Microbial Biology Graduate Program

16:682
1. Classes start Tuesday, September 2. International students are expected to arrive no later than the third week in August for orientation (see page 15), and must report to the International Center - website address: (http://internationalservices.rutgers.edu/) upon arrival. You may register for classes as soon as you receive your registration material in the mail through August 31 or during the first week of the Fall semester, September 1 to September 8. The Registrar’s office is located on Busch Campus in the Administrative Service Building (you can also register via the WEB after you arrive (see page 10). After you have received your registration material in the mail, please call Kathy Maguire (848.932.5642) if you wish to make an appointment for advising. Professor Zylstra will serve as faculty advisor to entering students. The Program Administrator for the Microbial Biology Graduate Program, Ms. Kathy Maguire will be happy to assist you in any way possible. New students to the program have a hold put on their registration – we will lift the hold once you have met with an advisor.

Please note: If you have been awarded a fellowship or a teaching assistantship, you must also include it on your registration (see page 10)

2. Change of Registration will take place the first two weeks of the Fall term (you may add or drop a course from September 8 through September 15).

3. The Fall semester begins Tuesday, Sept. 2 (Rutgers University is closed Monday, September 2). Final exams begin Thursday, December 16; the Fall term ends Monday, December 23. The Spring 2014 semester begins Tuesday, January 21, 2014

4. Please fill in the Student Data Form after you have a local address and telephone number and return to Kathy Maguire, room 223a, Lipman Hall. It is very important that we have this information. (see page 13)

5. Our Graduate Program in Microbial Biology orientation meeting for new students is scheduled for early Sept. lunch will be served.

6. Mailboxes for graduate students are located on the 2nd floor in Lipman Hall (outside Room 223). Please be sure to check your mailbox, email, and Sakai site for notices.

7. If you need to register your car for parking on campus, the Parking Department is located at Commercial Avenue, New Brunswick (http://parktran.rutgers.edu/permits.shtml). Fellows and teaching assistants need to bring a copy of the letter verifying they have accepted (if you need a copy, see Kathy, room 223). You may also purchase a key card which gives you access to special parking lots.

9. If you plan to apply for housing, we recommend you do so as soon as possible. See information page 3.

10. Telephone numbers and email addresses for the program:

848.932.6298 - Gerben Zylstra, Graduate Program Director email: Zylstra@aesop.rutgers.edu
848.932.5642 - Kathy Maguire, Program Adm. Email: maguire@aesop.rutgers.edu
848.932.5632 - Beth Nugent, Administrative Assistant email: nugent@aesop.rutgers.edu
To: New Microbial Biology Graduate Students

From: Gerben Zylstra

Hello incoming graduate students! The Graduate Microbial Faculty are delighted that you will be joining our program this fall. We believe that you will find an intellectually stimulating environment in which you can pursue advanced training at Rutgers. Professor Zylstra will serve as faculty advisor to entering students. Also, our second-and third-year graduate students will be willing to give you good informal advice to supplement that of our faculty. The Program Coordinator of the Microbial Biology Graduate Program Kathy Maguire will be happy to assist you in any way possible (maguire@sebs.rutgers.edu).

If we can be of help, do not hesitate to call, write or stop by the department any time during the summer. Someone will be around to answer any questions you may have about our program.

We encourage you to attend all the orientations scheduled for entering students. TA and fellowship recipients must also attend the TA orientation. The graduate program in Microbial Biology has scheduled its orientation for early September - you will receive more information on this at a later date.

We want to take the time to welcome you to Rutgers before you arrive and offer a few words of advice. Rutgers University (RU) is a great place to study and New Brunswick is a great place to live; however, being in a new place, and a large campus, it can be very hard to find reliable information before you arrive. Housing options, locations of buildings where to live, eat; transportation, etc. are all things that may not have been made clear to you in the information presented to you by the department and the university. We hope to address some of these issues, but if you have further questions, don’t hesitate to contact us.

