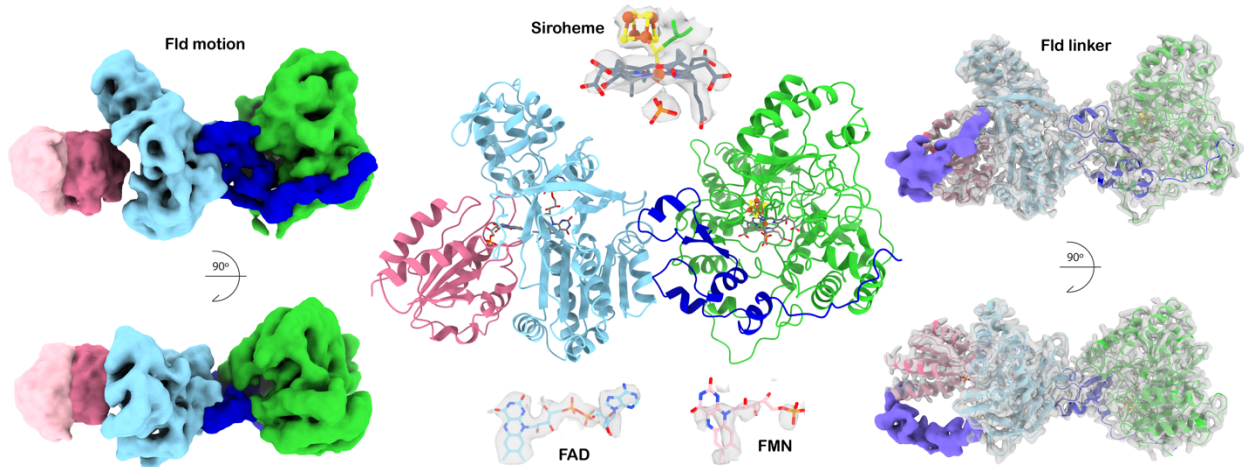


MOLECULAR BIOPHYSICS GRADUATE PROGRAM
FLORIDA STATE UNIVERSITY



STUDENT HANDBOOK 2024-2025

Image from the thesis of Behrouz Ghazi Esfahani (2024)

The image is of the sulfite reductase minimal dimer. Sulfite reductase reduces sulfur for biomass formation. The image to the left shows the motions of the electron donating flavodoxin-like (Fld) domain from the diflavin reductase domain. The middle image shows the assembly and the myriad cofactors that mediate electron transfer. The image to the right shows the high-resolution cryo-EM density for the complex with the lower-resolution linker that joins the diflavin reductase domains to mediate the highly mobile Fld domain.

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PHILOSOPHY

The Graduate Program in Molecular Biophysics is designed to transform an individual from student to professional scholar. Awarding of the degree signifies that the individual is qualified to join the community of scholars and is recognized as an authority in the discipline. Graduate education is one of the most important missions of this program. Every effort is made to provide both financial and professional support for qualified graduate students. The goal of such support is to facilitate progress toward the degree while contributing to the teaching and research effort of the University.

This handbook contains information useful to graduate students and faculty. The handbook is subject to updates and clarifications. Please note these standard academic practices:

- Generally, students complete the requirements in the MOB Student Handbook dated the year in which they enter the program, or those of any subsequent year's Handbook, but may not combine requirements from different years except at the discretion of the MOB Director ("Director"), and then only for sound academic reasons presented in advance. Continuing students who are unsure of their requirements should consult the MOB Graduate Coordinator ("Coordinator").
- Students are expected to satisfy all requirements within the specified timelines, except when it is impossible to do so for reasons beyond their control. In such cases, which should be identified in advance, the Director, upon advice from the MOB Faculty ("Faculty") can exercise discretionary authority either to waive the requirement or to approve an extension or substitution.
- In addition to information in this booklet, the student should seek out information from The Graduate School and the MOB Student Canvas site, per invitation by the Director. The Graduate School provides an additional handbook for all University graduate students and is an excellent reference for both students and faculty.

