

MOLECULAR BIOLOGY Ph.D. PROGRAM HANDBOOK

ACADEMIC YEAR
2020-2021

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Welcome

Welcome to graduate study in the Molecular Biology PhD Program at USC! We hope that your years here are exciting and fruitful. The purpose of this guide is to help you transition into your first year of graduate school. This handbook will provide you with important information about our Ph.D. program throughout your graduate career, being a graduate student at USC, and life in Los Angeles in general.

In addition to this handbook, a guide to student policy and conduct code policies is provided at SCampus (<http://scampus.usc.edu>). Also, please do not hesitate to solicit information and advice from staff and faculty.

During your first year of graduate school, you will join Ph.D. students across USC Dornsife will participate together as a cohort across a wide variety of fields in activities designed to prepare them for their future careers - inside or outside of the academy. The PhD academy will follow you through the first five years at USC as a graduate student. To learn more about USC PhD Academy please visit the following web address (<http://dornsife.usc.edu/phd-academy>)

Feel free to talk with us, or with any faculty member, if you have any questions about the program or would like advice on finding an advisor.

Our MCB support staff is also available to assist with procedures for registration and other logistical details:

Student Services Advisor: Paloma Saenz (x05188, RRI 201)

Graduate Programs Manager: Douglas Burleson (x14668, burleson@usc.edu, AHF 107H)

Program Manager: Rokas Oginskis (x05772, oginskis@usc.edu, RRI 201)

Contracts and Grants Coordinator: Laura Cajero (x02409, lej@usc.edu, RRI 201)

Administrative Assistant: Jen M. Nelson (x14503, jmbrewer@usc.edu, RRI 201)

Once again, welcome to the program!

Matthew D. Dean, Associate Professor

Director of Graduate Studies, Molecular Biology Ph.D. Program

Carolyn Phillips, Assistant Professor

Deputy Director of Molecular Biology Ph.D. Program

Registration Process

First-Year student course advisement: Paloma Saenz (RRI 201, x05188)

- After your first semester, a registration notice will appear in your mailbox.
- For “D” clearance, fill out the request form at <http://dornsife.usc.edu/bisc/d-clearance-and-wait-list-information/>. Requesting D-clearance requires authentication using your USC netID credentials (USC e-mail user name and password). You must include your student ID number and five-digit course number in the request.
- Register in Web Registration (directions in the Schedule of Classes: <http://classes.usc.edu/>).
- Pay all necessary student fees shown on fee bill by deadline.
- Pick up your ID card from USCard services (PSX).

If you have any questions or problems with your fee bill, please see Paloma Saenz or Douglas Burleson.

<u>USC Service</u>	<u>Location</u>
Registration Packets Enrollment & Drop/Add	Trojan Hall (TRO-101)
American Language Institute	Royal Street Parking Structure (Room-106)
Office of International Services	Royal Street Parking Structure (Room-101)
USCard	McCathy Way Parking Structure
Health Insurance	Engemann Student Health Center (ESH)
Housing/Dining Services	McCathy Way Parking Structure
Financial Aid	John Hubbard Hall (JHH Lobby)
Transportation/Parking Permits/Ridesharing	McCathy Way Parking Structure
Payment of Fees/Cashier's Office	Student Union (STU-106)

Procedures for the Graduate Program in Molecular Biology

Ph.D. Requirements:

1. **Course Requirements:** A minimum of 24 of the 60 units required for the Ph.D. degree must be in course work, exclusive of dissertation research. These must include the core courses, BISC 502a (4 units) and BISC 502b (4 units), which must be completed within the first year with an average no less than a "B" (3.0) between both course. Students are also required to take BISC 576 in their second year; students also have the option to enroll in BISC 444 as an alternative (you will then need to see Douglas Burleson for a form to officially substitute this course). Participation in the research writing/seminar series (BISC 542) is required for three semesters and encouraged for the student's entire graduate career. BISC542 will be taken in semesters 2, 3, and 4 (so incoming students do not register for BISC542 in their first semester). The two Spring semesters of BISC542 are focused on presenting research in a seminar setting. The Fall semester of BISC542 is focused on writing a grant proposal. Many of our students end up submitting grant proposals they wrote in BISC542 to funding agencies like the National Science Foundation. All First-Year Students are required to take BISC 504L during their first year. Students are required to enroll in BISC 593 (2 units) during the fall semester of their second year for TA preparation taken before or concurrently with a first TA assignment. In order to work towards the minimum number of program units, students will enroll in BISC 790 research units every semester prior to passing the Oral Qualifying Exam. Students will enroll in BISC 794A and the subsequent courses in the BISC 794 series after the Oral Qualifying Exam until completion of their degree. BISC 794A and BISC 794B are required in order to graduate. Students, in consultation with their Dissertation mentor, must elect to take additional 4 units of elective coursework at the graduate level (400 or 500 courses only).

1.1.1. Registration for first-year students is the following:

Fall Semester	Units	Spring Semester	Units	Summer Semester	Units
BISC 502A	4	BISC 502B	4	INTD 500	1
BISC 542	1	BISC 542	1	BISC 790	2
BISC 504L	3	BISC 504L	3		
BISC 790	4	BISC 790	2		
		BISC 544	2		

1.1.2. Registration for second-year students is the following:

Fall Semester	Units	Spring Semester	Units	Summer Semester	Units
BISC 593	2	BISC 542	1	BISC 790	3
BISC 576 or 444	2	BISC 790	5		
BISC 790	3				

1.1.3. Registration for third-year students is the following:

Fall Semester	Units	Spring Semester	Units
Elective	4	BISC 790	5 (If you have NOT taken oral qual exam)
BISC 790	2	BISC 794A	2 (If you HAVE passed oral qual exam)

Paloma Saenz will provide registration advisement for additional semesters.

