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Program Overview

The Molecular Engineering and Sciences Institute will bring together faculty teams from across the University of Washington campus to catalyze translational research in the CleanTech and BioTech areas. The Institute will serve both as an intellectual accelerator to bring fresh approaches and ideas to societal grand challenges in sustainable energy and materials, and in medical therapeutics and diagnostics, and as a physical incubator where new interdisciplinary teams can come together in a shared space.

The Institute is located in the Molecular Engineering and Sciences Building, a facility specially designed to promote collaborative molecular-scale research. The building houses a world-class Molecular Analysis Center where state-of-the-art instrumentation is developed and utilized by the broad research community at UW, as well as by the larger non-profit and high-tech Seattle community.

The Molecular Engineering and Sciences Institute will also coordinate interdisciplinary education programs for undergraduate and graduate students in the College of Arts and Sciences and the College of Engineering. Drawing on the expertise of multiple departments, these programs will teach students the fundamental aspects of molecular-level engineering through core courses and top-notch research opportunities.
New Student Checklist

- **Husky Card/U-PASS (student ID & bus pass):** Students who are eligible to register or who have registered may obtain their UW ID card, called the Husky Card. You can obtain your student ID card as soon as you arrive on campus. The Husky Card Account & ID Center is located on the ground floor of the Odegaard Undergraduate Library, next to the By George café. It is open from 8 a.m. until 5 p.m., Monday through Friday, except University holidays.

  You will need to have your student ID number and state- or federally-issued photo identification with you (such as a driver’s license or passport).

  The U-Pass is a bus pass valid on all regular Metro and Community Transit routes as well as Sounder train service and light rail at all times and through all zones. The quarterly fee will be included on your tuition statement regardless of whether or not you partake of bus/train services. Your new Husky ID card will contain an RFID chip to use when boarding buses or trains.

- **Obtain your UW NetID:** During your first month at UW. Visit: https://uwnetid.washington.edu/newid for details.

  To establish a MyUW account and sign up for email at the UW go to the UW NetID website and follow the step by step directions for setting up a new account. In order to create this account, you will need the PAC (Private Access Code) which was sent to you by the Registrar. If you lost your PAC, call 543-8580. You will need to know your student # when you call. You can create your account from any computer with access to the internet. Once in MyUW you can link to Computing and Networking http://www.washington.edu/computing/ which will give you information on what you can do with your UW email account.

- **International Student Services (ISS):** All international students must comply with ISS policies and procedures. ISS is located in Schmitz Hall. The Office of International Students and Scholars (ISS) offers an online check-in procedure for new international students. International students may complete an online check-in at any time, even before you arrive in the U.S. This will allow an early removal of the ISS registration hold. The registration hold will be removed 3-5 business days after completing the online check-in. Here is the link to the online information and other information that will be helpful: http://iss.washington.edu/ If you have questions regarding the ISS registration hold, please review the web site. After arrival, if you travel outside of the U.S., you must first go to the International Services Office.

- **International Students – Tax ID Number or Social Security Number:** International students who have and RA or TA appointment need to obtain either a tax identification number, or if eligible, a social security number. If you are not eligible for a social security number, you may get an ITIN (Individual Tax Identification Number). The UW
is able to process applications for ITINs but only if you are unable to obtain a social security number. For more information please refer to their following website. If you are seeking a social security number, you will need a letter from ISO and the completed form SS-5; take these with you to a Social Security Administration office with your passport and original Immigration and Naturalization Service (INS) documents. You can refer to the nearest office locator via their website. Rules regarding taxes are complex. Please consult the section on taxes for international students via the UW Student Fiscal Services website.

The Office of International Students and Scholars provides immigration and cross-cultural advising to students and scholars from abroad, supports academic departments that sponsor overseas visitors for teaching or research, and serves as liaison to government agencies involved in international education. Through these activities we bring the world to our campus, applying a global dimension to all aspects of University endeavors.

- **Register for classes:** After the quarter begins, there is a late fee. You need to enroll in at least 10 credits to be full time each quarter autumn, winter, and spring and 2 credits in summer quarter (if applicable). Full time status is required for all RA/TA appointments and international students. If you are unsure of your schedule, please contact the advising office. This will officially register you with the UW. (You may Add/Drop/Change courses without penalty through day 5 of the quarter.)

- **Attend UW’s scheduled orientation activities.**

- **Meet with faculty (to discuss expectations).**

- **Make an appointment to meet with the Institute’s Counseling Services Coordinator** sometime before classes begin to check in & go over program requirements.

- **Asbestos Training:** The UW now requires all staff and students to complete asbestos training each year. This can be done online in a few minutes at: http://www.ehs.washington.edu/pubcookie/train/asbestosg/index.shtm

- **Lab Safety / Environmental Health and Safety Training:** The UW holds a training session for incoming students that covers general safety issues (Laboratory Fire Safety, Chemical Safety in the Laboratory, and Chemical Waste Disposal). For Autumn 2015, the training is in late September. More details and specifics will come soon. The UW also requires that each lab train its users in all safety procedures relevant to that lab. The lab supervisor is responsible for making sure this happens.
Buildings
Locate the following campus buildings and familiarize yourself with these important destinations:

- Schmitz Hall [Registration / Tuition / ISS]
- Communications Bldg (Graduate School Main Offices)
- Molecular Engineering and Sciences Building
- Engineering Library / Chem Library / Physics Library
- Suzzallo Computing Resource Center
- University Bookstore (On the “Ave” and in the Student Union Building)
- Intramural Athletic Center (IMA)
- Husky Union Building (HUB)

Department Related

- Contact Jill Aronson Pfaendtner (543-5964, jmap@uw.edu) regarding budgets, appointments, RA/TA payroll, and student insurance.
- Contact Chris Adams (616-6627, adamscm@uw.edu) for building mailboxes, permits, and keys.
- Contact Paul Neubert (221-6542, pneubert@uw.edu) with questions about course planning and degree requirements, along with many other items outlined in the pages that follow.
Academic Program

Typical Degree Timeline

1) Year 1, Autumn Quarter
   a) Choose a research advisor
   b) Course work/attend Molecular Engineering Seminar
2) Year 1, Winter Quarter
   a) Course work/attend Molecular Engineering Seminar, begin research
3) Year 1, Spring Quarter
   a) Form tentative Ph.D. supervisory committee
   b) Oral presentation of initial research goals to supervisory committee
   c) Course work/attend Molecular Engineering Seminar
4) Year 2, Autumn Quarter
   a) Preliminary Exam (requires written and oral reports to supervisory committee)
      i) Critique of paper
      ii) Research progress and plans
   b) Course work/attend Molecular Engineering Seminar
5) Year 2, Spring Quarter
   a) Course work/attend Molecular Engineering Seminar
6) By end of year 4
   a) General Exam
7) By end of year 5
   a) Final Exam

Beginning in Winter Quarter of your first year, adjust your research credits so you are registering for 11 to 18 total credits. If you fail to meet one of the above milestones on time, you are subject to being placed on probation. The GPC will consult with your Ph.D. committee to determine whether probationary status is appropriate. Once you are on probation for a specified deficiency, you must return to normal status within one quarter. Otherwise, the Department’s financial support commitment terminates.