ABBREVIATIONS

MOB Director: "Director"

MOB Graduate Coordinator: "Coordinator"

MOB Faculty: "Faculty"

Committee to Advise Students Without a Major Professor: "CASWoMP"

Institute of Molecular Biophysics Director: "IMB Director"

REQUIREMENTS FOR THE DEGREE

Students with different backgrounds in the sciences are admitted to the MOB Graduate Program. Three core courses (nine hours) are required to bring students to a common level of formal training. At least two electives (six hours) are required but some may need to take additional courses to provide an adequate background for graduate training, as determined by the course of study in consultation with the Major Professor and Doctoral Supervisory Committee (“Committee”). The overall requirements for the Ph.D. degree are:

- Complete course requirements.
- After rotating through at least three labs, and in consultation with the Committee to Advise Students Without a Major Professor (“CASWoMP”), select an advisor with whom you would like to pursue your research project. A successful match will be in coordination with the Professor of choice.
- Teach at least one semester.
- Attend the Structural Biology and Biochemistry Seminar each fall and spring semester.
- Successfully complete the written and oral components of the preliminary doctoral examination. Success is defined as a “pass” by the Committee’s assessment.
- Successfully present and defend a doctoral research proposal (prospectus) to advance to doctoral candidacy. Success is defined as a “pass” by the Committee’s assessment.
- Complete a minimum of 24 semester hours of dissertation credit after admission to candidacy.
- Submit, publicly present, and successfully defend a doctoral dissertation. Success is defined as a “pass” by the Committee’s assessment.

The University requires that the degree be completed within five calendar years from admittance to candidacy. An official request is required to extend the completion time.

It is the student’s responsibility to make sure all milestones are met and completed while steady progress is being made, with advice and support from the Major Professor and Committee.

RESOURCES AND TIMELINE

Communication from the Director and Coordinator should be expected through the MOB Student Canvas site. An invitation to join will come from the Director and the student must accept the invitation. It is advised to receive notifications from that site through FSU email.

I. Academic Advising

First year students meet with the Director and Coordinator soon after arrival for a general MOB welcome and orientation, followed by meeting with the CASWoMP to discuss a rotation schedule. After the third rotation, and in consultation with the rotation host Professor and the CASWoMP, the student determines the lab he or she wants to join. After the Major Professor has agreed to sponsor the student for the duration of their graduate education through a memo to the Director and Coordinator, advising will be handled by the Major Professor and Committee.

A first semester (nine credit hours) resembles this:

1. Laboratory rotations (MOB5905; Director’s DIS section)
2. One to two core courses, Responsible Conduct in Research (PSB5077) and/or one elective, as offered by the home departments.
3. Biochemistry and Structural Biology Seminar (BCH6897)

- a. NOTE: do not sign up for the BCH6896 without prior discussion with the Director or Major Professor.

A second semester (nine credit hours) resemble this:

1. Laboratory rotations (MOB5905; MOB Director's DIS)
2. Two core courses, one core course and Responsible Conduct of Research and/or an elective, as offered by the home departments.
3. Biochemistry and Structural Biology Seminar (BCH6897).

II. Bootcamp

To give students a common set of tools before beginning their rotations, students will participate in a four-week Bootcamp. Bootcamp is organized and run by the IMB Research Scientists and takes place before classes begin in late August and after onboarding is complete. Five methodology areas are emphasized: X-Ray Crystallography, Computation, Biophysics, Mass Spectrometry, and Protein Chemistry. Students must pass the on-boarding background check to participate in laboratory sessions.

III. Rotations

First year students are required to complete at least three lab rotations (MOB5905-0001) with MOB faculty to aid in the selection of a Major Professor. Students are encouraged to reach out to faculty before the semester begins, during Bootcamp, to set up their first two fall rotations. The spring rotation should be set up before the end of the fall semester.

Students are expected to interview four to six faculty in person and obtain their signatures on the Rotation Interview Form (Appendix) to confirm participation before the third week of classes, when rotations begin. Meeting with the CASWoMP can help line up rotations.

The Rotation Interview Form will be submitted to the Coordinator by the end of the second week of classes for approval by the Director. Failure to complete the interviews and arrange the first two rotations by the third week will result in the requirement for an additional two interviews.

Rotations last approximately 6 weeks and the third should be completed by spring break in the second semester of the Program. A fourth optional rotation may be done only if a student has not found a Major Professor after the initial rotations, with consultation with the CASWoMP. Identifying the possibility for the need of a fourth rotation should take place as soon as possible, knowing a fourth rotation is an exception not the rule.

IV. Major Professor

Students are expected to identify a Major Professor's home laboratory by the end of spring break of their first year in the program. The professor will notify the Director and Coordinator that he or she agrees to sponsor the student for the duration of their time in the program.

If a laboratory has not been identified and a fourth rotation is required, then that deadline is extended to the end of the spring semester, with approval by the Director. Failure to find a home laboratory by the beginning of the summer semester will result in an Unsatisfactory for the Spring rotations. In this case, students will have until the end of the summer semester to find a laboratory home or they will be reviewed for program termination by the Faculty.