**Location:** The Department of Biochemistry and Microbiology is located in Lipman Hall on Cook Campus in New Brunswick. This is the center of your life for the next few years. It houses the entire department from the faculty, the main office, the program coordinator; almost all of your classes will be on this campus, usually in Lipman Hall, Cook/Douglass Lecture Hall, Food Science Building or Martin Hall/Waksman Room.

**General Housing:** There are two main options for housing: off and on-campus. Off campus housing is often highly priced, ranging anywhere from $900 to $1200 per month for a single-bedroom or studio. There is a website for available places on the Rutgers webpage. If you go to [http://housing.rutgers.edu/ie/](http://housing.rutgers.edu/ie/) and then search, you can type in off-campus housing to find that specific site which lists available rooms/houses/apartments. The off-campus area that is the best is in Highland Park (a town, across the river and about 1 mile walk from the department and with connection to campus bus service) and is where most graduate students live if they live off-campus.

On-campus housing maybe the best option for the first year and to then move off once you pass the qualifiers. The reason is that some areas of New Brunswick (far away from campus) are not the optimal for graduate student life – for example, or you might get such in an area where undergraduates rent and quality of life for graduate school is going to be poor. Usually these are the cheaper areas, but not worth the money.
On-Campus Graduate Housing: see website:

Whether you are coming to Rutgers from down the road or from around the world, Rutgers provides a variety of convenient on-campus housing options for graduate students and their families.

Living on campus at Rutgers makes it easy to spend more time focused on your studies, but we do more than just put a roof over your head. Here are just a few of the reasons why you might want to choose to live on campus.

- Residences are available fully furnished
- Community building initiatives and programming to assist you in connecting with other graduate student
- Arrange of room and apartment options from singles to suites to apartments, each with private bedrooms for every resident.
- No utility bills
- Each room has cable TV and high speed internet access
- Most complexes have wireless internet access
- Each roommate has own individual housing contract
- Transfers possible to any available single grad room/apartment on-campus without any penalty or fee
- All apartments are close to classes and labs
- Free and frequent bus services to get around
- On-call staff members available to assist you 24/7
- Each complex has at least one live-in staff member
- Free recreation facilities on all four campuses
- Payroll deduction option available to applicable students
- After-office-hours and weekends key pick-up arrangements available

Single Graduate

We offer single graduate students housing in traditional residence halls and apartment settings. The accommodations for all single graduates include a private bedroom, as well as, cable television service and a high speed Internet connection. Graduate housing facilities are located on the Busch, College Avenue, and Cook/Douglass campuses.

Please note: A Rutgers University NetID is required to apply for housing. If you do not yet have a NetID, please visit the NetID account creation page (https://netid.rutgers.edu/index.htm) prior to proceeding to the "Apply Housing" link.

As for on-campus, there is only one graduate housing building on College Avenue: Ford Hall. It houses about 60 to 70 students and is a traditional dorm style building with private bedroom, shared living room with one other person and communal showers/bath/kitchen. Note: there is no Air conditioning in this building. There are other on-campus housing options such as Buell / Johnston / Starkey / Gibbons, but if you want information on those, contact student housing. It should be noted that all these are for single graduate students. Rutgers also has family housing that you can inquire about at Graduate Housing Office or check on web.

The general difference between these housing options is the following trade-off: having a shared bathroom/kitchen verses distance and waiting for a bus.

The main places students stay are Buell and Johnston on Busch campus. Starkey is on Cook Campus and Gibbons is on Douglass campus. RU does have bus serve that serves each campus. So if you are in one of these housing units, campus bus transportation is close by. The buses usually run about every 15 minutes
or so during the school year, 40 min or so on weekends and the summers. So you can sort of think of CAC as being a more urban campus with places to eat, drink, and be entertained and the other campuses as being more rural. However, these apartments are marginally better. They have private bedrooms and you share a living room, kitchen, and bathroom with 3 other people, with cleaning done by you. So your experience is a function of your roommates.