It is not feasible to set the total time to degree, but expect most students to finish in less than five years.
Core Requirements

- Graduate courses are intended for, and ordinarily restricted to either students enrolled in the Graduate School or graduate non-matriculated students, and are given numbers from 500 through 800. Some courses at the 300 and 400 levels are open both to graduates and to upper-division undergraduates. Such courses, when acceptable to the supervisory committee and the Graduate School, may be part of the graduate program. Courses at the 300 level are not included in the calculation of grade-point average (GPA) and will not apply toward the minimum Graduate School requirement of 18 graded credits for the master’s or doctoral degree.
- Approved 400-level courses are accepted as part of the major as well as minor or supporting fields.
  - Undergraduate research (499) is not accepted as part of the graduate program. Graduate School Memorandum No. 36 offers additional information on graduate courses.
- With the exception of summer, students are limited to a maximum of 10 credits per quarter of any combination of courses numbered 600, 700, or 800.
- Graduate students may repeat any course. Both the first and second grades will be included in the cumulative GPA. Subsequent grades will not be included, but will appear on the permanent record. The number of credits earned in the course will apply toward degree requirements only once.

Minimum Graduate School Requirements

You must satisfy the Graduate School minimum requirements, summarized below. *NOTE: Graduate School policy requires you to satisfy the requirements in force at the time of graduation (not when you entered the degree program). Check their website periodically to make sure you’re current on the requirements.*

- Complete at least 18 credits of courses numbered 500-600 at the University of Washington.
- Complete at least 18 numerically graded credits of 500-level and approved 400-level UW courses prior to the General Examination.
- Complete a minimum of 90 credits, at least 60 of which are UW credits.
- Compile a minimum of 27 dissertation credits over a period of at least three quarters. With the exception of summer (when the limit is 2), students may take a maximum of 10 dissertation credits per quarter.
- Maintain a minimum cumulative GPA of 3.00. Please note that you must earn a 2.7 or higher in all required courses and maintain a 3.0 overall GPA. Grades below 2.7 count toward your cumulative GPA even though the credits cannot be counted toward your degree.
- All required courses must be taken for a numerical grade unless otherwise determined by the department.
- Pass the General Examination.
- Pass the Final Examination (includes approval of the dissertation by your supervisory committee).
- Maintain full- or part-time graduate student registration at the UW for the quarter in which the above examinations are completed and the degree is conferred.
- Complete all work for the doctoral degree within ten years.

**MolE Core Program**

The MolE Ph.D. program will be separated into two focus areas, “CleanTech” (CT) and “BioTech,” (BT) and consists of core courses, elective courses and research. The core coursework (18 credits) and elective coursework (18 credits) are unique on campus and strongly tailored to the mission of the MoI ES Institute. The total minimum required credits for the Ph.D. equal 90 credits. The first milestone towards the Ph.D. is the preliminary exam taken in the Fall quarter of the second year. The second milestone is the non-thesis Master of Science (M.S.). The program credit requirements are in accordance to the Graduate School for Ph.D. programs. The program is sustainable, as it is tied to departmental efforts with instructors provided by the co-listed departments.

The MolE core coursework (18 credits) is composed of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MolE I</td>
<td>Fundamentals on Molecular Properties and Material Functionalities (Fall – 3 cr.)</td>
<td>3</td>
</tr>
<tr>
<td>MolE II</td>
<td>Material Molecular Hierarchies and Assemblies (Fall 3 cr.)</td>
<td>3</td>
</tr>
<tr>
<td>MolE-S</td>
<td>Molecular Engineering Seminar (1 credit, 3 Yrs in Fall/Spring/Winter)</td>
<td>9</td>
</tr>
</tbody>
</table>

*for CleanTech focus:*
- MolE-CT: Material and Device Functionality Guided Molecular Synthesis (3 cr.)

*for BioTech focus:*
- MolE-BT: Synthetic Biosystem Engineering on the Molecular Scale (Fall – 3 cr.) (offered by EE, co-listed as EE523, BioE599D, and CSE586) (3 cr.)
The core course sequence consists of (i) three graduate-level courses, of which two (MoIE-I and MoIE-II) are mandatory for all MoIE students, and one (i.e., MoIE-CT or MoIE-BT) is specific to the selected focus area, and a seminar (MoIE-S). The seminar follows the students over three academic years (year 1-3).

MoIE-I: Fundamentals on Molecular Properties and Material Functionalities covers the fundamental properties of molecular building blocks, their interaction and assembly mechanisms and relationships to material phase properties and system functionalities. This course provides mathematical analytical tools to model complex systems. This course is offered in Fall to entering first year students jointly with ChemE that provides the instructor.

MoIE-II: Material Molecular Hierarchies and Assemblies focuses on molecular assembly mechanisms in fluid and solid multiphase systems towards functional systems. Thereby, interfaces, dimensional and molecular constraints play a pivotal role. This course ties to practical applications in multiple emerging technologies in Biotechnology (BT) and Clean Technology (CT), and is offered in Fall to entering first year students jointly with ME that provides the instructor.

MoIE-S: The Molecular Engineering Seminar features weekly research presentations from national and international experts in Molecular Engineering in CT and BT. It is offered jointly with the Nanotechnology and Molecular Engineering (NTME) seminar, and is supported and run by the MoIE Institute.

MoIE-CT: Material and Device Functionality Guided Molecular Synthesis covers the design principles from molecular building blocks to functional materials and devices. Its focus is on emerging technologies in Clean Technology, such as photovoltaics, electrochemical cells and energy storage. This course is offered jointly with MSE that provide the instructor.