Should a student find the home laboratory is not appropriate, then there is a procedure for changing groups. Students will have 30 days after the Major Professor resigns to find a new laboratory. If an appropriate group cannot be identified, then the Committee will convene, absent the Major Professor, with the Director to discuss a transition to either the home department thesis Master's program if possible or review for program termination by the Faculty.

V. **Doctoral Supervisory Committee (“Committee”)**

During the third semester (typically the summer of the first year), Faculty members will be contacted and asked to serve on the Doctoral Supervisory Committee (“Committee”). The signed Doctoral Supervisory Committee form will be returned to the Coordinator.

Committee Composition:

1. Major Professor
2. At least two, but no more than three, other MOB faculty members (see #4).
3. One University Representative, who must be a tenured Graduate Faculty Status FSU faculty member who is not a member of the MOB Faculty.
4. Three of the other four members must hold Graduate Faculty Status; one member may hold Co-Doctoral Status if the Major Professor and Director agree regarding this member.
5. One member (not the Major Professor or University Representative) is selected to be the Chair of the committee.
6. Your choice of Major Professor and Committee members must be approved by the Director.

The Committee is responsible for:

- Guiding the research program in adherence to University and MOB policies and procedures.
- Establishing the student's Program of Studies.
- Reviewing progress and completing a progress report (Annual Review form) by the end of spring semester, before the week of final exams, of each year. The form needs to be signed by the Committee and student before being returned to the Coordinator.
- Administering your Preliminary Doctoral Exam and Thesis Prospectus Defense and notifying the Coordinator of the results (Pass/Incomplete/Fail).
- Functioning as the examining committee for the dissertation defense.

The Committee should be assembled in time to establish the Program of Studies before the fall of the second year, set the date for Comprehensive Exams, and determine the timeline for fulfilling the teaching requirement.

VI. **Program of Studies**

The Program of Studies is tailored to meet student's individual needs and lists all necessary completed and anticipated courses to ensure competence in molecular biophysics, in general, and the area of research, specifically. By the end of the second spring term in residence, students must prepare the Program of Studies in consultation with your Major Professor and Doctoral Supervisory Committee. The Program of Studies form is then submitted, with appropriate signatures, to the Director for approval before being returned to the Coordinator.

VII. **Annual Reviews**

The University and Graduate Student Union contract require all graduate students to be evaluated annually by their Committee. A signed, completed Progress Report is returned to the Coordinator

and electronically submitted to the Graduate School. A record is kept in a student's permanent file. The first year review is conducted by the CSWoMP at the end of the second semester.

In subsequent years, annual reviews are carried out by the Committee. It is the student's responsibility to arrange the meeting with the Committee to discuss progress. Students will then provide a written summary of their progress on the Evaluation Form (Appendix). The Major Professor will provide comments. The students will then have an opportunity to respond before signing the form and soliciting signatures from the Committee. The student will return the signed, completed form to the Coordinator. Any delay to the schedule outlined above must be approved by the Director. Failure to arrange annual Committee meetings and formal evaluations will result in the student presenting their research progress to the Faculty during a monthly Faculty meeting.

NOTE: In the semesters when a student successfully passes their preliminary examination (written and oral defense) or their proposal (written and oral defense), they do not need to schedule a separate committee meeting for evaluation but the evaluation form should still be completed, signed, and returned to the Coordinator in a timely fashion.

VIII. Required Courses

1. MOB 5905 DIS (Major Professor)
2. Beginning with the summer of your first year, this course (Directed Individual Study) accounts for the time you will spend in your Major Professor's lab until you pass both the Preliminary Doctoral Exam and the Thesis Prospectus Defense. Variable credit hours as needed.
3. Core Courses:
BCH 5505 Structure and Function of Enzymes
BCH 5745 Chemical and Physical Characterization of Biopolymers
PCB 5137 Advanced Cell Biology
PSB 5077 Responsible Conduct of Research (S/U)
These courses are offered through the Department of Chemistry and Biochemistry and Department of Biological Science, per their schedule.
4. Six additional hours of graded elective coursework

These courses are selected in consultation with the Major Professor and Committee and listed on the Program of Studies. The courses must be directly associated with progress towards the degree program and can be selected from among those offered in Chemistry and Biochemistry, Biological Science, Neuroscience, Math, Engineering, Computational Science, or Physics. Other departmental offerings may be acceptable with consultation with the Committee and approval by the Director.