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- 1.1.4. **Ethics Course:** We expect the highest level of ethical behavior from our students. As part of their training, students are required to take a seminar in research ethics. The seminar INTD-500 at the Keck School of Medicine is a week-long, one-unit course during the summer. A letter of completion will be given at the end of the course, and a copy of this letter must be provided to MCB to be placed in your permanent file.
- 1.1.5. **Academic Probation:** Students with a GPA of less than 3.0 are automatically placed on academic probation. This can occur at the end of any semester. At the discretion of the Graduate Committee, a student may be allowed a **maximum of three (3) semesters** from the date of entry into the program in which to meet the minimum 3.0 GPA. However, a student with a GPA below 3.0 will not be allowed to receive any financial support without a petition to the Vice Provost for graduate programs. Approval is given for one semester only at a time. If a petition is not approved, the student will be denied further financial support from USC. The graduate committee will decide on the status of a student on probation. There will be no appeal of their decision to the faculty as a whole. The committee may ask a student on probation to take a specific course selected to fulfill a role similar to the core courses to recover from probation. **If, at the completion of that course, the "core course" GPA and overall GPA is not 3.0 or above, the student will be dismissed from the program.** See the section on Academic Performance and Evaluation for more detailed information.
- 1.1.6. **Limitations of Registration:** Students may register for courses outside of the required courses as long as they obtain **written approval from their advisor and the Director of Graduate Studies.** Please contact Paloma Saenz if you have any questions about registering for courses outside of the program. Students registering for additional courses without prior approval will be required to drop the course. Once a student has passed the qualifying examination, they will register for Dissertation units only, unless the advisor and graduate committee agrees to additional courses.
- 1.1.7. **Limitations of Degrees:** Students accepted into the Ph.D. Program in Molecular Biology are not allowed to pursue another degree at the University without **written approval** of their advisor and the graduate committee. If a student applies to and is admitted to another program without the consent of their advisor and the committee they may be dismissed from the program. The student and the advisor should send a signed letter to the graduate committee outlining why the request to enter the additional degree program should be considered. The request needs to be made at least one semester before enrolling in the additional Degree program. We expect all students to be primarily focused on their Ph.D. research projects while they are enrolled in the MCB graduate program.
- 1.1.8. **Teaching Experience:** Experience in teaching is considered to be an important part of your training. **Students are expected to TA for a minimum of one semester.** The timing should be chosen in consultation with their advisor. Students are expected to continue their dissertation research while serving as a TA. Additional TAship opportunities may be available for a student, depending on funding needs and interest.

- 1.1.8.1. Students and their advisors must sign a form requesting a TAship in the semester prior to the desired appointment. **This form is binding**, and students will not be released from the teaching commitment unless they identify another qualified student and advisor who sign a binding form. We take our teaching responsibility seriously and expect our TAs to do the same.
- 1.1.8.2. Teaching assignments are determined by faculty, student requests, and student seniority, but above all, departmental requirements. Dissatisfaction with the assignment is not grounds for resigning the position. Students who resign their TA slots and then attempt to regain them will be sent to the back of the queue and may not be accommodated.
- 1.1.9. **Communication**: Communication with faculty and staff is an essential portion of maintaining normal academic progress. Students should be responsive to requests and provide appropriate documentation as needed. You are expected to use the USC email address that was provided to you. Important program alerts and building notifications will be sent to this email address, it is your responsibility to check it.
2. **Laboratory Rotations (1st year)**: The following procedures are not relevant to students directly admitted into a specific lab.
 - 2.1. The choice of a research area and a faculty advisor is a major decision. To assist in this process, as well as to introduce individuals to the nature of basic research, the Molecular Biology program requires graduate students to spend approximately nine weeks in each of three laboratory rotations. Students and advisors may discuss research opportunities, but are not allowed to make any official commitment to one another until near the completion of the third rotation.
 - 2.2. Students must rotate in three different faculty research laboratories during their first year. During rotations the student should receive some knowledge of the background of the research area, get some ideas for potential thesis projects, and be introduced to the technology involved, including "hands on" experience in the laboratory. Laboratory rotations are limited to members of the Molecular Biology Graduate Program (see faculty list in "Directories"), except under special circumstances. Student requests for off-program rotations are limited to the third (or fourth) rotation and must receive written permission from the graduate committee chair.
 - 2.3. Although request for lab rotations are collected, we will be assigning students based on the faculty members' discretion and availability. Please keep in mind that, because of space and funding limitations, no faculty member is required to accept rotation students. During orientation, faculty will give introductory research talks that will aid students in lab rotation ranking. Students must confirm their faculty member choices with Paloma Saenz before each rotation; the student and the faculty member must sign a document for verification. If a faculty member is unable to sign, Paloma Saenz or Douglas Burleson must receive email confirmation from the faculty member.

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- 2.4. Rotation performance is the basis of BISC 504 (3 units) and BISC 790 (4 units) credit/no credit grades given by the graduate program chair during the first year. For each rotation, the rotation supervisor will file the appropriate approval form. Satisfactory progress in rotations is an essential component of normal academic progress.
 - 2.5. At the discretion of the graduate committee, students who fail to identify a lab for dissertation research in their first three rotations may be allowed to perform a fourth rotation. However, the department does not typically have funds for fourth rotations, a student may need to find an advisor who is willing to pay the student as a research assistant. Continued failure to identify an advisor will result in dismissal from the graduate program.
 3. **Screening Exam (1st year):** The screening exam is designed to test the students' general knowledge of molecular biology, computational biology, and related fields. Currently, BISC 502A and BISC 502B jointly serve as the screening exam. An average of a B or higher across the exams within each of these classes is required to pass the screening exam, and successful completion of the screening exam is required for progression to the written and oral qualification exams. Failure to pass the screening exam is grounds for dismissal from the program. A student may be able to petition the graduate committee to continue in the program if they obtain less than a B average in BISC502A and BISC502B.
 4. **Selection of Dissertation Research Supervisor** (1st Year - must be completed by the end of spring semester)
 - 4.1. The Dissertation Research Supervisor must be a member of the Molecular Biology Graduate Program. Regular faculty members and affiliate faculty members must be approved by the USC Dornsife Dean of Graduate and Professional Education in order to be eligible to chair dissertation committees.
 - 4.1.1. Students who wish to join the laboratory of a non-affiliated faculty member will be asked to resign from Molecular Biology and join their proposed advisor's affiliated graduate program. This situation is rare because rotations are usually limited to Molecular Biology graduate program faculty.
 - 4.1.2. Admission to a laboratory is entirely at the discretion of the faculty member. No advisor is required to accept any student regardless of rotations or other student status.
 - 4.1.3. The student, not the program, is responsible for identifying a dissertation advisor.
 - 4.2. Dissertation research is to be carried out primarily in the laboratory of the dissertation advisor. Being a graduate student is a year-round commitment independent of the academic calendar. You do not get summers off, and you must arrange time for vacation with your advisor. Research does not fit into 40 hour work weeks, so you should expect to spend long hours and weekends in the lab. There is a direct relationship between the time and effort that you put into your dissertation research, and the quality of and speed to your degree.