MoIE-BT: Synthetic Biosystem Engineering on the Molecular Scale entails the design principles from biomolecular building blocks to hierarchical systems and metabolic functionalities. Its focus is in Biotechnology (BT). This course is offered jointly with EE, BioE, and CSE that provide the instructor.

The core program is complemented through research experiences and elective courses.

MoIE Elective Program
MoIE Ph.D. elective courses are split into “Focus Area Electives” (3), “Research Facet Electives” (9) and “Free Electives” (6). Each course can only count towards one category. At least one course in each research facet
   - Synthesis and Design
   - Characterization and Analysis
   - Assembly and Modeling
is required. An approved and regularly updated list is provided to the students for focus area and research facet electives. The list of elective courses is set by GSIC.
The MolE Ph.D. elective course program (18) is composed of

**I. Focus Area Electives (3)**
- MolE-CT*: Elective in CleanTech or  
- MolE-BT*: Elective in BioTech

**II. Research Facet Electives (9)**
- Synthesis and Design: Elective (3)  
- Characterization and Analysis: Elective (3)  
- Assembly and Modeling: Elective (3)

**III. Free Electives (6)**

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**Program Credit Requirements:**
A minimum of 63 research credits (600 or 800) are required, yielding a minimum total credit count of 90, not including seminar credits.

**Minimum Program Credit Requirement for Ph.D. (and M.S.)**

<table>
<thead>
<tr>
<th>MoLE Ph.D. Courses</th>
<th>Minimum Credit Requirement Ph.D. (M.S.)</th>
</tr>
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<tbody>
<tr>
<td>Core / Focus Area (excluding seminars)</td>
<td>9 (9)</td>
</tr>
<tr>
<td>Electives within “Categories”</td>
<td>12 (12)</td>
</tr>
<tr>
<td>- CleanTech or BioTech (3)</td>
<td></td>
</tr>
<tr>
<td>- Research/Design Facets (9)</td>
<td></td>
</tr>
<tr>
<td>Free Electives (research specialty)</td>
<td>6 (6)</td>
</tr>
<tr>
<td>Research Dissertation (600/800)</td>
<td>Up to 10/quarter (2 in summer)</td>
</tr>
<tr>
<td>MS (intermediate milestone)</td>
<td>35 (35)</td>
</tr>
<tr>
<td>600</td>
<td>28</td>
</tr>
<tr>
<td>Ph.D.</td>
<td></td>
</tr>
<tr>
<td>800</td>
<td></td>
</tr>
<tr>
<td>Total Minimum Degree Credit</td>
<td>90 (57)</td>
</tr>
<tr>
<td>Seminars (3 years, 9 quarters)</td>
<td>9 (5)</td>
</tr>
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</table>

Research credits are earned as research assistants under the supervision of MoLEs faculty advisors.
Written and Oral Exams

Selecting a Dissertation Advisor/Principal Investigator and Research group
Additional mentoring resources are online at: https://www.grad.washington.edu/mentoring

The Graduate Faculty Locator provides names and details of faculty with Graduate Faculty Status at: http://www.grad.washington.edu/gradfac.

Once your thesis advisor has been selected, he or she will provide guidance in selecting a dissertation research problem, in selecting a Dissertation Committee, and in other aspects of your graduate career and professional development. The Chair should have adequate time available and be willing to assume principal responsibility for advising you until completion of your degree. Your research advisor has primary responsibility for your guidance, including feedback on your research performance. Your supervisory committee provides added perspective, and you should consult committee members whenever you feel the need.

Formation of a Supervisory Committee
You should appoint your Supervisory Committee by the end of the Spring quarter of your first year in the program, and no later than four months prior to the General Examination. Your Dissertation Advisor should be a key resource for recommending additional committee members, but you can also review the Graduate Faculty locator database online to seek other possible committee members.

Selecting Your Committee:

- Committee should be made up of a minimum of 4 faculty members, one of which is your Dissertation Advisor (who typically serves as the Chair).

- One of the committee members will be the Graduate School Representative (GSR), whose primary role is to serve as your advocate, making sure the examinations are conducted fairly (see Selecting the GSR below).

- At least three of the four committee members (including the Chair and GSR) must be members of the Graduate Faculty with an endorsement to chair doctoral committees.

- At least three of the four committee members must be UW Faculty.

- A majority of the voting members must be members of the Graduate Faculty.

- Once you have selected your potential committee members (in consultation with your Dissertation Advisor), e-mail their names and departments to the Counseling
Services Coordinator so that they can be submitted to the Graduate School to be formally appointed as your committee.

The Graduate School Representative (GSR) is a voting member on a doctoral committee whose responsibilities are to:

- Represent the broad concerns of the University with respect to high standards of scholarly performance;

- Provide, for The Graduate School, a non-specialist’s view of the quality of the student’s work, ensuring that the student’s mastery of the subject matter is broad and comprehensive;

- Assure that all procedures are carried out fairly and according to the guidelines of The Graduate School;

- Participate in conducting both the General and Final examinations;

- Provide a report to The Graduate School immediately following the examinations (after the exam is scheduled, this report is available in MyGrad - Faculty View)

Selecting the GSR:

- GSRs are selected by the student in consultation with the committee chair(s) and/or the Graduate Program Coordinator (GPC - faculty advisor).

- May not be a core faculty member in your mentor’s department.

- Must hold an Endorsement to Chair a doctoral supervisory committee (you can check this on the Graduate Faculty locator).

- Must present no conflict of interest (budgetary relationship or the like) with the departments of either the student or the supervisory committee chair (confirm with your committee chair that no conflicts of interest exist).

Prior to appointing your committee it is wise to also review the Graduate Schools’ **Doctoral Supervisory Committee roles and responsibilities**.
Preliminary Exam

Your Supervisory Committee guides you throughout your tenure in the graduate program. This will be the evaluation committee for your Preliminary Exam. Upon successful completion of the exam and after further research activity you may decide to change some of your committee members or add committee members, given new research directions or other concerns. The Supervisory Committee that guides you through the General Exam and Final Exam does not have to be the same as the Supervisory Committee that oversees your preliminary exam (although it typically is the same).

The Preliminary Examination is the first test, after admission, of a MolE student’s potential for a successful career in original research at the doctoral level. The Preliminary Exam is designated to evaluate a student’s scientific knowledge, research, and presentation skills, creativity and time management. The Exam must be taken in the Autumn quarter at the beginning of the second year. If a student is asked to retake the Preliminary Exam, the reexamination must be completed by the end of the Winter quarter in the same academic year. Failure to complete the Preliminary Exam on time will result in academic probation. There are NO exemptions from the Preliminary Exam – students cannot waive this requirement. Students are asked to plan ahead as coordinating faculty schedules may be difficult. On occasion, unavailability of the faculty may require a delay of examination; in this case, a student may submit a petition, to be reviewed by the GSIC, for a delay of no more than one quarter.