IX. Teaching Requirement

This requirement is fulfilled in consultation with the Committee, working with the Major Professor and taking into consideration his/her home department's teaching needs. Students must teach at least three contact hours a week for one semester, typically in the home department of the Major Professor. A grading assignment cannot substitute for this requirement.

Required Training - At FSU, TAs are required to participate in an online training administered by the Center for the Advancement of Teaching (CAT) about important policies and practices as part of their preparation and certification to teach. CAT will also offer opportunities for additional professional development in a variety of formats that TAs can explore after they have completed

the required portion on Canvas. For more information and to register visit <https://teaching.fsu.edu/required-training/>.

The SPEAK (Speaking Proficiency English Assessment Kit) is a test for evaluating the English speaking ability of non-native speakers of English. At FSU, the SPEAK test is administered by the Center for Intensive English Studies to international students who have been appointed or will be appointed as teaching assistants in an academic department at Florida State University. The test is offered at the end of each semester. Special arrangements are made with the departments when new graduate students are admitted to a program. The SPEAK test can be administered at the beginning of the semester when new students are admitted to a program.

A score of 50 or above is required to teach. Students who score lower must take classes in spoken English (offered through the FSU Center for Intensive English Studies) each semester until they score 50. Students may be able to initially teach a lab with a score of 45 but must take English classes concurrently until they achieve a 50 or pass the EAP4831 course with a score of 90. Students usually should pass this test by the end of the first year so they have flexibility in fulfilling their teaching requirements. The requirement is waived with a score of 26 or higher on the spoken portion of the IBTOEFL.

There is no charge for the first time that a student takes the SPEAK test. However, if a student must take the SPEAK test a second time or more, the student must then pay **\$70.00** for each subsequent test.

To teach in Chemistry and Biochemistry or Biological Science students must enroll in, and complete, the appropriate online training for Teaching Assistants (TAs). This online portal opens in the Fall before classes begin. Future Chemistry and Biochemistry Department TAs register for CHM5945 for Fall term of their 2nd year. Biological Science TAs attend a similar class, but do not formally register for it. Contact the Biological Science Graduate coordinator at gradinfo@bio.fsu.edu to indicate your intention to take the Biology class.

Notify the Coordinator as soon as you know which semester the student will teach. The Coordinator will work with the Major Professor and his/her home department to determine if they have TAs available.

After fulfilling the teaching requirement, the Teaching Certification form (Appendix) will be filled and returned to the Coordinator. If the student has documented previous teaching experience and the Major Professor and Committee do not require you to teach, a request to waive the teaching requirement can be submitted. The final decision rests with the discretion of the Director.

X. Seminar Requirement

Students must register for and attend the Biochemistry and Structural Biology Seminar in both Fall and Spring every year. Failure to regularly attend the seminar will result in assignment of an Unsatisfactory.

Students must present a minimum of one seminar every year. During the first two years, this presentation can be made in the “Students for the Effective Communication of Science” (SECS) seminar series, which is student-organized and ungraded. (Although you do not register for the SECS series, students are expected to attend each week.) In their fourth year, the presentation is made at a weekly Structural Biology seminar with registration for BCH6896 the term during which the presentation is made. Notify the Coordinator of the seminar title.

XI. Graduate Examinations

There are two parts of the MOB Graduate Examinations, described below. After completing both exams successfully, students are admitted to candidacy. Upon successful completion of the exams, an Admission to Candidacy form is signed by the Director and submitted by the Coordinator to the College of Arts and Sciences and the Registrar. When the student has completed each exam, the Chair of the Doctoral Supervisory Committee must notify the MOB Coordinator by memo or e-mail and a completed and signed form must be submitted to Coordinator (forms are located on the Canvas site).

Students will register for both the Preliminary Doctoral Exam (MOB8964) and the Thesis Prospectus Defense (MOB8965) under their Major Professor only in the semester when they complete their Prospectus. Courses will not be generated without acknowledgement by the Major Professor of the student's intention to proceed. It is the student's responsibility to ensure communication between the Coordinator and the Major Professor.

Preliminary Doctoral Exam

This exam is normally completed during the spring semester of the second year. Students plan the schedule with their Committee. The Committee determines the content and format of the exam, which usually consists of sets of questions from individual members of the Committee. The student answers one set each week for 4 to 5 weeks. Answers are evaluated by the Committee and an oral defense of the answers is held 2-3 weeks after answers have been submitted. Following the successful oral defense the signed Preliminary Exam Approval Form is submitted to the Coordinator.

Thesis Prospectus Defense

The exam consists of a written formal grant proposal, or prospectus, in the NIH, NSF, or AHA format, describing preliminary results and proposed experiments. Students are expected to complete this requirement within six months to one year after successfully completing the preliminary exam.