**On-campus Housing Contracts**: On-campus housing contracts come in two forms: annual and academic. The annual contract runs from 15th of August to July 31st for new students, and the academic contract runs from about August 30th to May 18th of each year (please look at housing website for exact academic contract dates). It is typically better to get the annual contract. It is important to remember, if you choose on-campus housing that you do not arrive before August 16th. We also recommend that you plan to arrive at Newark Airport so that you will be at the University in early afternoon so you will have time to pick up your keys. Be advised that you cannot get into your room before August 16th. Therefore, if you arrive late in the day (or come before August 16), you might need to rent a hotel room because the apartment is not available, it can cost you $200+ a night. They will not let you move in earlier than your contract start date.

**Graduate Academic Year - 9 month contracts (Two semesters and breaks)**

| Four Bedroom Apartment Singles | Buell, Starkey | $8,300.00 |
| Two Bedroom Apartment Singles  | Johnson       | $8,394.00 |

**Graduate Academic Year - 12 month contracts (Two semesters and all breaks)**

| Four Bedroom Apartment Singles | Buell, Starkey | $9,782.00 |
| Two Bedroom Apartment Singles  | Johnson       | $9,882.00 |

| Family Apartments (Monthly rent) | Two Bedroom with AC - Marvin, Nichols | $1,263.00 |
| Two Bedroom – Johnson | $1,182.00 |

**What should I bring?**

Graduate students should bring items that will help them live comfortably in their apartments. Apartments have closets and/or wardrobes, but space is limited. Weather appropriate clothing should be packed to ensure you are prepared to appropriately live in New Jersey’s diverse seasons. Other items to bring are kitchen utensils, a TV, coaxial cable for TV usage, an Ethernet cord for internet connection, and other items that would make your apartment feel comfortable should be brought. Furniture items are the only things Housing and Residence Life provide graduate students. All single graduate apartments are furnished with living room and bedroom furniture. Family apartments can come furnished, semi-furnished, or unfurnished, according to the student’s wishes. **Bed linens and towels need to be provided by student.**
Transportation: Rutgers is within 5 miles of five major roadways: The Garden State Parkway, the New Jersey Turnpike, Interstate 287, Route 1 and Route 18. It is easy to get to campus by car through any of these roads. Below are the driving directions to Lipman Hall:

From the North
South on N.J. Turnpike to exit 9; west to Route 18 (road bears left) and immediately get into right-hand lane for Route 1 south (1/4 mile, follow signs to Trenton); south on Route 1 (approximately 1 mile); turn right onto College Farm Road; continue on College Farm Road. At the four way stop make a left, go to the end of the road and make a right this is Nicole Ave. Travel 1/8 mile and on your right you will see Lipman Drive, make this right. We are at 76 Lipman Drive.

From the South
North on N.J. Turnpike to exit 9; west on Route 18 (road bears left) and immediately get into right-hand lane for Route 1 south (1/4 mile, follow signs to Trenton); south on Route 1 (approximately 1 mile); turn right onto College Farm Road; continue on College Farm Road to visitor parking lot 98A: entrance on left just past greenhouses and before stop sign at intersection of College Farm Road and Dudley Road. OR North on Route 1; 1/4 mile north of Route 1/Route 130 intersection, take U-turn on right (watch for sign reading Squibb Drive - College Farm Road); continue around horseshoe turn under Route 1 past Squibb entrance; turn left on College Farm Road; continue on College Farm Road At the four way stop make a left, go to the end of the road and make a right this is Nicole Ave. Travel 1/8 mile and on your right you will see Lipman Drive, make this right. We are at 76 Lipman Drive.

From the West
U.S. 22 east or Route 78 east; south on 287; take Easton Avenue exit to New Brunswick (approximately 4 miles); stay on Easton Avenue until it ends and turn left after train station; turn right at next light onto George Street; continue to Nichol Avenue (approximately 2 miles) and turn right; take first left onto Lipman Drive. We are 76 at Lipman Drive.