During this exam, written and oral reports to the student’s Ph.D. preliminary supervisory committee will be delivered. To qualify to take the exam, the students must have a Cumulative GPA of at least 3.3 based on at least 15 credits of approved 400- and 500-level UW courses. Those having a Cumulative GPA lower than 3.3, or fewer than 15 credits may petition the GSIC for a modification to the Cumulative GPA requirements or timeline for a delay of no more than one quarter.

The preliminary exam evaluates the ability

- gained through core coursework on synthesis, modeling and characterization
- to analyze and critique research done by others (via a paper review)
- to conduct original, independent research based on a written report on the research completed and plans towards the General Exam.

Students must pass the Qualifying Examination to remain in the PhD program.
The overall format includes:
- Oral evaluation of Molecular engineering knowledge, oral presentation of the students work up to current date, and oral presentation of future research goals (.75 hours)
- Critique of recent research paper/journal article. The advisor coordinates selection of the paper to be critiqued (.75 hours).

- One week prior to the exam (or no later than 2 weeks after receiving the article) -

The student submits a written Preliminary Exam Critique Report (and a clean copy of the paper and any supplementary information) to each committee member. The requirements for Preliminary Exam Critique Report are:
- The main body of the document must not exceed five pages. The main body includes the narrative, figures, equations, tables, and results of calculations. References (which should absolutely be included) and Appendices are not included in the page limit. Appendices may include a statement of help received, lengthy calculations or data, or non-essential figures. Any information or details that are essential for your analysis must be in the main body.
- Use a narrative format (bulleted or numbered lists may be included but should not be used exclusively). Use single spacing. Margins should be 1” on all sides. Number the pages and figures. Font size should be Times New Roman 11 pt.
- Analyze the article – don’t summarize it. Note the significance of its contribution(s) to the literature (if any). Identify specific strengths and weaknesses. Support your analysis with sound logic, literature references, data, and/or calculations.

You may ask anyone for general guidance regarding expectations, but you must prepare the written and oral reports without technical or editorial assistance. For example, discussion of the paper with fellow students, editorial proofreading, correspondence with the paper’s authors, and a practice run of the oral presentation to your research group are prohibited. If in doubt regarding the extent of help allowed, consult the GPC. Document all help received in an appendix to the critique (if none, say so).
- An insightful critique of the paper is necessary but not sufficient. Your committee will expect you to demonstrate in-depth knowledge of all fundamentals related to the paper, especially during the oral presentation. Expect questions that probe your knowledge of fundamentals and the logic behind your analysis. Prepare accordingly!

- Also one week prior to the exam -

The student submits to each committee member a written summary of the progress achieved to date. This written summary should include:
- A rationale for the research, a brief description of the methodology, results, discussion, and conclusions.
- A brief (one page maximum) discussion of research plans.

For the progress summary, rules regarding format and length are as for the article critique. We expect you to discuss ongoing research with your advisor and others, but you must prepare the research report unaided, and no one may review it before you submit it.
- The exam, which should be scheduled for two hours maximum, consists of two parts -
  
  • An oral presentation by the student of her/his critique, followed by committee questions on the critique and scientific and engineering fundamentals related to the paper. The student should expect to present her/his critique for approximately 15 minutes and the committee is expected to spend the remainder of the 45 minutes asking questions that probe the student’s understanding of fundamentals related to the paper and the logic behind the student’s analysis. Use appropriate visual aids (presentation slides, etc.).
  
  • An oral presentation by the student of his/her research, followed by questions from the committee that probe the student’s (1) understanding of fundamentals related to his/her research, (2) ability to correctly interpret and analyze the data, (3) knowledge of the related literature, and (4) the logic behind the analysis. The student should plan to present for 15 minutes (assuming no interruptions), and the question and answer part will last approximately 30 minutes. The student should be prepared to give prompt, correct, and concise answers to the questions.
General Exam & Admission to Candidacy for Doctoral Degree

General Examination

The PhD General Exam should be taken not later than the Autumn quarter of the fourth year of your PhD Program. The General Examination policies are set by the Graduate School, and the goal of this exam is to ensure that you are on track to obtaining a PhD. More information is available on the Graduate School website.

You are ready to schedule your general exam if you have completed all of the following:

(a) the student has completed 60 credits (credits to satisfy this number may be taken the same quarter of the exam)

(b) all required program examinations that do not need Graduate School approval have been completed and

(c) all members of the supervisory committee agree that the student's background of study and preparation is sufficient and have approved the student to schedule a General Examination.

At least four members of a supervisory committee (including the Chair, Graduate School Representative, and one additional Graduate Faculty member) must be present at the examination. At the end of the General Examination, the Supervisory Committee will provide feedback to you about your progress, and about areas that you can improve upon.

The exact format of the General Examination will be set by the students' Supervisory Committee according to the rules set by the Graduate School.

Upon completion of your General Examination the supervisory committee will sign the warrant and return it to your graduate program by the last day of the quarter (finals week). If an examination is unsatisfactory, a supervisory committee may recommend that the Dean of the Graduate School permit up to a maximum of two additional reexaminations after a period of additional study.
Required Steps to Set up General Exam with the Graduate School

- Meet with your faculty advisor to establish your Supervisory Committee.
- Provide your Supervisory Committee members to the Graduate Program Advisor to have this committee officially set up with the Graduate School.
- Contact your committee to find an agreeable date, time and meeting room for the exam.
- Go to MyGrad-Student View and select the option to set up your General Exam at least two weeks prior to the exam. You will then enter the meeting date, time and room location.
- The Graduate Program Advisor will approve this request and the committee will receive official email notification of your exam.

Dissertation & Final Exams

The doctoral dissertation is a document that demonstrates that its author has completed an original and independent investigation of a significant problem. The dissertation reflects the student’s competence to deal with a significant research problem, to understand its position in the field of Molecular Engineering, to glean significant information from the work done and to master the techniques necessary to extract, interpret and use the data that come from the work. The dissertation provides evidence that the student can recognize an important problem, acquire the data to answer the questions posed within that problem, and extend the results of the answered questions to other problems of significance.