The prospectus is submitted to the Doctoral Supervisory Committee for evaluation at least two weeks in advance of the oral presentation. This is scheduled as a public seminar and the Coordinator needs to be notified of the title, date, time, and location. Students are required to hold their presentation in KLB 112, unless they have secured the agreement of the IMB Director or the Director to meet elsewhere.

After the public presentation, the student is challenged by the Committee in a closed session to offer an oral defense of the prospectus. Following the successful defense the signed Dissertation Prospectus Approval Form (Appendix) is submitted to the Coordinator. The Coordinator prepares the Admission to Candidacy form which is signed by the Director and then submitted to the Dean's Office.

Note: The grades for these courses are P (pass), I (incomplete) or F (fail) – not S/U. If a student does not complete the exam during the term in which he or she registered for it, an incomplete grade is given. MOB 8964 and 8965 will then be dropped from that semester and the student will register again in the semester that the exam is administered again. Should the student register but not complete either the Preliminary exam or the Prospectus, it is their responsibility to inform the Coordinator and their Committee so the proper procedures can be followed. Failure to do so will result in a default grade of F.

If a student receives an F after completion of the exam, they have one semester to retake the exam and receive a passing grade. If a pass is not achieved within one semester the student will not be in good standing and is under review for program termination by the Faculty.

XII. Dissertation Hours

(MOB 6980 1-12 hrs. per semester, min. of 24 hrs. required)

After being admitted to candidacy, students are eligible to register for Dissertation hours instead of DIS hours. University policy requires a minimum of 24 hours of Dissertation before eligibility for graduation. Before the 7th week of the semester students can initiate drop/add hours through myFSU Student Center account to switch from DIS to Dissertation hours after being admitted to candidacy.

For example, if a student is admitted to candidacy in the fall before the 7th week, they can switch their DIS hours for that whole semester to Dissertation hours through myFSU. Only if the candidacy paperwork is completed and returned to the Coordinator before the 7th week of the semester.

XIII. Dissertation Defense and Graduation

The Dissertation Defense consists of a public seminar presenting the dissertation research and a subsequent oral examination administered by the Committee.

Register for MOB 8985 (0 hrs.) with the Major Professor as the instructor of record. Notify the Coordinator the semester before expected graduation so a course can be created. Students must be registered in the final term in which their dissertation is completed. If receiving a stipend, students must register as a full-time student (9 hours). If not, fewer hours may be allowed.

The Graduate School publishes specific timelines for each semester (Manuscript Clearance). Find all necessary forms through the Manuscript Clearance portal, including the “Dissertation Forms Checklist”. Contact the Coordinator if you have questions so your graduation is not delayed.

Apply for graduation online during the three-week window at the start of each semester. (*After navigating to your **Student Center**, click the **My Academics** tile and expand the **Graduation** tab in the left-hand menu. Click **Application for Graduation**.) This starts the graduation process and is in addition to registering for Dissertation Defense (MOB 8985).*

Set the date, which should be in plenty of time to meet all deadlines. Make sure all Committee members will be present for your defense; you may need to replace members who are not available on that date.

Program Policy: All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. The committee must all agree to this latter participation method.

Steps:

1. Submit the Defense Announcement form online two weeks prior to the defense.
2. Notify the Coordinator of the title, date, time, and location of the defense so notices can be posted in the appropriate buildings and via e-mail.
3. Submit the initial manuscript electronically to Manuscript Clearance before defense for “Initial Format Review.” See the date deadline on the Manuscript Clearance website.

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4. Provide a copy to each member of the supervisory committee a minimum of two weeks before the date of the defense. Check with each member to determine whether they prefer to receive their copy earlier than this time frame. The university recommends 4 weeks in advance of the defense.

These forms will be completed electronically after your defense:

1. Manuscript Signature Form
2. University Representative Doctoral Defense Report
3. Final Degree Clearance Form

All forms are due by 5 pm on the day of the Final Manuscript Submission Deadline, including the University Representative report. Submit the final manuscript electronically to Manuscript Clearance for final clearance. After final clearance, provide a pdf to the Coordinator. While bound copies are no longer required, we would be very pleased to include yours in the MOB dissertation library if you choose to provide one.

Review the Dissertation Forms Checklist to make sure you have completed all requirements.