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- 4.3. Both the student and the research advisor retain the right to terminate the advisor/advisee arrangement at any time upon consultation with the Graduate Program director and graduate committee. The Graduate Program is not responsible for placing students in a new laboratory, and will set a deadline for the student to identify a new laboratory. Other programmatic rules remain in effect. A Molecular Biology degree requires that the student has completed Molecular Biology requirements including written and oral examinations, TAs, and coursework. Therefore, senior Ph.D. students transferring into the program are not allowed.
 - 4.4. Identification of a dissertation advisor by the end of the first year is required to maintain a “satisfactory” rating in the program and is also required to take the Written Qualifying Examination. Students who fail to identify an advisor will be dismissed from the program.
 5. **Qualifying Exam Committee Selection** (Committee appointment form submitted 45-60 days prior to Written Qualifying Exam submission)
 - 5.1. Sometime during the Spring of your second year or in the Fall of your third year, you must select your Qualifying Exam Committee. The composition of this committee is usually the same as your eventual dissertation committee. Students must turn in the signed “Appointment of Committee” form (found on the Graduate School website) to Paloma Saenz in order for the USC Dornsife College to approve the committee. After committee approval is received, students must then submit the “Request to take the Ph.D. Qualifying Examination” form (emailed from Douglas Burleson) to Paloma Saenz. This form should be submitted at least 30 days prior to the Written Qualifying Exam submission.
 - 5.2. The Qualifying Exam Committee must have at least five (5) members, four of which must have a primary internal appointment in Molecular Biology or be an affiliate of Molecular Biology (refer to the handbook directory for primary MCB appointment faculty members). There must be at least one outside faculty member with an appointment in a different program at USC.
 - 5.3. The student, in consultation with their Dissertation Advisor, chooses the committee. Students without approved committees may not take their Qualifying Exam.
 - 5.4. By the end of the second year, students should formalize their Qualifying Exam Committee, complete appropriate paperwork, and assess their degree progress to date.
 6. **Written Qualifying Examination** (Taken by the end of the 5th academic semester at the latest)
 - 6.1. The expected form of the Written Qualifying Exam is based on the NIH F31 grant application. Students should write Specific Aims (1 page) and Research Strategy (6 pages) sections, following the NIH guidelines. This exam is not only designed to probe students’ depth of knowledge of their field of research, it is also meant to aid students in the grant writing process. The exam will look into the student’s ability to put their studies in the context of the larger field, articulate importance and innovative

aspects of their studies, and illustrate preliminary results obtained prior to taking the exam and a detailed plan of their future research. Students must demonstrate satisfactory research progress. See official NIH instructions at:

<https://researchtraining.nih.gov/programs/fellowships/F31>

- 6.2. Students must send the Specific Aims page to all Qualifying Exam Committee members for approval before continuing with the proposal. This should happen at least one month prior to the Oral Qualifying Exam.
- 6.3. Students must submit the completed Written Qualifying Exam proposal to all members of the Qualifying Exam Committee for evaluation at least one week prior to the Oral Qualifying Exam. The committee members will assess the Written Qualifying Exam on the day of the Oral Qualifying Exam. If any committee member determines that the written proposal is not satisfactory, the Oral Qualifying Exam may be postponed.
- 6.4. The Written Qualifying Exam must be completed by the 5th academic semester (Fall semester of the third year). Failure to comply within the time limit will result in the student not being permitted to register for the subsequent semester. The research proposal is expected to be independent research generated by the student. However, the student can use their advisor for input. The advisor is required to read and approve the proposal to assure that the students' work has been generated independently from pre-existing grant proposals and other written exams generated by the same lab. Plagiarism of any kind, including copying parts of a grant proposal of the advisor, will result in expulsion from the program.
- 6.5. Students who fail the Written Qualifying Examination may be dismissed from the program.
7. Oral Qualifying Examination (Taken or scheduled to be taken by 5th academic semester at the latest)
 - 7.1. The Oral Qualifying Examination will consist of a research proposal that is to be submitted to the Qualifying Examination Committee as well as a presentation of the student's preliminary research results. Students are expected to have extensive knowledge of the literature related to their project as well as the general literature in their field. They are also expected to have extensive understanding of the techniques used in the field, their approaches and preliminary results. They are expected to discuss their research plan in great detail, potential problems and alternative strategies. Advisors are allowed to attend the oral exam, but are not allowed to speak unless for clarification issues raised by committee members and will not vote on the outcome. The Qualifying Examination Committee may ask the advisor to recuse themselves if they are disruptive.
 - 7.2. The Oral Qualifying Examination must be taken or scheduled to be taken by the end of the 5th academic semester (Fall semester of the 3rd year) at the latest. Failure to comply within the time limit will result in the student not being permitted to register for the subsequent semester.

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- 7.3. If two or more Qualifying Exam Committee members vote to fail the student in their Oral Qualifying Exam, he or she will be dismissed from the program. In exceptional cases, the Graduate Committee might decide to allow the student a second chance to pass the qualification exam, which must be taken within three months. The student's committee chair will receive the Report on Qualifying Exam from Douglas Burleson in advance of the scheduled oral exam. The Committee chair will be responsible to submit the completed form.
8. Dissertation Committee Selection
- 8.1. Upon successful completion of the Oral Qualifying Examination, the student must select their Dissertation Committee. The student, in consultation with their Dissertation Advisor, chooses the committee.
- 8.2. The Dissertation Committee must be composed of at least four faculty members, three of which must have a primary internal appointment in Molecular Biology or be an affiliate of Molecular Biology (refer to the handbook directory for primary MCB appointment faculty members). This is often comprised of the same members as the Qualifying Examination Committee.
- 8.3. Students must turn in the signed "Appointment of Committee" form (found on the Graduate School website) to Paloma Saenz in order for the USC Dornsife College to approve the committee. This form requires 30 days for processing.
- 8.4. Upon approval of the Dissertation Committee, the student should open a [Thesis Center](#) account through the Graduate School website. The dissertation approval and upload process is fully managed through the Thesis Center.
9. Doctoral Dissertation
- 9.1. Upon successful completion of the Written and Oral Qualifying Examinations, the student is advanced to candidacy for the Ph.D. The student must register for BISC 794 (Doctoral Dissertation) during every semester in residence, excluding summers, until completion of defense and must register for these courses in order (A,B,C,D, and then Z until graduation).
- 9.2. Students are expected to meet with their Dissertation Committee each year. The first meeting after the Oral Examination should include a formal proposal of the dissertation topic. Failure to meet with the committee each year may result in a hold being placed on registration. Suitable progress in dissertation research must be demonstrated at each yearly meeting to maintain good standing in the program. Students who fail to make satisfactory and timely progress may be dismissed from the program. A brief report of these meetings should be filed each year with Paloma Saenz by the student's dissertation advisor.