- All graduate students are required to submit an Electronic Thesis/Dissertation (ETD), including students using the Graduate Registration Waiver Fee. The Graduate School’s Style and Policy Manual for Theses and Dissertations outlines format requirements. It is available on-line at:
  http://www.grad.washington.edu/students/etd/info.shtml.
- Steps 1 and 2 of the ETD process can be completed in advance.

Graduating

The student must be registered during the quarter that he or she graduates unless the Registration Waiver Fee option is used. All appropriate deadlines must be met or the degree will not be conferred. The degree will be posted to the UW transcript 3-4 weeks after the end of the quarter in which it is conferred. Diplomas are mailed out approximately 3-4 months later.

The University’s main graduation ceremony is held immediately after the end of spring quarter. August graduates are allowed to walk in the June ceremony. The web site is at
www.uwgraduation.com. The Department holds its own graduation celebration, during which our PhD graduates are recognized and honored.

Questions regarding Graduation can be directed to Graduate Enrollment Management Services, G-1 Communications, 685-2630 or by e-mail: uwgrad@uw.edu. The Office of Ceremonies is at (206) 543-2592 or commence@uw.edu.

**Publishing your Doctoral Dissertation**

Beginning Spring Quarter 2012, all graduate students are required to submit an Electronic Thesis/Dissertation (ETD), including students using the Graduate Registration Waiver Fee. The Graduate School’s Style and Policy Manual for Theses and Dissertations outlines format requirements. It is available on-line at: http://www.grad.washington.edu/students/etd/info.shtml.

**Policies and Procedures**

**Substitutions, Waivers & Petitions**

Submit a separate form for each waiver, substitution, or petition. Waivers, substitutions, and petitions should be submitted to the Counseling Services Coordinator as soon as possible. Waivers, substitutions, and petitions are subject to the rulings of the Executive Committee and are not guaranteed.

Request a waiver when you wish to be exempt from a core requirement on the basis of previous training or experience. Note that the approval of waivers is not guaranteed and waivers do not reduce the total number of required credits for the degree; they simply free credits for electives.

Courses taken in a prior MS degree may introduce more flexibility into the MoIE program. If the prior degree covers some of our PhD requirements, the student can request to take other courses, either to gain depth in the chosen area or to explore another field. The student and the faculty advisor should plan such variations from the standard curriculum.

Request a substitution when you seek approval to substitute another course for a core requirement. Such requests should present a compelling educational reason for the substitution and must have the faculty advisor’s approval.

Under some conditions the total number of credits required for the PhD may be reduced; normally, however, students will be expected to explore and further their research capabilities via alternative or substitute course work. In addition to the faculty advisor’s approval, instructor review and approval is preferred for UW course waiver and substitution requests.
Request a petition only after receiving instruction and approval from the Counseling Services Coordinator. Extenuating circumstances in which a student may petition may include (but are not limited to) requesting part-time Graduate Student Status, requesting a reduction in the total number of credits required for the PhD, requesting on-leave status, or to request individual review relating to any Graduate or Department milestones. A petition will typically be written in letter format (no more than 1 and ½ pages single spaced typed, addressed to the Executive Committee) and will provide necessary background regarding the request, and the student's anticipated course of action moving forward should the petition be approved.

NOTE: PI review and written approval is preferred for petitions involving on-leave or where most departmental milestones are concerned.

**Grading**

**Numerical grading scale**

Like most of the UW, MoIES uses a numerical grading system. Instructors may report grades from 4.0 to 0.7 in 0.1 increments, and the grade 0.0. The latter denotes failing work or unofficial withdrawal. The equivalence between our numerical system and the traditional letter grades is as follows:

- A 4.0-3.9
- A- 3.8-3.5
- B+ 3.4-3.2
- B 3.1-2.9
- B- 2.8-2.5
- C+ 2.4-2.2
- C 2.1-1.9
- C- 1.8-1.5
- D+ 1.4-1.2
- D 1.1-0.9
- D- 0.8-0.7 Lowest passing grade.
- E 0.0 Failure or Unofficial Withdrawal. No credit earned.

You may obtain additional information on grades from the Academic Records Office, 264 Schmitz.
You may also receive one of the following grades:

**N** Indicates that you are making satisfactory progress. A final grade will be given at the end of the quarter the work is completed. Used only for courses not completed in one quarter, such as project and thesis work, *e.g.*, MOLENG 600 and 800.

**I** Incomplete. An instructor may assign this grade only when you have been attending and doing satisfactory work until within two weeks of the end of the quarter, and you furnish proof satisfying the instructor that you can’t complete the work because of illness or other circumstances beyond your control. The instructor must file (with the head of the unit offering the course) a written statement listing the reasons for the incomplete and indicating the work required to remove it.

To obtain credit (and a final grade), you must convert an *I* into a passing grade no later than the last day of the next quarter in residence. *NOTE: Do not reregister for the course!* In no case can you convert an *I* into a passing grade if more than two years elapse (however the Dean of the college offering the course may waive this rule).

**S** Satisfactory grade for courses taken on a satisfactory/not-satisfactory basis. The instructor actually gives you a numerical grade, but the Registrar converts it to either an *S* or an *NS* (see next section). You receive credit for the course, but the grade has no effect on your GPA.

**NS** Not-satisfactory grade for courses taken on a satisfactory/not-satisfactory basis. You receive no credit, but your GPA is unaffected.

**CR** Credit awarded in a course offered on a credit/no-credit basis (see next section). You receive credit, but your GPA is unaffected.

**NC** Credit *not* awarded in a course offered on a credit/no-credit basis (see next section). Your GPA is unaffected.

**W** Official withdrawal or drop from a course from the third through the seventh week of the quarter for undergraduates. A number designating the week of the quarter is recorded with the *W* when a course is dropped. It doesn’t affect GPA calculations.

**HW** Grade assigned when a graduate is allowed a hardship withdrawal from a course after the 14th calendar day of the quarter. It doesn’t affect GPA calculations.

*NOTE:* If you withdraw unofficially, you will receive a grade of 0.0.

**Non-traditional Grading Options**

**Credit/No Credit as a Course Option** With appropriate departmental review and approval, a course may be offered on a credit/no credit – only basis. The standard for granting credit in credit/no credit – only courses under this option is the demonstration of competence in the material of the course to the instructor’s satisfaction. This option differs from the *S/NS* option in that *all* students in the course are graded either *C* or *NC*, and the instructor assigns these grades directly.
Satisfactory/Not-Satisfactory Grading Option
With the approval of your Supervisory Committee Chairperson, you may elect to take any course for which you are eligible outside of MolE on an S/NS basis. Such courses count toward graded course work in graduation requirements but have no effect on your GPA. As a graduate student, if you earn a grade of 2.7 or above, you receive an “S”; 2.6 or below converts to an “NS.”