All forms and clearance procedures must be completed within 60 days of the date of the defense, or students will have to re-defend and start the process over. **NO EXCEPTIONS.**

If students will not complete their defense during the semester for which they applied, they must self-delete from that semester's graduation list by contacting the Registrar's Office. Students will have an "Incomplete" for MOB 8985 which will be changed when they Pass. **Do not re-register for this class.**

If students previously filed for their diploma but did not receive the degree, the application procedure must be repeated and students will be assessed a re-application fee to cover diploma processing costs.

STUDENT MILESTONES

It is the responsibility of the students to document completion of the expected milestones in a timely fashion according to the program expectations.

If a student feels they cannot hit a milestone for a semester he/she should consult the CASWoMP or their Committee for instruction on how to proceed.

Failure to maintain milestone documentation through appropriate, complete, and timely paperwork submission could result in review of status in the program by the Faculty.

Late or missing paperwork, including annual evaluation, could result in review of student status in the program.

GOOD STANDING REQUIREMENT

Students are required to remain in good standing through their graduate tenure. Good standing includes, but is not limited, to the following:

1. Identify a Major Professor by the end of the spring semester of their first year in the program.
2. Maintain a grade point average for courses taken at FSU of 3.0.

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If your cumulative grade point average for falls below 3.0 at the end of a term students will not be permitted to register for graduate study, even as a special student. Reinstatement is possible, by petition of your Major Professor, in cases in which a cumulative GPA of 3.0 is very likely by the end of the next semester. If students do not bring their GPA to a 3.0, they will be terminated from the program.

3. Maintaining timely completion and documentation of subsequent major milestones (*i. e.* completion of the preliminary examination, prospectus, yearly presentations, annual evaluations, etc.).
4. No more than two U's are allowed.

Students may drop/add courses during the first four days of classes each semester with no financial penalty unless a change in the number of hours impacts your waiver. You must notify the Coordinator of any schedule changes.

Major Professor and Committee can recommend by memo to the Director that a particular requirement (*e.g.*, teaching) has been satisfied. However, they are not authorized to waive a requirement, nor to postpone a deadline. That decision is made by the Director.

Students have one semester after falling out of good standing to correct their deficiencies.

Substantive disagreements on interpretation/application of degree requirements, good standing, or other rules should generally be brought first to the next higher authority for resolution. Thus, disagreements between student and major professor should be brought to the full Committee. The Director may resolve more persistent conflicts with the advice of the Office of the Dean of Arts and Sciences or the Graduate School, as appropriate.

FINANCIAL INFORMATION

I. Basic Information

MOB students are completely supported by the MOB Program for the first two semesters of their first year. Support in subsequent semesters is paid from the grant funds of the Major Professor, a doctoral fellowship, or a teaching assistantship, typically in the Major Professor's home department. Securing funding for the student after the first 2 semesters is the responsibility of the Major Professor.

Paydays are bi-weekly on Fridays. All FSU personnel are required to have pay deposited directly into a bank account specified by you. There is no option to be issued a paper paycheck.

New students should be aware that processing initial paperwork and getting on the payroll could take several weeks. Retroactive pay for the period worked will be included in the first paycheck. Because of possible delays in your initial appointment, be prepared to cover four to six weeks of expenses, including fees.

II. Onboarding

Domestic Students

After arriving in Tallahassee, check in with the Coordinator to complete appointment paperwork. Be sure to bring your signed original Social Security card (copies are not allowed) and driver's license or other government issued photo ID.

International Students

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The first place on campus to visit is the Center for Global Engagement at 110 S. Woodward Ave., 850-644-1702. They will advise you on the procedures to follow to get a US social security card and health insurance. Afterward, check in with the Coordinator to complete appointment paperwork. Be sure to bring your visa, I-94, I-20, and the letter you will receive from the US Social Security Office when you apply for a social security number.

III. Waivers

Matriculation (Tuition) Waivers

All full-time students are eligible for a waiver of most of their matriculation fees. Students are responsible for activity, transportation, athletic, health fees, etc. These fees cover such things as access to recreation facilities, student parking permits, riding FSU and all city buses, access to the Health and Wellness Center, all without additional payment.

Out-of-State Tuition Waivers

All full-time international students are eligible for a waiver of most of the out-of- state tuition fees. Domestic students who are non-Florida residents are eligible for an out-of-state waiver for one year only. If they do not file for and receive Florida residency status, they will be responsible for 100% of out-of-state fees.

Waiver Schedule

The Coordinator processes tuition waivers. Students must register for a full course load (typically 9 hours, determined each semester by the Dean of the College of Arts and Sciences) before the waiver can be initiated. Students will be notified of the number of hours for which they should register.