10. **Defense of the Dissertation**
 - 10.1. The defense of the dissertation will be a public seminar of the final draft of the dissertation.
 - 10.2. Prior to scheduling a defense date, and upon approval from their dissertation advisor, students must meet with Douglas Burleson, the Graduate Programs Manager, to ensure all program requirements have been met.
 - 10.3. The student must register for BISC 794 in the semester that the defense is planned (except during the summer session) and submit the title and date of the defense to Douglas Burleson no later than thirty days prior to the defense. A copy of the dissertation must be provided to committee members a minimum of two weeks before the defense to allow for thorough evaluation.
 - 10.4. The student must have all Dissertation Committee Members sign the “Approval to Submit” form. On the morning of the scheduled dissertation defense, the student will log into the Thesis Center and generate the form to be emailed to all committee members.
 - 10.5. Please note: The Department will prepare 3 bound copies of the dissertation at no charge to the student. One copy is for the student, one for the dissertation adviser, and one for the department. Additionally the student is responsible for paying the \$115 dissertation processing fee.
11. **Individual Development Plan (IDP) Workshop and Survey**
 - 11.1. It is required that students complete the IDP surveys and attend IDP workshops which are held annually some time before the start of the Fall semester. The IDP survey functions as a tool to help students develop better insight into what career paths they would like to pursue. If students do not complete their IDP before Spring registration, the program reserves the right to withhold registration.

Additional information about requirements of the program can be found in the University of Southern California Catalogue: <http://catalogue.usc.edu/>. Many of the forms, policies, and procedures can be found at the Graduate School’s website: http://www.usc.edu/schools/GraduateSchool/current_guidelines_forms_03.html

Information contained in this section serves as a guide and is subject to change as we continually improve the educational experience of our Ph.D. candidates.

Timeline to Degree: Molecular Biology Ph.D.

1st Year Completion of BISC 502A and BISC 502B with a grade of a “B” or higher (Screening Exam). Minimum 3.0 overall GPA

1st Year Successful completion of rotations in three laboratories

1st Year Selection of a Dissertation Advisor by end of the spring semester

1st/2nd Year Selection of Qualifying Exam Committee (following the Screening Examination)

2nd Year Initiation of dissertation research by the first summer

2nd/3rd Year Completion of other required coursework

2nd/3rd Year Complete Written Qualifying Exam during the Fall semester of 3rd year

2nd/3rd Year Complete Oral Qualifying Examination; pass by end of Fall semester of 3rd year

2nd/3rd Year Selection of Dissertation Committee (following Qualifying exams)

3rd Year+ Completion of required ethics course by the end of third year

3rd Year+ Defense of Dissertation to MCB and the scientific community

Ethics and Academic Integrity

“A false statement of fact, made deliberately, is the most serious crime a scientist can commit.” -
C.P. Snow, *The Search*

It should be obvious that we aspire to excellence in all aspects of our science. Therefore, we expect the highest level of ethical behavior and academic integrity from our students, as well as from our staff and faculty.

Plagiarism, academic dishonesty, research dishonesty, teaching dishonesty, and any scientific misconduct including fraud, falsification, or plagiarism of data are all grounds for dismissal from the program. Note that plagiarism or academic dishonesty carries a “zero tolerance” policy, and applies to any oral presentations such as lab meetings or conference talks, as well as any written materials, including “rough drafts.” Failure to maintain adequate records, or removal or destruction of scientific data or reagents also constitute misconduct and may result in dismissal. We require Molecular-Biology-track Ph.D. program students to complete a seminar in research ethics within their first three years. Materials and research data are not the property of the student, but are legally the property of the University. The Advisor (Faculty Mentor) is the University’s representative. Research records and reagents must be available to the Advisor (Faculty Mentor). It is the advisor’s responsibility to ensure accuracy of all reported research. This means the advisor must have access to the primary data and materials at all times. No materials, notebooks, or reagents are to be removed from the laboratory without the written permission of the Advisor/Faculty Mentor. Similar requirements affect publication. Students may not submit data for publication or presentation without the permission of the Advisor/PI, and authorship is at the Advisor/Faculty Mentor’s discretion. These rules apply regardless of the student’s source of funds, whether Fellowship, TA, RA, or other sources.

Upon departure from USC, students are required to leave all data and reagents with the advisor/Faculty Mentor. Because much of the research carried out in CBB is federally funded, the advisor/Faculty Mentor must retain records and be able to verify all results even after students have departed. Any concerns or questions regarding ethics should be brought to the attention of the student’s advisor (PI), or the graduate program director.

The university has explicit policies on these issues:

On Graduate Student Integrity:

<http://www.usc.edu/student-affairs/SJACS/docs/GradIntegrity.pdf>

Scientific Misconduct: <http://policies.usc.edu/policies/scientificmisconduct051507.pdf>

Misappropriation of Assets: <http://policies.usc.edu/policies/misappropriation120602.pdf>

Intellectual Property:

http://policies.usc.edu/policies/intel_property.html

Guide to Research: <http://www.usc.edu/research/private/docs/policies/guidetoresearchatusc.pdf>

Program Life

In addition to your coursework and laboratory rotations, the CBB Graduate Program provides other opportunities for you to interact with your colleagues.

Departmental Seminars

An important part of your training is the opportunity to attend and participate in research seminars. Molecular Biology Seminars are held on Thursdays at 2:00pm in RRI 101. A list of invited speakers will be posted each semester. Faculty and students select seminar speakers. Seminars last for one hour and there is time for questions and answers immediately following. You are required to attend at least one Molecular Biology seminar each week. Notices will be posted prominently in the RRI Interaction Lounges and email reminders will be sent the week of the seminar.

Other sections of the Biological Sciences Department offer their own seminar series. The other sections are: Quantities and Computational Biology, Neurobiology, Marine and Environmental Biology, and Human and Evolutionary Biology. Other departments and schools on the UPC campus that offer seminars of interest include: Earth Sciences, Physics Chemistry, Gerontology, and at the Health Sciences Campus, Biochemistry & Molecular Biology, Microbiology & Immunology, Pathology, Cell & Neurobiology, and Molecular Pharmacology and Toxicology. Notices of seminars offered at other local universities will be posted in the RRI lobby.

Tea time

The Molecular and Computational Biology section sponsors a tea time every Tuesday at 3:00PM during the academic year. You will receive reminders each week. Tea Time is held in the RRI lobby.

Molecular Biology Office

The offices where you can obtain administrative support are: the MCB office (RRI 201), and Biological Sciences Department Office (AHF 107).

The Molecular Biology section office is RRI 201, Jen M Nelson (jmbrewer@usc.edu) is our Administrative Assistant and handles room bookings, outgoing mail (FedEx, etc.), and seminar arrangements. She also handles finances for the department, including reimbursements and check distribution. Paloma Saenz, our Student Services Advisor organizes lab rotations, support offer letters, recruitment events, orientation, dissertation, and qualifying exams forms, as well as any other student needs that arise at the program level. Rokas Oginskis (oginskis@usc.edu) is our Program Manager and oversees the function of the building, building maintenance problems, and manages the departmental budgets. Laura Cajero (lel@usc.edu) is the Research Administrator and aids in the grant application processes.

The Biological Sciences Department Administrative offices is located in AHF 107. Please see Douglas Burleson (burleson@usc.edu), the Graduate Programs Manager, if you have any questions about registration, grades, Graduate School requirements, etc. For research or academic matters, please see your faculty advisor.