If you are taking a plane, let me give you a word of advice: fly into Newark Liberty Airport. Most students fly into JFK in New York City, but dealing with mass-transportation or having someone pick you up from that airport is difficult. I personally would prefer to flight out of Philadelphia before I go to JFK even though it is geographically closer. If you do get a plane flying into Newark, a train runs from Newark International Airport (renamed Newark Liberty Airport) to New Brunswick. You will most likely get off at one of three airport terminals (A, B, C). Most international travelers will be disembarked at terminal B and need to go through immigration. Upon exiting the security gates, you can get to the train by using the Airtram. Get on the Airtram in the direction of the train station (the last stop). At the train station you need to purchase a ticket for the Northeast Corridor line of New Jersey Transit (NJT). Take the train south for about 30 minutes and get off at the New Brunswick station. Also, if you are an international student, you might want to check the Rutgers website for organizations from your country that sometimes provide transportation from the airport.

The University has campus busses – I have attached the website with their schedule of times:
http://rudots.rutgers.edu/campusbuses.shtml
**Banks:** There are three banks near the train station within bus distance of Lipman Hall – Wells Fargo, Bank of America and PNC. Wells Fargo and PNC have an ATM machine in the student centers; Wells Fargo also allows you to make deposits in the student center so Wells Fargo is the number one choice of graduate students. To open an account, you need to bring a social security card, if you have one, and proof of address. (You can use the department address.) **Credit Cards:** It is recommended you get a Student credit card. American Express is the easiest one to get for international students. Applications are available at student center or online.

**P.S.** Two questions often asked are about transportation from the airport and how much money to bring. One suggestion is that when you book tickets to come to the U.S., if you are coming directly to Rutgers, it is best to arrive at Newark International Airport, which is in New Jersey and is the closest airport to New Brunswick, about 45 minutes away. You could also arrive at JFK airport in New York, as well, but it is often difficult and more expensive to come to Rutgers from New York. To get to New Brunswick from the Newark airport, you can get a shuttle at the airport, such as the State Shuttle (1-800 427-3207 or Bus Travel@aol.com) which comes to Middlesex County where Rutgers is located. It costs about $35 but if there are a few people then the price is lower. Another option is to take the Princeton Airporter, which will take you to the Hilton Hotel in East Brunswick and that costs about $18 and then you can take a cab to Rutgers for about $10. (If you come in JFK, you can take a bus to Penn Station and then get a train to New Brunswick. There is also an Airporter from JFK to the Hilton Hotel in East Brunswick for around $50. International students might wish to check if they have a Graduate Student Association (http://gsa.rutgers.edu/) of their own country at Rutgers. These associations often provide free pick-ups from the airport.

**Graduate School – New Brunswick Orientation Activities – Fall 2014**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation*</td>
<td>8/25/14</td>
<td>1:00 p.m.</td>
<td>Rutgers Student Center</td>
</tr>
<tr>
<td>New Student Orientation*</td>
<td>8/26/14</td>
<td>10:00 a.m.</td>
<td>Rutgers Student Center</td>
</tr>
<tr>
<td>Teaching Asst. Orientation (International students only)</td>
<td>8/27/14</td>
<td>8:30 a.m.</td>
<td>Rutgers Student Center</td>
</tr>
<tr>
<td>Teaching Asst. Orientation (internal. &amp; U.S. students)</td>
<td>8/28/14</td>
<td>8:00 a.m.</td>
<td>Rutgers Student Center</td>
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</tbody>
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*Students may attend on either date; they do not need to attend both

Note: The Rutgers Student Center is located at 126 College Avenue, College Avenue Campus

For directions please visit: [http://getinvolved.rutgers.edu/centers/center-listing/5](http://getinvolved.rutgers.edu/centers/center-listing/5)

All students working in a lab MUST attend the **NJ Right-to-Know/ Hazardous Communications/ Chemical Hygiene** classroom training session. Training is an extremely important aspect of your safety here at Rutgers University. The safety training dates are posted on page 16 – there are three dates on Cook Campus for you to attend. To register please go to: [https://halflife.rutgers.edu/training_calendar/calendar.php](https://halflife.rutgers.edu/training_calendar/calendar.php)

**Microbial Biology – Program and Course Information**
The graduate program in microbial biology offers advanced study on the biology of microorganisms. The program offers a diverse research and educational experience focused on microbial life processes and their applications, and is rooted in the rich traditions of microbiology at Rutgers. Highly qualified students have the opportunity to study the genetic, metabolic, physiologic and evolutionary diversity of microbial life, explore the complex roles that microorganisms play in life on Earth, and develop the multitude of applications of microbes in biotechnology, the food industry, agriculture, and medicine.