Grade Reports
Use MyUW or contact the instructor to check final grades. They are usually available within two weeks after the quarter ends.

Academic Performance/Scholarship
You must achieve a cumulative GPA of 3.00 or above to graduate. Your GPA depends on numerical grades earned in 400- and 500-level courses only.

Failure to maintain a 3.00 GPA, either cumulative or for a given quarter, constitutes low scholarship, and the Graduate School may take action, which – depending on the circumstances – can be a warning, probation, or dismissal.

Grievances/Difficulties
Students are encouraged to speak first with the Counseling Services Coordinator. Together the student and Counselor will work to find a positive solution. If the student feels a suitable solution has not been found, the student may submit a petition to the Executive Committee. In all cases the student has the option of following the Graduate School’s grievance guidelines: http://www.grad.washington.edu/area/grievances.htm and http://www.grad.washington.edu/policies/memoranda/memo33.shtml

Grade changes and appeals
No instructor may change a grade submitted to the Registrar unless the instructor erred when assigning it. If you think you were improperly graded, discuss the matter with the instructor. If you aren’t satisfied with the instructor’s explanation, submit a written appeal to the Department Chair, with a copy to the instructor. The Chair consults with the instructor to ensure that the evaluation has not been arbitrary or capricious.

Should the Chair believe the instructor’s conduct to be arbitrary or capricious, and the instructor declines to revise the grade, the Chair appoints one or more faculty members to evaluate the student’s performance and assign a grade.

Once a student submits a written appeal, this document and all subsequent actions are recorded in written form for deposit in a department or college file.

In no case can a grade be changed after a degree has been granted. i.e., the department offering the course, not necessarily MolES. If a non-departmental program offered the course, submit the appeal to the college dean.
Repeating a course
As a graduate student you may repeat any course. Both the first and second grades count in your cumulative GPA. Subsequent grades will not affect your GPA, but will appear on your permanent record. In any case, only one instance of the course applies toward total degree credit requirements.

Withdrawals
*IMPORTANT: Consult the quarterly Time Schedule for specific deadlines.*

Dropping courses
You may drop courses without restriction through the second week of the quarter. No record of such dropped course(s) will appear on your transcript.

You may drop one course each academic year (defined as September through August) after the 14th calendar day of the quarter but no later than the seventh week of the quarter. In this case, the withdrawal will appear on your transcript.

Withdrawal for the quarter
It is your responsibility to withdraw if you are unable to finish the quarter. You may do so through the last day of instruction. Write or appear in person at the Registration Office, 225 Schmitz Hall, University of Washington, Box 355850, Seattle, Washington, 98195-5850.

Courses dropped as part of a complete withdrawal from the University during the first two weeks of the quarter are not recorded on your UW transcript. The date of a complete withdrawal is recorded, however.

Readmission after loss of graduate status
If you’ve failed to maintain graduate student status but wish to resume studies, you must apply in person or by mail for readmission to the Graduate School by the published closing dates. If you are readmitted, registration will occur during the usual registration period. If you’ve attended any other institution in the interim, the UW will require official transcripts (in duplicate). An application for readmission carries no preference, *i.e.*, it is treated as an application for initial admission. It also requires payment of the usual application fee.

Vacation Guidelines/On-Leave status
To maintain graduate status, you must be enrolled on a full-time, part-time, or official On-Leave basis from the time of first enrollment in the Graduate School until completion of all degree requirements. You must be registered when applying for the Master’s degree, passing the Master’s final examination or Ph.D. general or final examinations, filing the thesis or dissertation, and receiving the degree. You must also be registered if you have a TA or RA appointment. Failure to maintain continuous enrollment constitutes evidence that you have resigned from the Graduate School.
NOTE: The Graduate School normally allows six years to complete requirements for a Master’s degree, and 10 years for a Ph.D. Periods spent On-Leave or on an unofficial leave status count when computing the total elapsed time.

To be eligible for On-Leave status, you must have registered for and completed at least one quarter in the UW Graduate School. You must also have been registered or officially On-Leave for the immediate past quarter (except summer). If you have already registered, you may NOT go On-Leave for that quarter unless you officially withdraw before the first day of the quarter.

If you are On-Leave but register in any other status, e.g., Extension, Graduate Non-matriculated, etc., it will negate your official On-Leave status.

Your Petition for On-Leave status must be approved by the MoIE Graduate Program Coordinator and submitted to the Registration Office (225 Schmitz Hall) no later than the fifth day of the quarter. This involves a nonrefundable fee, payable to the Cashier’s Office (129 Schmitz Hall).

With Departmental permission, you may go On-Leave for up to four consecutive quarters at one time. If you wish to extend that time, you must complete another Petition for On-Leave form and pay another fee.

On-Leave status entitles you to use the UW libraries and maintain access to e-mail accounts. You are NOT entitled to extensive faculty and staff counsel, examinations of any type (except for language competency), thesis/dissertation filing, residency credit, University housing, student insurance, or any form of financial assistance. You may use the Hall Health Primary Care Center on a pay-for-service basis and may pay to use the IMA.

Returning from On-Leave status

July 1 for Autumn Quarter
February 1 for Spring Quarter
November 1 for Winter Quarter
June 1 for Summer Quarter

This requires a nonrefundable deposit, which applies toward your tuition.
Tuition and Funding

Tuition, Funding & Taxes
The following lists resources that have been used by graduate students in the past.

1. On Campus
   • UW Graduate Student Financial Aid
   • The Graduate School webpage
   • COE - College of Engineering
   • UW Libraries - Grad Funding Info Service
   • Merit Scholarships, Fellowships, Awards

Listed below are URLs for various funding sources. Please review these sites for possible funding opportunities. In particular, the NSF funds students who have entered their first or second year of grad work as long as they have not exceeded a certain number of credits.