Please note that neither office can provide you with secretarial services, so you will have to do your own word processing and photocopying.

Offices, Mail, Keys

All students receive mail in the mailroom in RRI 201B. Mail should be addressed as follows: Molecular and Computational Biology, Department of Biological Sciences, University of Southern California, RRI 201B, Los Angeles, CA 90089-2910. The 9-digit Zip Code is extremely important because the last four digits (2910) are specific to Ray R. Irani Hall. These four digits are all that is necessary for intercampus mail (mc 2910). Also, students can leave outgoing mail with proper postage in the mailroom for pickup by Mailing Services.

For ID card access to the building and labs please see Rokas Oginskis (RRI 201). After obtaining your USC ID card (for details on getting or replacing your ID card, visit <https://mycard.usc.edu/get-your-uscard/>) please see Rokas Oginskis to activate your card for access to the building after hours. We take the matter of security very seriously. You must do your part to maintain the safety of the people and property upon which we depend. Never leave a door propped open, especially after hours. Do not give your card or door code to others. If you see someone around the labs that you do not recognize, please call campus security (x06000). Your ID card is also needed when printing in the building. RRI has two public printers that are open to everyone in the building. They are located in room 201 and 201B (the printer in 201B is available 24 hours 7 days a week).

The Conference Rooms (RRI 121, 221, 321 and 421) are available for use. A sign-up calendar is kept in the RRI 201. Visit RRI 201 to check-out a Mac adapter, PC Adapter, or laser pointer. Please clean up any food left while eating in a conference room or room privileges may be taken away.

Libraries

USC has active subscriptions to online versions of most relevant research journals. If you access the journal from a USC IP address (either your own approved computer, or a lab computer) you will be able to retrieve most papers. Note: You will need to use VPN client software to access library resources while off-campus. Information on connecting to the USC network can be found at: <https://itservices.usc.edu/wireless/>.

For print sources, the Science and Engineering Library (SSL), located in the Seaver Science Center (SSC), is the principal science library on the University Park Campus at USC. Approximately 70,000 bound journal volumes are shelved on the second and third floors. Approximately 600 current titles are shelved on the first floor in the Current Periodicals area. The reference collection of approximately 5,000 volumes is located on the first floor. Additional books are stored in Grand Avenue Library and are pageable via HOMER, USC's online catalog.

The Doheny Library (DML) is the main undergraduate library and contains general interest books, periodicals, and reference materials. The Hancock Collection and Archives are housed within Doheny Library and are especially strong in the marine sciences and systematics. USC students who have USC library cards may request use of Special Collections materials from the online library catalog Homer.

Your USCard functions as your library card. See the staff at the main circulation desk in DML or SSL to activate your card for library privileges.

There are several excellent libraries off campus. Within the USC system, the Norris Medical Library is on the Health Sciences Campus. One of the best off-campus libraries is UCLA's Biomedical Library. Just about any journal, no matter how obscure or old can be found there. There are numerous copying machines available using debit cards that can be purchased from vending machines. USC students with valid identification can obtain a UCLA library card. Inquire at the circulation desk in the Biomedical Library.

Information on Computing

Your USC-assigned email account is considered your OFFICIAL email account. You must monitor this account or arrange for email to be forwarded from this account to your primary email account. You are responsible for keeping up to date on any email correspondence sent to your USC email address. We will not send official information to non-USC email accounts.

USC maintains an extensive computer network that can be accessed from most labs, public user rooms around campus, through VPN from a home computer, and, most importantly, from any computer connected locally. Some software is available on the campus network, electronic mail, database searching, and bulletin board access is provided free of charge to graduate students.

Computer accounts will be created automatically for all students enrolled in degree programs. Accounts must be activated via the Web at www.usc.edu/firstlogin. To access this form, students can visit one of five public computing areas (Leavey Information Commons, KOH 206, SAL 125, and WPH B34 on the University Park campus, or the Norris Medical Library on the Health Sciences Campus), or via any USC networked computer. The Computing Centers also offer advice and

training sessions on using the system and its software. Contact Dornsife Technology Services at 213-740-2775 to setup an account.

Most MCB labs have shared computers for use of laboratory members. Once you have joined a lab, for example during a rotation, you may use that lab's computers for educational and professional activities. You should not use lab computers for Internet surfing or downloading any personal material.

Students who wish to connect to the university network using their own computer will need to register the hardware address (MAC address) after they have established their account. Directions are on the website above. Once registered, you can connect by wireless (available in most buildings) or by an Ethernet port. For remote access, software can be downloaded from USC. If you wish to access the USC network remotely using your own ISP (e.g., an Earthlink account or something similar), you will have to obtain VPN software from Information Technology Services to gain access past the firewall.

Computer accounts will be available to enrolled students two weeks before classes begin. For more information on automatic accounts, please contact either USC's Customer Support Center or Computer Accounts Administration office at x05555, or email accounts@usc.edu.

University policies govern the use of the computer network and mail services. Inappropriate or harassing emails or illegal downloads are grounds for disciplinary action up to and including dismissal. For more information, see <http://www.usc.edu/its/policies/student/>.

Los Angeles Life

Housing

On-Campus:

Please see the USC Student Housing Office (x02546) at the McCarthy Way Parking Structure for further information.

Off-Campus:

Most graduate students choose to live off-campus. The major Los Angeles newspaper (The LA Times) as well as smaller community newspapers (Hollywood Press and The Daily Breeze, Star News, Northeast Newspaper) have listings for apartments and houses for rent. Listings can also be found online at websites such as Craigslist (<http://losangeles.craigslist.org/>). You can also check listings in the student newspaper (The Daily Trojan).

Non-University housing near the USC campus is limited and therefore fills up early. In addition, some areas close to campus can be unsafe. In general, you may want to avoid the area south of campus (near the soccer stadium, etc.). The area north of campus, known as North University Park, is considered to be a safe area. Because the area is small, availability is limited and landlords are able to charge more, making it difficult to find a bargain. However, there are a number of older places that are not too expensive and entirely livable. One advantage of living in this area is that you can easily walk or bike to campus.

A word to the wise regarding safety: you should never walk around campus alone late at night. If you are working late in the lab, call the USC Campus Cruiser Service (see below) for pick-up at the building entrance.

Transportation and Parking

The public transit system in Los Angeles is called the Metropolitan Transportation Authority (MTA) <http://www.metro.net/>. The phone number for MTA information is 1.800.COMMUTE (266.6883). There is excellent express bus service from several cities into the downtown area. Some routes include stops right at or near USC. You can usually get between any two places in the L.A. area by bus, but one or two transfers may be required. The fare is \$1.75. Los Angeles also has a subway and rail transit system. The Blue Line runs between Long Beach and L.A., the Red Line runs from downtown L.A. to the center of Hollywood and the Gold Line runs from downtown through Pasadena to Sierra Madre and to East Los Angeles. The Exposition Light Rail Line (Expo), adjacent to campus connects to downtown L.A. and westward to Santa Monica. Discounted metro passes for students are available and may be purchased from USC Graduate Student Government. Another

option for public transportation is DASH. DASH operates Monday-Friday and runs from USC directly to downtown Los Angeles. The fare is \$0.50.