The program offers a strong focus in microbial physiology and ecology, evolution, environmental microbiology, and the applications of microbiology, including the discovery of novel bioactive compounds, pioneering methods for bioremediation of contaminated environments, and development of bioenergy applications. The discipline of microbiology has over the last 25 years been going through a revolution, driven by new ideas and technologies. This development has expanded our understanding of the role of microbial life on Earth and resulted in the discovery of new microbes with metabolic capabilities that stand to benefit man and its environment. The program offers a broad range of courses and research opportunities with over 50 faculty members from several departments and institutes. Areas of research include: microbial ecology and evolution, microbial genetics and genomics, environmental microbiology, microbial physiology, marine microbiology, food microbiology, applied microbiology and plant pathology.

Graduates of the program will have a strong research and educational foundation in microbes as biological catalysts and their interactions with their environment and other life forms. Thus, with a broad appreciation of the fundamentals of microbial life, graduates at the Ph.D. or M.S. level will be prepared for successful careers in academia, industry and government.

The Microbial Biology graduate program consists of core requirements that establish a sound basis in microbiology. From this strong foundation, students will advance into their respective focus areas, representing the various ways in which microbiology contributes to society, including microbial diversity as a source of industrial products, emerging infectious diseases and increased antibiotic resistance, plant diseases, soil fertility, environmental remediation, food production, human and animal nutrition, and biogeochemical cycling, among others.

**Ph.D. IN MICROBIAL BIOLOGY**

For the Ph.D. degree, students must complete at least 30 course credits and 30 research credits. 12 additional credits must also be taken in either course credits or research credits (minimum 72 total). A written comprehensive examination and an oral qualifying examination must be passed before admission to candidacy, followed by completion and successful public defense of a dissertation.

Required courses:
16:682:501 Microbial Life (3)
16:682:502 Microbial Biochemistry (3)
16:682:503 Microbial Physiology (3)
16:682:504 Microbial Genetics and Molecular Biology (3)
16:682:521,522 Seminar in Microbiology (1+3)
16:682:530 Scientific Conduct and Ethics (1)
16:682:611,612,613 Laboratory Rotation in Microbial Biology (6)
Elective courses (a minimum of 7 credits from the following list of courses, or other appropriate course, such as select 400-level courses):
16:682:550, 551, 552, 553 Special Topics in Microbiology (1-3); up to 10 credits can be used toward degree;
Topics courses are offered each semester by graduate faculty members on a rotating basis
16:682:524 Applied and Industrial Microbiology (3)
16:682:572 Microbial Ecology and Diversity (3)
11:680:492 Microbial Ecology Laboratory (2)
16:375:510 Environmental Microbiology (3)
16:375:529 Biodegradation and Bioremediation (3)
16:375:563 Geomicrobiology (3)
16:375:531 Biological Waste Treatment (3)
16:400:512 Bioregulation and Biotechnology in Food Fermentation (3)
16:765:531 Principles of Plant Pathology (3)
16:765:533 Advanced Mycology (3)
16:765:537 Plant Pathogenic Bacteria (3)
16:765:538 Plant Pathogenesis (3)
16:681:544 Medical Microbiology and Immunology (4.5)
16:681:546 Infectious Diseases (4)
16:765:518 Topics in Plant Microbe Interactions (2)
16:712:560 History of the Earth System (3)

All Ph.D. students in the Graduate Program in Microbial Biology (GPM) are required to maintain a 3.0 GPA and pass two exams during their graduate tenure in addition to presenting a public Ph.D. Thesis defense. In order to take the Comprehensive Exam students must have a 3.0 GPA in the four required first year core courses 16:681:501 Microbial Life, 16:681:502 Microbial Biochemistry, 16:681:503 Microbial Physiology, and 16:681:504 Microbial Genetics and Molecular Biology. However, only one C or C+ is permitted in these four core courses. The Comprehensive Exam shall be a written programmatic exam testing for core knowledge in microbiology and will be taken by all students in June following successful completion of the first year core curriculum. The Qualifying Exam must be taken by the end of June in the student's second year. The Qualifying Exam will be an oral examination based on a written research proposal of the student's proposed dissertation research. The oral Qualifying Exam will also include questions to test the student's basic knowledge of microbiology and other fields pertinent to the student's anticipated area of specialization. After successful completion of the Qualifying Examination the student will advance to Ph.D. candidacy.