2. Foundations/Companies
   • NASA
   • INTEL
   • PNNL – Pacific Northwest National Laboratory
   • DOE - Department of Energy
   • NDSEG - National Defense Science and Engineering
   • NPSC- National Physical Science Consortium
   • DOT – Department of Transportation

Additional Outside Funding Opportunities

**NIH grants home page** - the basic gateway into NIH grants of all types - has information links to forms, instructions, processes etc. See the left side of the page for 'types of grants', F series [http://grants1.nih.gov/grants/oer.htm](http://grants1.nih.gov/grants/oer.htm)

**Predoctoral NIH fellowship (F31)** -

To target your NIH search for funding specifically, check out the specific NIH institute that might support your work. Review the NIH roadmap ([http://nihroadmap.nih.gov/](http://nihroadmap.nih.gov/)) and then check out the NIH home page for institute list: [http://www.nih.gov/icd/index.html](http://www.nih.gov/icd/index.html)

**National Science Foundation** funding opportunities can be found at: [http://www.nsfgrfp.org/](http://www.nsfgrfp.org/) Fellowships are awarded for graduate study leading to research-based master’s or doctoral degrees in the fields of science, technology, engineering, and mathematics supported by the National Science Foundation. *Eligibility:* U.S. Citizen, national, or permanent resident;
**When to apply:** Graduating seniors, prior to or during first year of graduate school, beginning of second year.

**Deadlines:** Various deadlines depending on fellowship; see web site for specific deadline date and GRE deadline date.

**Ford Foundation Diversity Fellowships**
- [http://www7.nationalacademies.org/fordfellowships/index.html](http://www7.nationalacademies.org/fordfellowships/index.html)

*Eligibility:* U. S. Citizen or national with evidence of superior academic achievement (such as grade point average, class rank, honors, other designations); Commitment to a career in teaching and research at the college or university level; Enrolled in or planning to enroll in an eligible research-based Ph.D. or Sc.D. program at a U. S. educational institution and have not yet earned a doctoral degree in any field.

*Award:* Approximately 60 Predoctoral Awards at $20,000 per year for up to three years. Approximately 35 Dissertation Awards at $21,000 for one year. Approximately 20 Postdoctoral Awards at $40,000 for one year.

**U. S. Dept. of Energy (DOE) Computational Science Graduate Fellowship**
- [http://www.krellinst.org/csgf/](http://www.krellinst.org/csgf/)

*Eligibility:* U.S. Citizen or permanent resident; Students must be planning full-time uninterrupted PhD study at a U. S. University; Students in their first or second year of graduate study in the physical, engineering, computer, mathematical, or life sciences are eligible to apply for the DOE Computational Science Graduate Fellowship. Exceptional senior undergraduates who can meet all the requirements listed here may also apply.

*When to apply:* Graduating seniors or first or second year graduate students.

*Award:* Payment of all tuition and fees; Yearly stipend of $31,200; Allowance of $1,000 annually for research; up to $2,475 for computer workstation; renewable up to four years.

**Department of Energy Office of Science Graduate Fellowship**
Funding Considerations

- **Full-time enrollment**: Most financial aid packages and assistantships require full-time enrollment (except in the Summer Quarter). Full-time enrollment requires registration for at least 10 credits.

- Students with Financial Aid packages (e.g., fellowships, student loans) should contact the Office of Student Financial Aid. **Summer-quarter enrollment** RAs and TAs should usually register for two credits. Here are some additional considerations:

  1. National Science Foundation Graduate Research Fellowship: 10 credits minimum.
  2. To prevent payroll from charging Social Security taxes (600-level students only): 5 credits minimum.
  3. To prevent loan payback from beginning (600-level students only): 5 credits minimum.
  4. International graduate students: verify visa requirements. If unsure, contact the International Services Office.

**Becoming a Washington State resident**

Eligible U.S. citizens, permanent residents, and those on certain immigrant visas should apply for Washington State residency (international students on standard student visas are ineligible). The main advantage is that you become exempt from out-of-state tuition. This is an issue if you are unsupported or go off RA or TA funding for some reason. For example, you may want to accept a fellowship, or you may fail to meet the satisfactory progress milestones.

If you become liable for out-of-state tuition, the Department will not pay it for you. We will apply for an exemption on the behalf of those receiving fellowship stipends, and we nearly always succeed in this, but there is no guarantee. Thus, having Washington residency is a form of insurance. The non-resident tuition is currently about $14,000 extra per year, so it's insurance worth having!

In 2002 the residency rules were changed to make residency more difficult to obtain. See [http://www.washington.edu/students/reg/residency.html](http://www.washington.edu/students/reg/residency.html), for the latest information and procedures.
Campus Resources and Directory

Campus Resources
The Graduate School has compiled an excellent set of guidelines to describe what the graduate student and advisor can expect of one another and general 'guidelines for good practice' in graduate education. The sections are divided by Professionalism and Ethics, Teaching, and Mentoring. See http://www.grad.washington.edu/mentoring/good-practice/


To assist you in your preparation for post-graduate life, we encourage you to join the UW Alumni Association http://www.washington.edu/alumni/

Who to See for Help

- Contact Jill Aronson Pfaendtner (543-5964, jmap@uw.edu) regarding budgets, appointments, RA/TA payroll, and student insurance.

- Contact Chris Adams (616-6627, adamsbm@uw.edu) for building mailboxes, permits, and keys.

- Contact Paul Neubert (221-6542, pneubert@uw.edu) with questions about course planning and degree requirements, along with many other items outlined in the pages that follow.
Department Information

Mail, Phones, Fax & Photocopies

General Mailing Address for US Mail
Molecular Engineering & Sciences Institute
University of Washington
Box XXXXXX (see below)
Seattle, WA 98195-XXXX (last four digits of box number)

Campus box numbers are assigned by floor:
Ground Floor: Box 351651
1st Floor: Box 351652
2nd Floor: Box 351653
3rd Floor: Box 351654
4th Floor: Box 351655

General Mailing Address UW prefers for FedEx, UPS, DHL, etc.

Name or Lab Name
University of Washington
Molecular Engineering & Sciences Building Room #
4000 15th Ave NE
Seattle, WA 98195

Building Street Address for taxis, pickup, etc. (or if delivery method is unknown)

Molecular Engineering & Sciences Building
3946 W Stevens Way NE
Seattle, WA 98195

A good pickup/waiting location is Johnson Circle, a circular drive located just north of the MoIES Building.