USC operates both Shuttle and Campus Cruiser services. The shuttle service provides service to the housing areas off campus, to the Health Sciences Campus, Union Station, and to campus parking lots Monday through Friday. Route C provide shuttle service seven days a week. You can also call the Campus Cruiser Service to transport you to locations within approximately one mile from the center of campus (including the off campus housing area). If you are working late at night in the lab, it is a good idea to call Campus Cruisers (x04911) rather than walk to the parking structure alone. Please visit free

<https://transnet.usc.edu/index.php/campus-cruiser-program/how-to-use-lyft/> to learn about the free Lyft ride program.

If you live close to campus you may want to commute by bicycle. Keep in mind, however, that the traffic in stolen bikes near USC is very high, so take all necessary precautions. Do not park your bike outside unlocked, keep it in your apartment and, while you are at school, keep it secured. Bicycles must be licensed - see procedures in Scampus (page 170) or online at <http://web.app.usc.edu/scampus/>. (In University Governance section)

If you commute by car you would be wise to invest in a USC Parking Permit, which will entitle you to park in designated areas on campus. You can buy a parking permit from the Transportation Services Office, located at the McCarthy Parking Structure. There is off - campus street parking but it is scarce. There are also time restrictions for street parking - be sure to read the posted signs before you leave your car. Regardless of where you park, you should always lock your car and make certain that you leave nothing of value (computers, CD's, books, clothes, etc.) where it can be seen from the outside of the car.

USC has launched Zimride, <http://zimride.usc.edu>, our private social network for ridesharing. Combining social networks and a proprietary route-matching algorithm, Zimride makes it easy to share the seats in your car or catch a ride.

USC Zimride requires an @usc.edu email address. You can also sign in using your Facebook account if you are part of the USC network. Membership is free and easy. All USC students, staff, and faculty are eligible to sign-up for our private Zimride Rideshare Community with their campus email address at <http://zimride.usc.edu>.

All other information concerning transportation services (parking, ridesharing, etc.) can be found at the transportation services website: <http://www.usc.edu/transportation>.

Culture and Recreation

Los Angeles has an abundance of cultural and recreational activities. There is something for everyone, from amusement parks (Disneyland, Magic Mountain, Knott's Berry Farm) to art

museums (LA County Museum of Art, J. Paul Getty, Norton Simon); from classical music (LA Philharmonic) to contemporary (Greek Theater, Universal Amphitheater); from classic theater and musicals (Dolby, Ahmanson Music Center, Pantages) to first-run contemporary works (Mark Taper Forum); from zoos (LA, San Diego) to aquariums (Long Beach, Sea World); and horse racing (Hollywood Park, Santa Anita Park) to pro sports (LA Dodgers, Angels, Kings, Lakers, Clippers, LA Galaxy). The Natural History Museum of Los Angeles County, the California Science Center and 3D-IMAX theater, and the California Afro-American Museum are just south of campus in Exposition Park. For a unique experience, visit the Page Museum and La Brea Tar Pits next to the LA County Museum of Art on Wilshire Blvd. The Natural History Museum and the Page Museum offer free admission for students. In many instances students are entitled to discounts at these venues. You must have a student ID with a current registration sticker. A few ways to learn about what's going on: the New Times and the LA Weekly are free and usually available each Thursday afternoon outside the Tutor Student Center; also check the Calendar section of the Sunday Los Angeles Times and Los Angeles Magazine. You may find other attraction and event discounts through the USC Ticket Office: <http://www.usc.edu/bus-affairs/ticketoffice/index.php>.

Recreational facilities in the Los Angeles area are superb. There are beaches, parks, golf courses and tennis courts and the mountains are only an hour away for hiking and skiing. L.A. Live is an entertainment complex located in Downtown (next to the Staples Center) that houses restaurants, a movie theatre, shopping, the Nokia Theater, and various other activities; there is a free USC shuttle that runs directly to L.A. Live.

There is always plenty going on at USC, including plays, musicals, concerts, first-run movies, film retrospectives, and art shows. Most popular, however are the athletic events, especially football games. USC football games (particularly the UCLA and Notre Dame games) are exciting spectacles that you really should experience at least once. Ticket information for all events are available at the USC Ticket Office website (<http://www.usc.edu/bus-affairs/ticketoffice/card/index.html>).

Books

The University has an excellent bookstore, and graduate students who are TAs or RAs are entitled to a 10% discount with their ID card except on textbooks and electronics.

Supermarkets

There is a Trader Joe's and a Target at the University Village. There is a Ralph's Supermarket at the corner of Vermont Avenue and Adams Boulevard. There is also a Ralph's Supermarket in downtown L.A. on Flower St between 8th and 9th Streets. A Smart and Final store is located on Vermont Avenue directly across from campus where food in large quantities and janitorial supplies at discount rates can be found.

For late night grocery shopping, there is a 24-hour Ralph's Supermarket at the corner of Western Ave and Wilshire Blvd.

Other Important Locations

A United States Post Office is located at 3585 S. Vermont Avenue (directly West of the University). There is also a mail stop at the McCarthy Way Parking Structure that provides a limited number of postal services.

The California Department of Motor Vehicles (DMV) is located at 3615 S. Hope Street.

Student Health and Insurance

All fellowship holders, Teaching Assistants, and Research Assistants will have their student health center fee and student health insurance fee paid by the University.

Please see <https://engemannshc.usc.edu/insurance/insurance-resources/> for more information on the USC Student Health Insurance.

Student Health Center

The Engemann Student Health Center (ESH) provides the following services: primary care, basic emergency care, an urgent care clinic, Saturday clinics, specialist clinics, and a pharmacy. You are eligible to use the Health Center as long as you are enrolled in classes and a Health Center fee is listed on your fee bill. If you are not enrolled in classes (i.e., during summer semester) you must pay the appropriate fee for use of the Health Center.

If you are eligible, most care is free. There are nominal charges for some lab tests, prescriptions, orthopedic appliances, and copies of medical records. Should you have questions, call (213) 740-9355 or email eshcins@usc.edu.

Dental Care

Your Health Center fee also covers dental care. Please see <https://engemannshc.usc.edu/insurance/dental/> for more information on your insurance plan.