M.S. IN MICROBIAL BIOLOGY

The M.S. degree requires a minimum of 24 course credits, 6 research credits, a thesis, and a comprehensive oral examination with defense of the thesis (Plan A). Alternatively (Plan B), a M.S. student may complete 30 course credits, an expository essay, and a comprehensive oral examination.

Required courses:
16:682:501 Microbial Life (3)
16:682:502 Microbial Biochemistry (3)
16:682:503 Microbial Physiology (3)
16:682:504 Microbial Genetics and Molecular Biology (3)
16:682:521,522 Seminar in Microbiology (1+1)
16:682:530 Scientific Conduct and Ethics (1)
16:682:701,702 Research in Microbial Biology (6)

Elective courses (9 credits from the following list, or other appropriate courses, such as select 400-level courses, by approval):
16:682:550, 551, 552, 553 Special Topics in Microbiology (1-3) (Topics courses are offered each semester by graduate faculty members on a rotating basis)
16:682:524 Applied and Industrial Microbiology (3)
16:682:572 Microbial Ecology and Diversity (3)
11:680:492 Microbial Ecology Laboratory (2)
16:375:510 Environmental Microbiology (3)
16:375:529 Biodegradation and Bioremediation (3)
16:375:563 Geomicrobiology (3)
16:375:531 Biological Waste Treatment (3)
16:765:531 Principles of Plant Pathology (3)
16:765:533 Advanced Mycology (3)
16:765:537 Plant Pathogenic Bacteria (3)
16:765:538 Plant Pathogenesis (3)
16:681:544 Medical Microbiology and Immunology (4.5)
16:681:546 Infectious Diseases (4)
16:765:518 Topics in Plant Microbe Interactions (2)
16:400:512 Bioregulation and Biotechnology in Food Fermentation (3)

**Course Schedule - Fall**

**16:682:501 Microbial Life (3)**
The origin of life and microbial evolution; the role of microbes in biogeochemical cycles and life processes on earth; introduction to the diversity of microbial metabolism, metabolic pathways and regulation.
Mon & Wed 3.55-5.15, CDL (Kerkhof, Häggblom and Vetriani)

**16:682:502 Microbial Biochemistry (3)**
Survey of the biochemical activities of microorganisms; consideration of the genetic regulation and practical importance of these biochemical capabilities in bacteria, archaea and eukaryotes
Tue & Thu 3.55-5.15, Martin Hall Waksman Room (Dismukes, Chase, Zylstra)

**16:682:521 Seminar in Microbiology (1) (Zylstra)**
Introduction to Microbial Biology. Informal critical description and discussion of current concepts.
16:682:524: Applied and Industrial Microbiology (3)  
Principles of applied and industrial microbiology. The course provides a detailed overview on the utilization and application of microbes in different products and industrial processes. Fall 2012 (Max Håggblom)

16:682:530 Scientific Conduct and Ethics (1)  
Ethical and current issues in microbiology are discussed from the perspective of scientific and ethical conduct and integrity. Tuesday, 5:35 – 6:35 p.m. (Davis)

16:682:611,612 Laboratory Rotation in Microbial Biology (4)  By arrangement

16:682:701 Research in Microbial Biology (BA)  By arrangement

Spring

16:682:503 Microbial Physiology (3)  
The physiology of microorganisms, comparing and contrasting bacteria, archaea and eukaryotes; integration of microbial metabolism, metabolic pathways and their regulation. Prerequisites: 16:682:501 and 16:682:502 or equivalent. (Boyd)

16:682:504 Microbial Genetics and Molecular Biology (3)  
The genetics and molecular biology of microorganisms, comparing and contrasting bacteria, archaea and eukaryotes; integration of microbial metabolism and function at the molecular and genetic level. (Belden)

