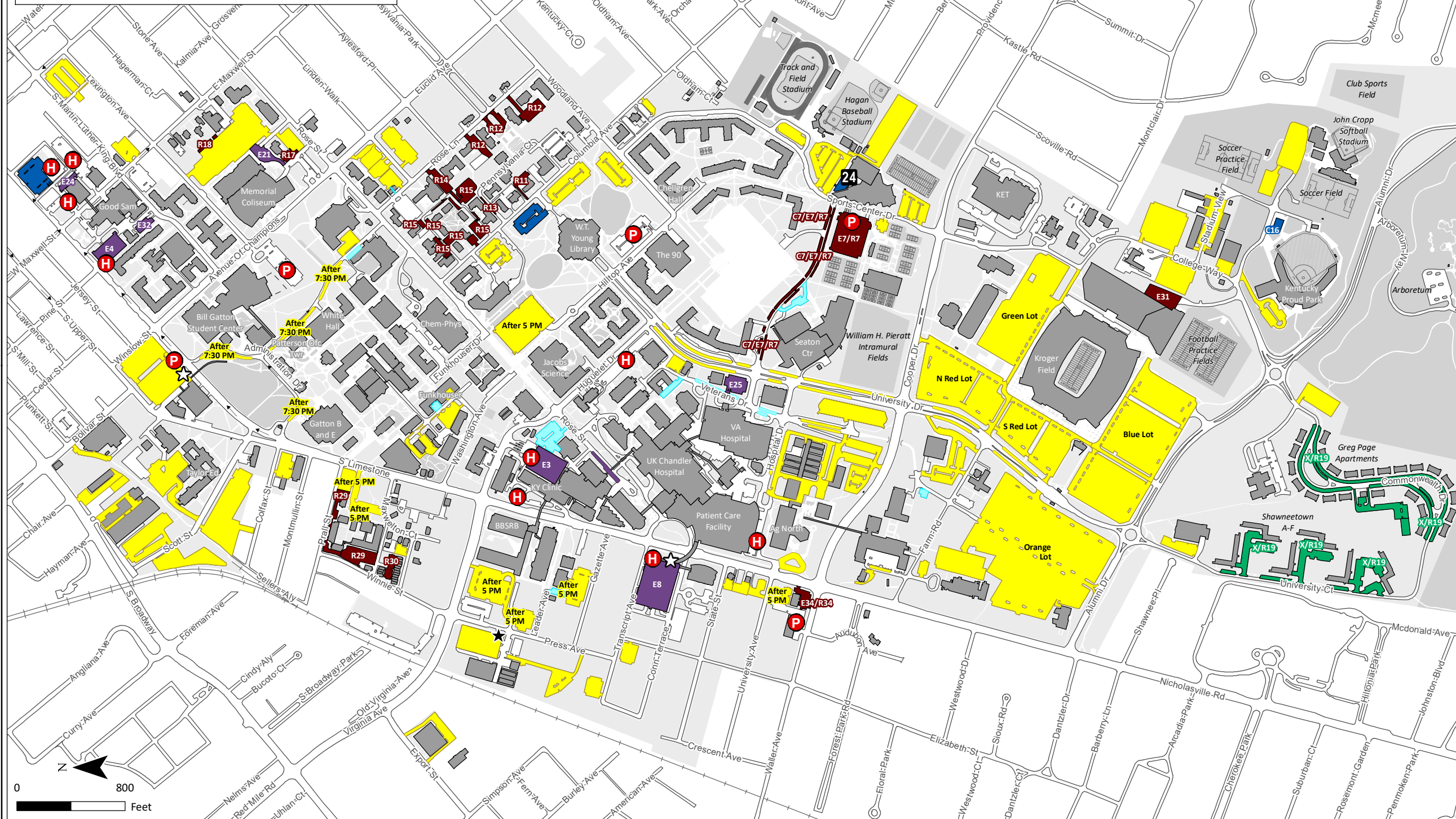
Monday - Friday
5:00 a.m. - 3:30 p.m.
For parking designations for all other times, refer to the Off-Peak Map

- Reserved
- Core
- Intermediate
- Periphery
- ADA Accessible (UK Permit)
- Bluegrass Community & Technical College (BCTC)
- Transportation Services Main Office
- Transportation Services Office



Campus Parking Map

Off-Peak



Parking Designation (authorized permits)

Permit Control:
3:30 p.m. - 7:30 p.m.
 Monday - Thursday
 (Unless Otherwise Noted)