Instructions for downloading your Delta Dental card:

1. Go to www.deltadentalins.com. On the right you will see a box to log in. Click on "Register Today" (unless you have done this already and have a username and password).
2. Follow the steps to Registration. You want to select "Enrollee" as your user type.
3. Enter your name and birthdate along with your enrollee ID. Your Enrollee ID is your USC student ID number.
4. You should be ready to make up your username and password (and maybe put in some

other info like address, email) and then you will be instructed to log on from the homepage at www.deltadentalins.com.

5. Once you are logged in, look under the heading "Manage Your Account" and you will see a link to "View Eligibility and Benefits (and print ID cards)".

This website of course has lots of other useful information about your benefits including coverage and deductibles, date of enrollment and so forth.

AETNA

1) You will be prompted to pay the health insurance fee when you do a positive enrollment. Please do not pay. The fee is already paid, and they know, so just skip that step.

NOTE: The health and dental insurance and health center fees are paid by the department that pays your stipend.

General Information about Financial Aid

It is the intention of the Molecular Biology section to provide or arrange for the provision of financial support (stipend + tuition) for all of our Ph.D. students. Students should feel assured that the faculty will do everything possible to meet this goal. Please note that Graduate School rules prohibit full time students from accepting any employment above and beyond their graduate assistantships (see Graduate Assistantship Handbook). There are 4 main sources of support for graduate students: Teaching Assistantships, Research Assistantships, Training Grants, and Individual Fellowships and Grants.

An important rule to remember is that you must maintain a GPA of at least 3.0 in order to be considered a student in good standing, and thus eligible for financial support. There are processes in place to provide warnings, and on rare occasions, dismissal from the program for those students who are not in compliance with academic standards.

1) Teaching Assistantships (TA)

We are fortunate to be part of a large department with many undergraduates since this gives us access to many TAs. The exact number varies with enrollment. TAs, which are generally awarded each semester, carry a stipend and 12 units of tuition remission. You must maintain at least a 3.0 GPA to receive financial support. Four and a half months of payments are guaranteed for each semester of TAs. The authority to offer TAs rests exclusively with the Department Chair, who consults with the Graduate Committees of each section, and with faculty. More information is discussed in the "Teaching Experience" section under "Procedures".

Experience in teaching is considered to be an important part of your training. Molecular Biology-track students who do not TA during their first year are expected to TA for at least one semester later on, usually in the 2nd or 3rd year. The timing should be chosen in consultation with their advisor.

The workload associated with TA-ships varies depending on the course in question and the familiarity of the TA with the subject matter. However, TAs are employees of the university; TA-ships are a 20 hour per week job. Whatever course you are assigned, you must take your responsibilities very seriously. You are under a moral and legal obligation to do your best for your students. Undergraduates are entitled to your best efforts. Learn the subject matter diligently and find creative ways to explain it. Practice your verbal communication skills. Make yourself available and approachable. Conform to high ethical standards and respect the confidentiality of your position. All of these skills will be directly useful to you in your future careers as researchers and educators. Faculty view TA-ships as an important part of your training. Please be aware that as with any other job, your TA position can be terminated for poor performance. In addition, any TA who behaves dishonestly will be subject to University disciplinary proceedings, which may result in permanent dismissal from the university.

2) Research Assistantships

Research Assistants are paid on the same scale and receive identical benefits as TAs. Formally, the university considers an RA-ship a 20 hour per week job. Students however put in more time depending on the relationship between RA duties and the dissertation project. The relation between the RA project and the dissertation project varies depending on the faculty member involved, the area of research, and other considerations. In most cases, the two projects are the same and you will in effect be paid for doing your dissertation research. In other cases, efforts are made to keep the projects different. These different approaches reflect the standards of different disciplines in the department.

Molecular Biology students will identify their interests and potential advisors during the laboratory rotations they perform in their first year. Determine which professor best matches your interests. Educate yourself about that professor's work and the field in general. Tell the professor you would like to work with him or her and inquire about the availability of RA-ships. Not every professor will necessarily have space in their research program for every student who wants to work for them. Before you start an RA-ship, be sure you understand what is expected of you, what you can expect from the professor, and what relations might exist between your work and dissertation research.

TA-ships vs. RA-ships: Your teaching assistant experience can be very rewarding. You will learn a great deal and have the satisfaction of seeing that knowledge take root in others. You may establish lasting friendships or mentor relationships with some of your students, Co -TAs, and faculty. On the other hand, you are here primarily to do research, not teach. If you are not very efficient in organizing your time, progress on your dissertation research may be slowed by extended service as

a TA. Most agree that RA-ships are preferable, but flexibility is key. As grant budgets wax and wane, it may be necessary for graduate students to take TA-ships.

3) Training Grants

The National Institutes of Health (NIH) sponsors pre-doctoral training grants (commonly referred to as Institutional National Research Services Awards). The Molecular Biology program holds the Chemistry-Biology Interface (CBI) which MCB students may be eligible to apply for this CBI training grant or slots for the many other training grants the university offers. Students are eligible for a training grant position after they have identified their dissertation mentor.

4) Individual Fellowships and Grants

Various outside grants and fellowship programs are available to students. Detailed information can be obtained from two sources. The Graduate School (GFS 315, x09033) has a partial listing of available grants http://www.usc.edu/schools/GraduateSchool/current_fellowships_ext.html . There is a computerized database in Doheny Library (DHL reference section). This database contains literally hundreds of grants or fellowships to choose from, typical sources include the NIH (including NRSA) and the NSF.

5) Summer Support

Your decision to be a Ph.D. student is a year-round commitment. You should view the summer as an opportunity to engage intensively in research, free from the distractions of coursework and other academic duties. We expect you to be in the laboratories, engaged in full-time research 12 months a year. Students will receive the remaining amount of money in the summer, either by fellowship or as an RA-ship, to reach their guaranteed annual stipend specified in their original offer letter. There are only a small number of summer TA-ships available.

6) Paying taxes on Fellowships

We cannot legally offer tax information or advice. We strongly suggest that fellows contact the IRS directly, and/or consult with a tax professional such as a tax lawyer or tax accountant. While receiving your fellowship, domestic students will not receive a W-2.

The following link, <http://www.irs.gov/pub/irs-pdf/p970.pdf> contains information regarding tax treatment of fellowship awards. In addition, <http://fbs.usc.edu/depts/sfs/page/2115/1098-t/> provides information regarding the IRS 1098-t form. These links are not meant to be a comprehensive list of tax resources or forms that you should consider.

International Students may want to consult the Office of International Services (OIS) in GFS 120.

Graduate Student Payroll Information – US Citizens.