16:682:522 Seminar in Microbiology (1) (Zylstra)

16:682:572 Microbial Ecology and Diversity (3)  
Qualitative and quantitative methods for the study of microbial communities. Ecological determinants. Characteristics of aquatic and terrestrial ecosystems. Biogeochemical cycles and energy flow. Microbial interactions and community structure. (Barkay)

16:682:613 Laboratory Rotation in Microbial Biology (2) See Faculty list:

16:682:702 Research in Microbial Biology (BA)

Comprehensive Examination (Ph.D.) May, June
Class Registration Information - https://sims.rutgers.edu/webreg/

1.) **Full-time** is 9 credits.

2.) **TA’s** must register for **6E credits** (don’t forget the E prefix) **16:682:877**

3.) **GA’s** must register for **6E credits** (don’t forget the E prefix) **16:682:866**

4.) **Fellowships** must register for **16:682:811 with 0 credits**. This allows your fellowship to be recorded on your transcript for future reference. There is no other way for anyone looking at your transcript to know that you were on a Fellowship. **This is important information in the future.**

5.) **You may register for up to 16 credits.** This 16 includes your 6E for a TA or a GA.

6.) **While you may register for 16 credits**, please only register for credits that you need to complete your degree. You should attempt to spread your research credits out over the time span you anticipate being here.

   If you are on a **GA from an external grant or an endowment, please check with your advisor** regarding the maximum number of credits you should register for. There may be only enough money in the source to allow a certain number of credits. You don’t want to overspend the source.

7.) If you are taking a **300-400 level course for graduate credit**, be sure to use the **G** prefix. Must be approved by the Graduate Director Dr. Zylstra.

8.) If you are taking a “**not for credit**” course, use the **N** prefix. You will do all the work but won’t take the final exam and you will receive an S or U grade.

9.) **Number 8** allows the course to show on your transcripts, whereas if you simply ask the professor to let you sit in on the course, it will never show on your transcripts. (Audit)

10.) **Matriculation Cont.** requires a Special Permission number and is only to be used by pre-qual PhD and Masters students. Masters students only if they are not at the thesis writing stage. **You can only register for Matriculation cont. for two semesters maximum.** If you are writing your thesis or dissertation, you must register for at least one research credit whether you are on campus or not.

11.) If you have completed 72 degree credits total you need only register for 1 **research credit** to be considered full-time.

12.) If you are post-qual, you have student loans and you are registering for only 1 research credit you must complete an Enrollment Certification form to defer your loans each semester. They are available in my office.
Student Data Form

Name: _______________________________    RU ID#_______________________________

Address:
local):______________________________________________________________

________________________________________________________________________

Phone/cell number: _______________________________

Email address: _______________________________

****************************************

Emergency contact number:

Person: _______________________________

Phone/cell: _______________________________ or email address:________________________

Please complete this form by September 11, 2014 and give to Kathy Maguire
LAB ROTATION FORM
For Microbial Biology Ph. D Students (16:682:611, 612, and 613)

Ph.D students in the Microbial Biology program should complete this form for each Lab Rotation prior to the start of the rotation period at the time of registration. Submit the form to Kathy Maguire in Room 223A, Lipman Hall (SEBS Campus). This form will assist us in contacting the professor when grades are due.

**Rotations:**
- **611:** September 17 to November 16 (9 weeks)
- **612:** November 26 to December 21 (4 weeks) plus January 7 to February 8 (5 weeks)
- **613:** February 18 to April 26 (10 weeks minus Spring Break equals 9 weeks).