- Any Valid UK Permit
- Intermediate
- 24 Hours**
Monday - Sunday
- Reserved
- Core
- Remote
- ADA Accessible (UK Permit)
- 24 Intermediate
- ★ Transportation Services Main Office
- ☆ Transportation Services Office
- P Paid Visitor
- H UK HealthCare Visitor



Data Source: Transportation Services (Summer 2020)
 Created by UK ITS Geospatial
 Geospatial.Requests@uky.edu
 REV: 20200710



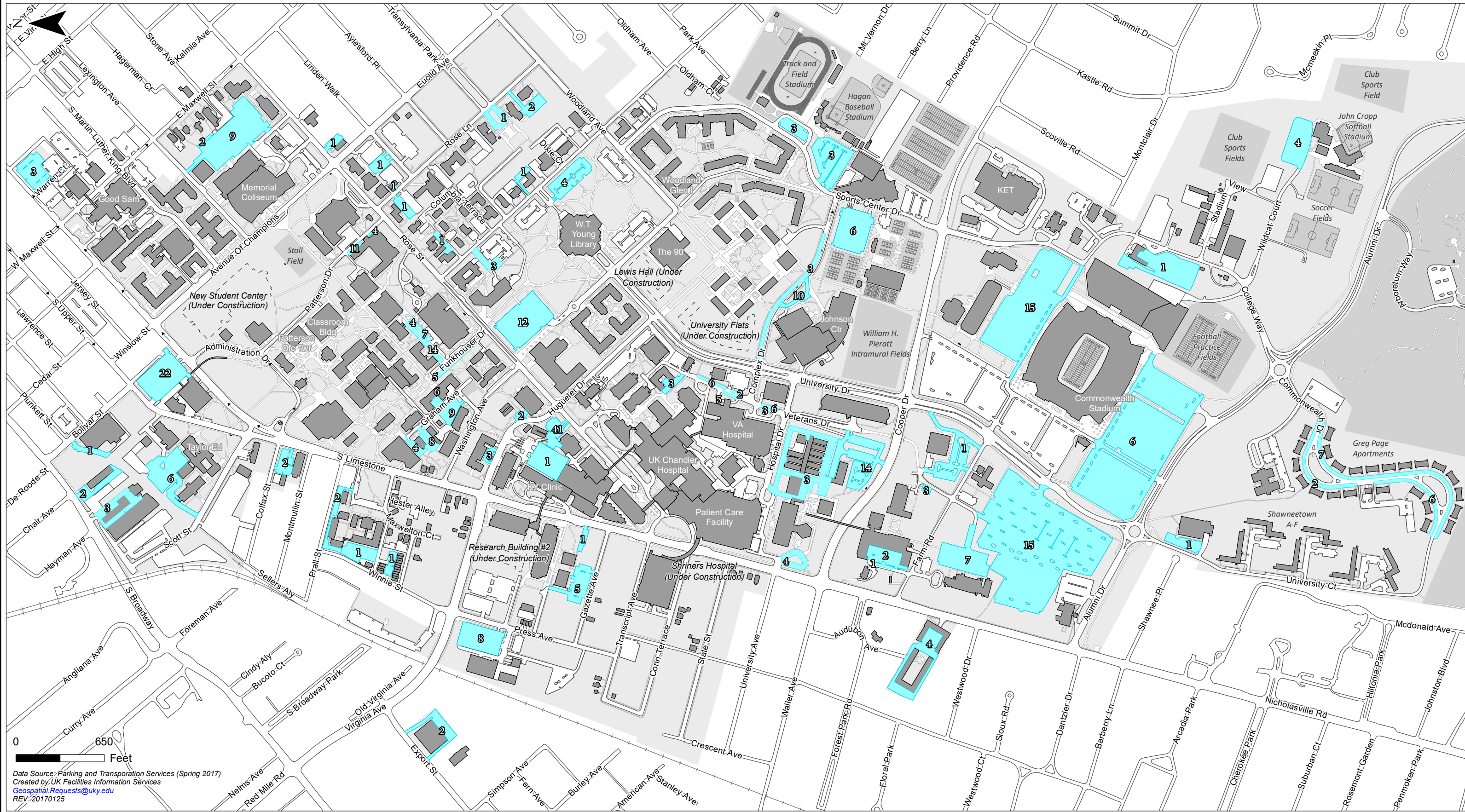
UK ADA Accessible Permit Parking

For information on acquiring a UK ADA accessible parking permit, visit www.uky.edu/pts. Campus community members requiring accessible accommodations should, in addition to proximate parking, consider remote parking with direct access to campus transit.

Campus buses are trackable in real-time; route and schedule information can be found at www.uky.edu/pts. Additionally, the University's partnership with Lextran via BluPass gives students and employees free access to use of Lextran's paratransit service, Wheels. Learn more at www.lextran.com.