New TA's and RA's:

Documentation Requirements

- See Paloma Saenz (RRI 201B) for TA and RA Award Letter. See Adolfo de la Rosa (AHF 107E) for payroll form to be taken to the documentation processing personnel in the College Payroll Office.
- Go to College Payroll Office, AHF 108, ONLY during the Documentation Processing Hours: 9:00 a.m. – 11:30 a.m. or 2:30 p.m. – 4:00 p.m.
 - (Please arrive no later than 30 minutes before the end of a session to allow time for processing paperwork.)
- Tell the Documentation Processing staff that your payroll title is **“Teaching Assistant or Research Assistant”**
- Required Documents:
 - Driver’s license AND original Social Security Card or birth certificate with same name - OR - Active U.S. Passport with adult photograph Award Letter

E-mail and Mailing Address Requirements

- Your email address and both your local and permanent mailing addresses must be current in the following systems at ALL times to ensure that checks are issued correctly:
 - OASIS - Go to <https://camel2.usc.edu/OASIS/Login.aspx>
 - You will be asked to enter the following information:
 - Students ID: 10-digit ID #
 - PIN: 6-digit Birthdate (mmddyy)
 - Contact Douglas Burleson if you don’t know your student ID#.
 - Workday – Once you are “active” in USC Payroll, go to <http://employees.usc.edu/> to update your information in the Workday system.

Other Important Payroll Notes:

- You must enroll by the registration deadline.
- The payroll system runs in conjunction with Workday. Therefore it is important to verify that your information is correct in the Workday system.
- RA’s are paid through their PI’s Department or Biological Sciences for 1st year students. TA’s are paid by the department running the course. Department personnel will contact you when they receive your first “live” check.
- If you would like direct deposit for your next paycheck, please fill out a form in the College Payroll Services Office.

Graduate Student Payroll Information – US Citizens

New Fellowship Holders:

- You must enroll in classes by August 10th to be paid by August 26th .
- The first check will be at Disbursement Control, UGB 210.
- Would you like to attach the Direct Deposit Form?
- It is at <http://ais-ss.usc.edu/empldoc/forms/forms.html>

- Your email address and both your local and permanent mailing addresses must be current in the following systems at ALL times to ensure that checks are issued correctly:
- OASIS
 - Go to <https://camel2.usc.edu/OASIS/Login.aspx> You will be asked to enter the following information:
 - 10-digit USC Student ID # (Contact Douglas Burleson if you don't know your student ID#)
 - PIN: 6-digit Birthdate (mmddyy)
- Workday – Once you are “active” in USC Payroll, go to <http://employees.usc.edu/> to update your information in the Workday system

Graduate Student Payroll Information – International Students

New TA's and RA's:

I-9 Documentation Processing

- Before going to the College Payroll Office for the first time, you must complete the “Glacier” process. You should have already received a preliminary email notice from the Glacier system. Please see the attached sheet entitled “Glacier Details for Internationals.” You must claim or qualify for your Country’s tax treaty. This will enable Glacier to print a W-8BEN form. Please see the accompanying spreadsheet for international Graduate Assistants. In Glacier, enter “applying for ITN” or “applying for SSN.”
- Go to College Payroll Office, AHF 108, ONLY during the Document Processing hours
- 9:00 a.m. –11:30 a.m. a.m. or 2:30 p.m. – 4:00 p.m.

(Please arrive no later than 30 minutes before the end of a session to allow time for processing paperwork.)

- Tell the Document Processing staff that your payroll title is “Teaching Assistant or Research Assistant”
- You have been notified separately to attend a Glacier orientation and set up session. Glacier can only be completed once you have arrived at USC. Required Documents:
 - Visa Documents
 - Passport
 - I-94
 - "Document Processing Receipt" and a "Social Security Letter Receipt" from OIS
 - Award Letter (See “other important payroll notes” below.)
 - Glacier Documents

E-mail and Mailing Address Requirements

- Your email address and both your local and permanent mailing addresses must be current in the following systems at ALL times to ensure that checks are issued correctly:
- OASIS - Go to <https://camel2.usc.edu/OASIS/Login.aspx>
- You will be asked to enter the following information:
 - 10-digit USC Student ID # (Contact Douglas Burleson if you don't know your student ID#)
 - PIN: 6-digit Birthdate (mmddyy)
- Workday – Once you are “active” in USC Payroll, go to <http://employees.usc.edu/> to update your information in the Workday system.

Other Important Payroll Notes

- See Adolfo de la Rosa, AHF 107E, for payroll form and Award Letter to be taken to the Document Processing Personnel in the College Business Office. If you are unable to see him ahead of time, he will hand out this information at Lab Safety Training on Friday, August 19.
- As soon as you receive your social security card, update the information on Glacier, print the forms and bring the forms and the original card to UUC 217. This is required for your October paycheck.
- You must enroll by the registration deadline.
- The payroll system runs in conjunction with Workday. Therefore it is important to verify that your information is correct in the Workday system.
- RA's are paid through their PI's Department. TA's are paid by the department running the course. Department personnel will contact you when they receive your first "live" check.
- If you would like direct deposit for your next paycheck, please fill out a form in the Business Office. <http://ais-ss.usc.edu/empldoc/forms/forms.html>

Graduate Student Payroll Information – International Student New Fellowship Holders:

Documentation Processing

- Before going to the College Payroll Services Office for the first time, you must complete the “Glacier” process. You should have already received a preliminary email notice from Glacier. Please see the attached sheet entitled “Glacier Details for Internationals.” You must claim or qualify for your country’s tax treaty. This will enable Glacier to print a W-8BEN form. Please see the accompanying spreadsheet for international fellowship holders. In Glacier, enter “applying for ITN.” You will also receive a letter from OIS.
- You have been notified separately to attend a Glacier orientation and set up session. Glacier can only be completed once you have arrived at USC.
- Go to the College Payroll Office, UUH 217 ONLY during the Document Processing Hours
- 9:00 a.m. – 11:30 a.m. or 2:30 p.m. – 4:00 p.m.
 - (Please arrive no later than 30 minutes before the end of a session to allow time for processing paperwork.)
- Tell staff your payroll title is “Fellowship Holder”
- Required Documents:
- "Document Processing Receipt" and an "ITN Letter Receipt" from OIS
- Glacier Documents

E-mail and Mailing Address Requirements

- Your email address and both your local and permanent mailing addresses must be current in the following systems at ALL times to ensure that checks are issued correctly:
- OASIS – Go to <https://camel2.usc.edu/OASIS/Login.aspx>
 - You will be asked to enter the following information:
 - 10-digit USC Student ID #
 - USC Student ID# (Contact Douglas Burleson if you don't know your student ID#)
 - PIN: 6-digit Birthdate (mmddyy)
 - Workday – Once you are “active” in USC Payroll, go to <http://employees.usc.edu/> to update your information in the Workday system.

Other Important Payroll Notes:

- You must enroll in classes by August 10th to be paid by August 26th.
- Your first check will go to the “Local” address listed on the OASIS system. Make sure to put a correct local address in the system.
- Please note that international fellowship holders are not eligible to receive direct deposit.