Phones/Fax

Campus telephone numbers are 543-xxxx, 685-xxxx, 616-xxxx, and 221-xxxx. Call campus number by dialing the last five digits. For local calls outside the UW, dial a 9 to get an outside line followed by the local area code and the seven-digit number. To use a campus phone for long distance calls (including international calls) on official UW business only, you need an authorization code. See your faculty adviser. To make the call, first dial 77. You should get a dial tone. Then dial the number starting with a 1 and the area code for domestic calls. After you hear a “beep,” dial the seven-digit authorization code. Follow similar instructions for use of the FAX machine. Do not share your authorization code with others for any reason.
Printing Posters

Contact Paul Neubert (221-6542, pneubert@uw.edu)

Keys & Security

Contact Chris Adams (616-6627, adamscm@uw.edu)

Lab Safety & Emergency Response

Contact Chris Adams (616-6627, adamscm@uw.edu) or your PI.

Supplies & Equipment

Department vs. Personal Expenses

As a general rule, graduate students must supply (and pay for) all materials required for their personal education. This includes, for example, textbooks, writing materials, photocopying, and printing (as needed for thesis/dissertation preparation, courses taken by the student or in exams required for the degree) and personal computer software and hardware.

On the other hand, graduate students often have RA or TA appointments and many expenses related to these should be charged to a UW research or instructional budget. As an RA, such charges include materials and supplies used directly in lab research, long-distance telephone calls when ordering lab supplies, photocopies of journal articles needed as research background, technical services (shop, literature searching), and research-related travel. For a TA, instructional photocopies and supplies should be charged to the appropriate departmental budget.

Some cases are ambiguous. When in doubt, a TA should ask the course instructor and an RA should consult the research adviser or the MoE Administrator.

On-Campus Purchasing

On-campus sources include: Printing Services, Electrical Engineering Stores, the Physics Store and the Chemistry Store. You should check these on-campus sources before ordering from off-campus venders. The UW has contracts for supplies and equipment with various off-campus vendors such as VWR and Boise Cascade through e-Procurement. Ordering using these contracts may save time and money. eProcurement offers a wide range of products to the campus community from office
supplies, to lab and glassware, medical and dental, custodial and maintenance supplies. Due to the high volume of purchases, eProcurement has established contractual relations with vendors and is able to offer large savings on many of the most commonly used items at the University. When items are purchased using these contracts, there is no limit. eProcurement allows you to place orders up to any amount approved by your faculty advisor. Your research group should have one or two designated purchasers on the eProcurement system that will place the orders for your group.

Payroll Information

Contact Jill Aronson Pfaendtner (543-5964, jmap@uw.edu) regarding budgets, appointments, RA/TA payroll, and student insurance.

Getting your paycheck

There are two pay periods per month (1st-15th and 16th-30th/31st). Paydays are on the 10th and 25th of each month. If payday falls on a Saturday, you will receive your check the prior Friday. If payday falls on a Sunday, you will receive your check the following Monday.

Individuals who start employment between the 1st and 15th of the month will receive their first paycheck on the 25th. Those who start between the 16th and the end of the month will receive their first paycheck on the 10th of the following month.

Direct deposit of paychecks is available and highly recommended.

Online Direct Deposit

1) Go to ESS (Employee Self-Service) through MyUW (you must have a UWNetID).
2) Go to the Earnings section of ESS to find the Direct Deposit link.
3) Select Direct Deposit and complete the form.
4) You will receive an email confirmation within 24 hours of updating your Payroll Direct Deposit.

Where is a good place to open a bank account?

You may use any financial institution within the United States that participates in the Automated Clearing House (ACH).

Many financial institutions offer incentives such as free checking:
- Bank of America
- Chase Bank
- US Bank
- Washington State Employees Credit Union: http://www.wsecu.org/
- Wells Fargo
Change of address (while enrolled at the UW)
To ensure timely delivery of official UW documents and MolE notices, report all changes in your mailing address using one of the following methods:

- In person to the Registration Office, 225 Schmitz.
- By telephone on the Address Change Telephone Service, (206) 543-3868, by the last day of instruction.
- Using the MyUW on-line system.

Health Care

Hall Health Primary Care Center (located on Stevens Way across from the HUB) is an outpatient clinic that provides health and medical care to currently enrolled students and their dependents. Services include preventive care, health education services, diagnosis and treatment of illness or injury, and mental health care, including individual and group therapy. The pharmacy fills prescriptions and provides over-the-counter drugs, contraceptives and other products at reasonable costs. Appointments are recommended.

For more information call 685-1011 or browse http://depts.washington.edu/hhpccweb/

Commuting to Campus / Bike Info

Driving is the least convenient way to commute to campus because of traffic congestion and the expense. Public transportation is very convenient with hundreds of buses running through campus each day; you can use the U-Pass. Biking is popular because the Burke-Gilman trail runs through campus. Commuting information can be found at: http://www.washington.edu/commuterservices/.

Seattle Department of Transportation offers a Seattle Bicycling Guide Map free of charge to the public. The map shows bike lanes, shared-use paths, and streets commonly used by bicyclists, as well as detailed views of the U-District & Montlake Area, the I-90 Bridge, the Ballard Bridge, the West Seattle Bridge, the 1st Ave South Bridge, Sea-Tac Airport Access and Downtown Seattle. This map was updated in 2010. You can request a printed map at this web site: http://www.seattle.gov/transportation/bikemaps.htm.

Please refer to the specific information for proper bicycle parking and note that they are not to be parked in university buildings. Bicycles parked in violation are subject to seizure and impounding by the university. Impounded bicycles will be stored at the
University Police Department and released at specific times upon presentation of proof of ownership and payment of a fine.

**Molecular Analysis Facility**

The Molecular Analysis Facility located on the ground floor on the Molecular Engineering & Sciences building provides more than 15,000 square feet of low vibration, low electromagnetic interference ground contact space that houses a wide variety of sensitive instrumentation and lab space for molecular characterization and analysis.

*http://www.moles.washington.edu/research/maf/*

**Student organizations**

Please visit the webpage for the Nanotechnology and Molecular Engineering Student Association (NaMESA) for more information about involvement opportunities.

*http://www.moles.washington.edu/academics/namesa/*

The Graduate & Professional Student Senate is another great opportunity to become involved.

*http://depts.washington.edu/gpss/home*

**Applying for graduation**

You must apply for graduation by the seventh week of the quarter. Otherwise you’ll be charged a late fee. You apply on-line. For details, consult the Graduate School website.

Once you’ve applied, the Graduate School will evaluate your transcript to see whether or not it satisfies the Graduate School’s minimum requirements. If so, they will send the department your degree application. The examining committee must sign this at your Final Exam.

**NOTE:** You must maintain UW registration as a full- or part-time student for the quarter in which the degree is conferred.