Signature Required

You must sign a waiver receipt each semester, acknowledging that you understand and accept the conditions associated with the tuition waiver. Waivers will not be issued for any courses not applicable toward your Program of Studies, undergraduate courses not required by the Ph.D. program, or any courses dropped or added after the fourth day of class without the approval of the MOB Program Director. Signed waiver forms should be submitted by the 4th week of the semester.

IV. Health Insurance Subsidy

The Graduate School offers a health insurance reimbursement to students who select one of the FSU sponsored insurance plans. Please refer to their website for more information (<https://gradschool.fsu.edu/funding-awards/subsidy-benefit>).

In addition to The Graduate School contribution, the MOB Graduate Program provides a partial reimbursement for the remainder of the premium, contingent on available funds. Submit your receipt to the MOB Coordinator when requested or the reimbursement will be delayed by one year.

V. Student Travel

MOB Travel Policies

MOB students typically receive a Professional Development Allowance of \$2000 for use in the first two years in the graduate program. This amount has varied over the years and is set annually by the MOB Director. Examples of professional development activities are attendance at scientific conferences or workshops.

Beginning with the third year, students who travel to present research conducted at FSU on which they are first author are eligible for up to \$600 each year, depending on the availability of funds. If funds become limited, priority will be given to students who did not use the travel award the previous year. This money does not roll over to the next year. Additional travel assistance for graduate students is available through the FSU Congress of Graduate Students (COGS).

MOB Travel Procedures: KNOW THE RULES & PLAN EARLY

At least 10 working days before travel begins, submit a Travel Worksheet to the Coordinator (MOB Canvas site/Forms). A Travel Authorization (T- Auth) must be completed in Concur and approved before you leave on the trip. To receive a cash advance, submit paperwork 25 days in advance. For more information on Travel visit the Travel Office at <https://controller.vpfa.fsu.edu/services/travel/travel-information>. HOW TO information can be found in the Concur User Guide.

OTHER INFORMATION

FSUID

Your FSUID provides access to many of the administrative services on campus through my.fsu.edu including two-factor login, Canvas, Concur, and all FSU cloud-based applications. Go to <https://nsfp.fsu.edu/resources/activate-your-fsuid> for instructions on activating your ID and getting your FSU email address.

FSU ID CARD

To obtain your initial FSUCard, submit your card application and photo online through the [FSUCard online photo submission system](#). Once approved, an email will be sent to your FSU email account with instructions on how to obtain your card. *Note: Cards are not available on the same day as submission. Please allow one to two business days after photo acceptance for card processing.* The card serves as your key entry into KLB and other research buildings after hours, your library card, and can be set up as a debit card, pre-paid vending card, and ATM card. The FSU Card gives you access to many facilities around campus.

BUILDING ACCESS

To receive keys to various labs and the office where your desk is located and to gain access to the Kasha Laboratory Building after hours, you must have a “Key/Card Access Form” signed by the Director as PI. You also need a signature confirming that you have joined the IMBPeople Email Group (see below) Take this completed form and your FSU Card to Regina Ware in Rm. 118 KLB. You will be directed to the FSU key office after receiving approvals.

“IMBPEOPLE” EMAIL

This allows for communication between everyone associated with the Kasha Laboratory Building: Faculty, PostDocs, Students and Staff. Sign up on the IMB website—>Core Facilities—>Resources Facility (on the right)—>Maillist: IMBPeople Submit the form and then look for a confirmation email. You must respond to that email or you will not be added to the list.

EMPLOYMENT OUTSIDE THE PROGRAM

Graduate studies should be engaged as a full-time endeavor. Students who are supported on a qualifying assistantship are expected to be fully engaged with their studies. Additional employment or activity, especially outside the Program is discouraged to ensure timely completion of one’s degree. Requests for additional or outside employment or activity will be evaluated for conflicts of interest in accordance with the Graduate Student Collective Bargaining Agreement.

COMPUTER ACCESS

Take the “New User Computer Account Form” to Dr. Michael Zawrotny, Rm. 415. Your account is typically ready within 24 hours. The network and other resources are for teaching and research use in accordance with FSU policy and State of Florida legislation.

Setting up secure WIFI on your personal laptop—You will need your FSUID and password. For specific instructions go to [ITS.fsu.edu](https://its.fsu.edu)—>Network—>Scroll to FSU Campus Wifi—>Click on FSUSecure (not FSUGuest)—>Find your device on the right for instructions.

