



UMass | Dartmouth



A Student's Guide to SMAST



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Welcome to the School for Marine Science and Technology (SMAST) at the University of Massachusetts Dartmouth.



You will find that SMAST has a world-class faculty and staff and a wide-range of educational and research programs. Founded in 1997, SMAST has grown to become an internationally recognized school of excellence in graduate education and research in areas of fisheries, ocean and estuarine science, ocean technology, marine renewable energy, marine resource economics, and policy.

The oceans, and the rich resources and opportunities they offer, must be observed and studied to better understand how they are changing and how such changes will affect our society. The unique capabilities of SMAST encompass the study of marine life and ocean processes in combination with advanced technology and computer modeling to enrich our understanding of the ocean realm. We strive at SMAST to provide knowledge and understanding that benefits local and regional communities as well as addressing issues of national and global concern.

As a student at SMAST, you have the choice of four different graduate degree programs, [Professional Science Master's](#) degree program, and a [dual Ph.D.](#) degree jointly with the Oceanographic Institute of the University of São Paulo, Brazil. The educational and research programs at SMAST are organized into two departments: the [Department of Estuarine and Ocean Sciences](#) and the [Department of Fisheries Oceanography](#).

Students have the opportunity to take coursework and pursue cross-disciplinary studies that involve both departments at SMAST, other science and engineering departments at UMass Dartmouth, as well as at other University of Massachusetts campuses. Our graduates have been highly successful in obtaining positions in fields related to their course of study.

This is an exciting time at SMAST as we embark on an expansion of our facilities, with the construction of a new building and the renovation of [existing facilities](#). The campus is located in the historic city of New Bedford, a premier fishing port.

Research and educational programs take place in two locations: a two-story, 32,000-square-foot building and docking facilities on Clark's Cove providing access to Buzzards Bay. SMAST has also expanded to occupy part of the AT&T building in Fairhaven, MA. The new construction and renovations allows us to relocate all

personnel into our New Bedford location with expanded facilities and our research, educational, and public outreach programs.

The oceans play a critical role in our everyday lives, and SMAST is at the forefront of efforts to better understand, manage, and sustain this precious resource. In addition, SMAST offers rich and exciting opportunities for new discovery and exploration, and for the application of advanced technology in the study of the oceans.

Our weekly seminars are open to the public and feature leading experts in ocean sciences, ocean technology, and related fields. We also value and encourage collaboration with industry, Federal and State Agencies, and others organizations.

Wishing you success here at SMAST, Steven E. Lohrenz, Dean

IMPORTANT CONTACTS

Steven Lohrenz, SMAST Dean and Professor
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Mike Marino, Assistant Dean of Operations
508-999-8925, mmarino@umassd.edu

Cynthia (Cindy) Pilskaln, Graduate Program Director
508-910-6327, cpilskaln@umassd.edu

SMAST I, 706 S. Rodney French Blvd., New Bedford, MA 02744

Cynthia (Cindy) Costa, Assistant to the Dean
508-910-6550, ccosta3@umassd.edu

Sue Silva: Assistant to Department of Estuarine and Ocean Sciences (DEOS)
508-910-6370, s1silva@umassd.edu

Eric Lyonnais, Facilities Manager
508-910-6304, elyonnais@umassd.edu

Mike Deignan, Computer Systems Manager
508-910-6302, mdeignan@umassd.edu

SMAST II, 200 Mill Road, Fairhaven, MA 02719

Christine Fox, Secretary, Department of Fisheries Oceanography (DFO)
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Gail Lyonnais, Administrative Assistant
508-910-6353, glyonnais@umassd.edu

Arlene Wilkinson, Administrative Assistant
508-999-8413, awilkinson@umassd.edu

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SMAST Student Representatives:

Chang Liu, cliu3@umassd.edu

Robert Wildermuth, rwildermuth@umassd.edu

Campus Police: Emergencies: Ext. 9191 or 508-999-9191; Business Line: Ext. 8107
or 508-999-8107

International Student & Scholar Center: 508-910-6633

Main Campus: 508-999-8000

UMASS Intercampus Program Coordinator for the Marine Science Graduate Program

Steven Lohrenz, UMass Dartmouth/School for Marine Science and Technology
508-910-6550, slohrenz@umassd.edu

Intercampus Marine Science Coordinating Committee (IMSCC)