Student’s Name: __________________________ RU ID____________________

Semester: □ Fall  □ Spring  □ Summer  Year: ______________

(Check box for which rotation you are registering)

Lab Rotation #: □ (682:611) □ (682:612) □ (682:613)

Name of Professor with whom you will be rotating during the above period:

_______________________________________

*(Please print)*

Location of Lab: ___________________________________________________________

__________________________________________________________

Lab telephone number: __________________________

Signature of approval by Professor with whom the student will be rotating:

________________________________

Signature

Note: You are required to write a one page summary of your work in each rotation. This summary should state your name, the name of the lab, the dates of the rotation, the objectives of the work, what you did and any results of the work. Summaries are due one week after the end of each rotation. A copy of your summary should be given to Gerben Zylstra, Program Director and a copy to Kathy
Graduate School-New Brunswick ~ Orientation Activities Fall 2013

<table>
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<tr>
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<td>Rutgers Student Center</td>
</tr>
<tr>
<td>Graduate School-New Brunswick</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>New Student Orientation*</td>
<td>8/26/14</td>
<td>10:00 a.m.</td>
<td>Rutgers Student Center</td>
</tr>
<tr>
<td>Graduate School-New Brunswick</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching Assistant Orientation</td>
<td>8/28/14</td>
<td>8:30 a.m.</td>
<td>Rutgers Student Center</td>
</tr>
<tr>
<td>(International Students Only)</td>
<td></td>
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</tr>
<tr>
<td>Teaching Assistant Orientation</td>
<td>8/28/14</td>
<td>8:00 a.m.</td>
<td>Rutgers Student Center</td>
</tr>
<tr>
<td>(International and U.S. Students)</td>
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</tbody>
</table>

International Student Orientation  8/25/14  Events scheduled all week; Sponsored by the Center for International Faculty & Student Services

Rutgers University Libraries For information, check on the website at: [www.libraries.rutgers.edu](http://www.libraries.rutgers.edu)

*Students may attend on either date; they do not need to attend both.*
Laboratory Safety Training

All new employees MUST attend a classroom training session. Please register:

https://halflife.rutgers.edu/training_calendar/calendar.php

Registration is now required for all Initial Laboratory Safety Trainings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Room</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 26, 2014 (Wednesday)</td>
<td>2:00 PM - 4:00 PM</td>
<td>Smith Hall</td>
<td>244</td>
<td>Newark</td>
</tr>
<tr>
<td>March 27, 2014 (Thursday)</td>
<td>1:00 PM - 3:00 PM</td>
<td>Busch Campus Center</td>
<td>120A</td>
<td>Busch</td>
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<tr>
<td>April 22, 2014 (Tuesday)</td>
<td>10:00 AM - 12:00 PM</td>
<td>Engelhard Hall</td>
<td>203</td>
<td>Newark</td>
</tr>
<tr>
<td>April 23, 2014 (Wednesday)</td>
<td>10:00 AM - 12:00 PM</td>
<td>Cook Campus Center</td>
<td>CCC202A</td>
<td>Cook</td>
</tr>
<tr>
<td>May 29, 2014 (Thursday)</td>
<td>1:00 PM - 3:00 PM</td>
<td>Busch Campus Center</td>
<td>Center Hall</td>
<td>Busch</td>
</tr>
<tr>
<td>June 24, 2014 (Tuesday)</td>
<td>10:00 AM - 12:00 PM</td>
<td>Cook Campus Center</td>
<td>202AB</td>
<td>Cook</td>
</tr>
<tr>
<td>July 30, 2014 (Wednesday)</td>
<td>1:00 PM - 3:00 PM</td>
<td>Busch Campus Center</td>
<td>116AB</td>
<td>Busch</td>
</tr>
<tr>
<td>August 13, 2014 (Wednesday)</td>
<td>10:00 AM - 12:00 PM</td>
<td>Cook Campus Center</td>
<td>202AB</td>
<td>Cook</td>
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<tr>
<td>September 23, 2014 (Tuesday)</td>
<td>1:00 PM - 3:00 PM</td>
<td>Busch Campus Center</td>
<td>Center Hall</td>
<td>Busch</td>
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<tr>
<td>October 22, 2014 (Wednesday)</td>
<td>10:00 AM - 12:00 PM</td>
<td>Cook Campus Center</td>
<td>202A</td>
<td>Cook</td>
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<tr>
<td>November 20, 2014 (Thursday)</td>
<td>1:00 PM - 3:00 PM</td>
<td>Busch Campus Center</td>
<td>116AB</td>
<td>Busch</td>
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