University of Kentucky | Parking & Transportation Services
721 Press Avenue | Lexington, KY 40506-0571
Telephone: (859) 257-5757 | Toll Free: (800) 441-0555

<http://twitter.com/UKParking>
Email: UKParking@sv.uky.edu
Visit www.uky.edu/pts for current parking information



Data Source: Parking and Transportation Services (Spring 2017)
Created by UK Facilities Information Services
Geospatial.Requests@uky.edu
REV: 20170125

Who's Who in the Department of Horticulture Support Staff

Monica Shuler

Horticulture Human Resources Manager, (859) 217-7293

- Human resources
- Payroll
- Key assignments
- Graduate Students - GSAS Form
- Postdoc appointments
- Miscellaneous items

Denise Stephens

Account clerk, (859) 217-1601

- ProCards
- Invoices/payments
- Purchase orders
- Lab supply purchase orders assistance
- Backup payroll
- Grant receipts folders
- JV processes
- Vendors
- Newsletter/certificates/flyers/HortFacts
- Copier information

Pam Compton

Administrative Assistant, (859) 217-2909

- Travel
- FedEx Shipments
- Work order requests
- Motor pool
- Office orders
- H2B and J1 visa applications
- Reservation for conference room S301
- Distribution of effort
- cash/check transmittals

Shelby Jones

IT Specialist, (859) 217-5909

- Computer and IT needs
- Technical purchases and assistance

- Software purchases and assistance
- Setting up computer and internet accounts

Who's Who in the Department of Plant and Soil Sciences Support Staff

Abbie Cain

PSS Department Manager, (859) 218-0793

- Assist Coordinators of instruction, Extension and Director of Graduate Studies
- Manage faculty distribution of effort (DOE)
- Assist with faculty tenure and promotion process and evaluations
- Compile various annual reports
- Assist with reviews and tracking of extension publications and Hatch/ multi-state projects
- Chair's approval designee

Maggie Maynard

PSS Human Resources Manager, (859) 218-0709

- Hiring
- Position Updates
- New Employee Onboarding and Separation Procedures
- Departmental contact for HR policy questions
- Departmental contact for Staff Performance Evaluation questions
- Graduate Students - GSAS Form
- Payroll
- Pay account distributions
- Staff - time sheets

Audrey Sparks

Administrative Assistant, (859) 218-0742

- Administrative support for Undergraduate and Graduate programs
- HR Support, back-up payroll
- Manage PSS Social Media
- Event Support: invited seminar speakers, graduate student symposia, S.H. Phillips and Outstanding Alumnus, Department functions and meetings
- Reservations for PSB conference rooms, Cameron Williams, and Ag North 224
- Building, Room and Departmental Vehicle Keys
- International student invitation - Visas

Lauren McMahan

Business Officer, (859) 218-0710

- Oversees all business and financial operations
- Handles questions about accounts and financial transactions
- Budgeting and forecasting
- Department contact for grant expense management

- Lab and office phones
- Activating data ports
- Purchasing equipment and supplies that can't be purchased with Procard
- Work order forms

Vicki Pendleton

Travel Specialist, (859) 218-0711

- Travel authorizations
- Travel reservations
- Travel reimbursements (TRIP)
- Explain travel regulations
- Employee Reimbursements
- Receive and deposit all cash/checks including gifts
- Purchasing requests – computers, etc.
- Process office supply orders through OfficeDepot
- Monthly account ledgers
- Minor equipment data entry
- Goods Confirmations- collects packing slips for punch out orders

Deanna Vance

Procard Specialist, (859) 257-7570

- Procard editor – collects all procard vouchers and related paperwork
- Monitors, copiers and supplies on 3rd and 4th floor of PSB
- Scans financial documents and sends to other departments
- Maintains financial document files

Brian Lauer

IT Specialist, Agricultural Science, Seedhouse, Greenhouse, Spindletop Farm, (859) 257-7470

- Creating AD accounts
- Internet Connections
- Computer consulting, installation, repair, anti-virus,
- UK site licensed software
- SAS
- Graduate Student laptop assignment
- Processing surplus computers
- Web strategy and development
- Web Support
- Activating your department web profile
- Help with using the Content Management System (CMS)
- Creation/help with custom web pages for individuals/labs/group

Jesse Crabtree

IT Specialist, Plant Science, KTRDC (859) 562-2084

- Creating AD accounts
- Internet Connections
- Computer consulting, installation, repair, anti-virus,
- UK site licensed software
- SAS
- Graduate Student laptop assignment
- Processing surplus computers
- Distance learning