UMass Amherst

Prof. Andy Danylchuk

Phone: (413) 545-2940

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UMass Boston

Prof. Ellen Douglas

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UMass Dartmouth

Dean and Prof. Steven Lohrenz

Phone: (508) 910-6550

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UMass Lowell

Prof. David Ryan

Phone: (978) 934-3698

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SMAST Grad Student Website: http://www.smast.umassd.edu/grad_students/

INTRODUCTION

Welcome to SMAST! This student guide provides an overview of the guidelines, people, and services that are here for you. It is meant as a student's guide only. This guide has been compiled with the help of many individuals who have learned some of these procedures the hard way. It is **very important** for students to obtain a copy of the degree requirements at the time of their matriculation, and to consult his/her main advisor if any problems arise. The aim of this guide is to provide students with an understanding of the procedures at SMAST and UMass Dartmouth, and hopefully provide a straightforward explanation of them. Please also note that some of what is outlined here will change over time. If anyone is aware of any changes, or thinks of any improvements, please send them in so we can keep this guide up-to-date.

Revision History

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2015 August Updated by SMAST Student Representatives Chang Liu (cliu3@umassd.edu), Doug Zemeckis (dzemeckis@umassd.edu) and Robert Wildermuth (rwildermuth@umassd.edu); and Dean's Assistant Cindy Costa (ccosta3@umassd.edu).

2016 July Updated by SMAST Student Representatives; and Dean's Assistant Cindy Costa (ccosta3@umassd.edu).

LOCATIONS

The regular working places for S Mast students are located at S Mast I in New Bedford, S Mast II located at the AT&T building in Fairhaven, or the main campus in Dartmouth, depending upon the advisor(s) they work with. S Mast students may need to take courses offered at different locations. The addresses for these locations are:

S Mast I

706 S. Rodney French Boulevard
New Bedford, MA 02744

S Mast II (AT&T)

200 Mill Road
Fairhaven, MA 02719

UMass Dartmouth Main campus

285 Old Westport Road
North Dartmouth, MA 02747

New S Mast building coming up: The S Mast Expansion consolidates the two existing facilities comprised of approximately 150 students, faculty, and staff. The new 64,115 sq. ft. facility makes it home a block away from the existing 35,000 sq. ft. facility along South Rodney French Boulevard and Brock Avenue in historic New Bedford and in the vicinity of Clark's Cove.

ACCESS TO S MAST BUILDINGS

Your advisor should contact either Eric Lyonnais (S Mast I, New Bedford, elyonnais@umassd.edu) or Mike Marino (S Mast II, Fairhaven, mmarino@umassd.edu) to obtain the necessary keys and access codes for one or both buildings depending on the individual's needs.

Students have access to their building other than normal business hours. Here are the procedures to follow when entering the S Mast I building:

- Whenever the main doors are locked upon arrival at S Mast, the right hand door can be opened with your UMass Pass.
- After entering the building, the doors must be fully closed and remained locked.

- The first thing to do after entrance, and before checking on the status of the locked doors, is to determine if the building alarm needs to be disarmed. When the alarm is set, a low whistle will be emitted upon entrance. You have 90 seconds to disarm it before the local police are called. Go over to the alarm box and look at the display. If the first word is "ON" and the LED light is "red" immediately enter your unique four-digit access code. The "ON" will disappear to be replaced by the first words "SYSTEM READY." If the system is ready when you come into the building, do not enter your access code. Entering the access code at this point would engage the alarm followed by the alarm being set off.
- After you have checked the alarm, you can now make certain the door has locked properly.
- Next, you must sign the logbook in the hallway giving the date, your name, the time you checked in, and your destination.
- If the alarm is already disarmed, someone else must be in the building, and the log will allow you to determine who and where the individual(s) is (are).

When you are ready to leave the building, the steps are reversed:

- First, sign out on the logbook. If no one else is signed in, make a quick sweep of the upstairs and downstairs halls to make sure that there is no one else in the building.
- If you are the last person in the building, engage the alarm by entering your access code.
- After a few seconds the words "SYSTEM READY" will be replaced by the word "ON".
- You have a brief time to exit the building. Make certain that the door is locked.

At SMAST II, the doors to the two upstairs suites and the basement office suite are to be closed and locked at all times. Please see Mike Marino for a key to access these areas.

CONTACTING PEOPLE ON CAMPUS

If you want to contact a person on campus using the UMassD phone system, you can always dial ext. 8000 and "say" the name of the person or department you would like to contact. You will be forwarded to this number.