HEALTH and HEALTH INSURANCE

In order to register for classes at FSU, all students are required to submit a one-time [Immunization form](#), showing proof of two combined MMR vaccines and to either show proof of or complete a waiver for Hepatitis B and Meningococcal Meningitis. For complete details, select the [Immunization Requirements](#) icon at the bottom of the page to access the form and Instructions for completion (<https://studentinsurance.fsu.edu/>). No student is allowed to register until the required student health history and accompanying immunization information has been accepted by University Health Services. All students must show proof of immunization for measles.

Health and Wellness Center, 960 Learning Way, 644-6230. Provides primary outpatient medical care to students. Health-fee paying students may see a health professional at no additional charge. The health center does not provide inpatient care or perform major surgery. Health care services provided outside the University and not covered by your health insurance are at the patient's expense.

Work-related injury Should a serious injury occur in the laboratory, call 911. For minor injuries that require medical attention and students are performing dissertation-related research, students can either go to the Health and Wellness Center or to their personal physician. Students must inform their Major Professor, the safety officer in their building (Dr. Soma in the IMB), and the office manager in their building (Regina Ware in the IMB) to report the injury on incident report form EHS2-6 (https://www.safety.fsu.edu/sections/forms/incident_report.pdf). For questions regarding whether a claim is a student injury or Worker’s Compensation-related, contact Briana Galetz (850-645-2731). If there is ambiguity, commence Worker’s Compensation processing through the Health and Safety website (https://hr.fsu.edu/sections/attendance-leave/workers-compensation?page=eoc/wcp/wcp_home#reporting).

Counseling Free and confidential counseling is available at the University Counseling Center (850-644-TALK (8255)), located in the Askew Student Life Center, Suite 250 between 8:00 a.m. and 4:00 p.m. Monday through Friday. *In case of a mental health emergency after regular business hours and/or on weekends, please call our after hours hotline at [\(850\) 644-TALK \(8255\)](tel:850644TALK8255).*

Health Insurance Requirements and Options

Every full-time Florida State University student must show proof of acceptable health insurance prior to registration once each year. Please review the information at The Graduate School site and University Health and Wellness Center site. The University offers health insurance plans for domestic and international students. Other insurance is acceptable as comparable if it meets minimum requirements as listed at the Student Health Insurance website.

Note: Federal guidelines allow individuals up to age 26 to stay on their parents’ health care plan. For additional information please contact Health and Wellness Center at 850-644-3608 and uhs-healthcompliance@fsu.edu.

CENTER FOR GLOBAL ENGAGEMENT

Located at 110 South Woodward Ave. 850-644-1702. CGE provides orientation and assistance settling into the campus community, counseling regarding F-1 and J-1 visa status, housing referrals, personal, social security and financial matters and serves as the University's responsible officer with the U.S. Immigration and Naturalization Service and the United States Information Agency.

ATHLETIC AND RECREATION FACILITIES

All students have access to the Leach Center (pool and exercise facility near KLB) and other recreation facilities (for ex., FSU Reservation on Lake Bradford, Intramural Sports) at no additional cost. See <http://fsu.campusrec.com/> for more information.

CHANGE OF ADDRESS, CONTACT INFORMATION OR NAME

Notify the Coordinator immediately of these changes. Update your information online through the OMNI HR/Self-Service system. You must also complete a new W-4 form (for tax withholding) for Human Resources showing new address and/or name. A new social security card with a new name must also be submitted to FSU HR.

RESIDENCY (For Domestic Students Only)

You must be a resident of the State of Florida for one year before gaining official in- state resident status. Please refer to guidelines set by The Graduate School. Prior to the first day of classes file a Declaration of Domicile form at the Clerk of the Circuit Court, 313 S. Calhoun St.. A government issued picture ID and a \$15.00 fee are required. A valid ID or driver's license from another state is acceptable, but you must get a Florida ID or driver's license within 30 days.

Obtain as many of the following as possible as evidence of residency, dated prior to the first day of classes

1. Florida driver's license or Florida ID card (primary document)
2. Florida voter's registration (last 4 digits of Social Security Number needed) Florida vehicle registration and Florida automobile insurance
3. Lease or mortgage document in your name (primary document) 12 months of utility bills in your name (secondary document)
4. 12 months of bank statements in your name (secondary document)

Applications for residency, along with supporting documents, must be submitted to the Residency Section of the Registrar's office prior to the last day of registration for the term for which resident status is sought (normally submitted Summer of your first year)

TRANSCRIPTS

Official transcripts are available through the Registrar's office for \$5.00 per copy. Unofficial transcript copies are free and available on the FSU Blackboard site/secure apps. If information is incorrect on a transcript, contact the Posting Section at 644-5087.