STUDENT ID

The student ID card, a.k.a. UMass Pass, is available at the UMass Pass desk in the MacLean Campus Center located on the main campus in Dartmouth. A photo ID is required to get your ID; no other paperwork is required. Your picture will be taken.

Putting money on your ID: Your UMass Pass can be used to pay for services or food on the main campus. Some offices (e.g., health services) only accept UMass Pass for payment. Money can be put on your card at the UMass Pass office (they accept cash, Visa and MasterCard) or online at

<http://www.umassd.edu/campusservices/umasspass/>. Your UMass Pass can also be used at local restaurants near main campus. Generally, if UMass Pass is accepted as a form of payment, a sticker will be displayed in the restaurant.

PARKING DECAL

Students are required to have a parking decal displayed in their automobile window at all times while parking on main campus. No parking permit is currently required to park at the SMAST I building or at the AT&T building. Details of the parking decals can be found at <http://www.umassd.edu/parking/studentdecals/>. The decal can be ordered online from this website. The appropriate fees are listed on the site. SMAST students who do not live on campus are considered commuter students. If the permit is ordered after a date specified on the website, it will have to be collected from the campus Parking Office on the ground floor of the Campus Center. You may need to present your driver's license and registration when picking up your parking decal. Visitor parking passes are also available on campus. More information: <http://www.umassd.edu/parking/temporarypermits/>.

NETWORK

EMAIL ACCOUNT/UMASSD LOGON

New students should receive instructions from CITS with their UMassD Logon and the web address for email activation page (<https://secure.umassd.edu/newstudents>) to set up their email accounts. If you have not received your UMassD Logon information, you can contact Access Management at cit_am@umassd.edu or call 508-999-8528 or go directly to the CITS help desk located on the first floor of the library on main campus.

Other than email, the UMassD Logon allows access to many of the university's network services, including, but not limited to, myUMassD, COIN, VPN, and Off-Campus Access to Library Electronic Collections.

SMAST NETWORK ACCESS

To connect to the wireless network (Wi-Fi) for the first time, select the network named “SMAST-WPA2” in SMAST I and “UMASSD-A” in SMAST II. Use your UMassD logon username/password for authentication. After connecting to the wireless network, visit <http://netreg.umassd.edu> and log in with your UMassD logon username and password. Follow the online instructions to complete the registration process.

In order to access the SMAST local area network resources, your advisor must contact Mike Deignan (Phone: 508 910-6302; email: mdeignan@umassd.edu) for your username and password (a separate credential from your UMassD logon). Mike Deignan and system administrator Andre Schmidt (Phone: 508-910-6381; email: aschmidt@umassd.edu) will set your office computer up on the network. They should map the network drive, install any printers needed, and download any required programs that SMAST has a license for (e.g., Microsoft Office).

INSTALLING A PRINTER

Multifunction printers that print, scan, copy, and fax are currently located on the second floor landing of SMAST I, and the basement office and the SMAST office on the third floor of the AT&T building. You will need the IP address of the printer you want to install to your computer.

- 134.88.231.230 (SMAST I second floor hallway, XEROX ColorQube 9303)
- 134.88.243.12 (AT&T basement, XEROX WorkCentre 7855)
- 134.88.243.13 (AT&T Room 325, XEROX WorkCentre 7855)

To add a network printer to your Windows computer, go to the printer menu in Control Panel on your computer and select add printer followed by add a network, wireless or Bluetooth printer. Choose the option “The printer I want isn’t listed”, then “Add a printer using a TCP/IP address.” Insert the IP address of your desired printer. You may need to select the printer model type. Windows may install a generic driver for the printer. To access all functions of the printer, you may have to manually update the driver online. This can be done by clicking the properties of the

installed printer, and under the advanced tab click new driver. Contact Mike Deignan if you have questions.

COMPUTATIONAL TEACHING LAB (CTL)

The Computational Teaching Lab's (CTL's) six (6) student iMac machines, located in Fairhaven, are available for student use. The applications now include:

- Matlab (Mac OS X)
- R software (Parallels Windows XP and Mac OS X)
- ArcGIS (Parallels Windows XP)
- MS Office (Mac OS X)

These systems are available for general use after hours by students and for course lectures and/or labs by faculty and their classes. For login accounts, door access code, or further details, please contact Professor Jim Bisagni (jbisagni@umassd.edu or X6328)

LIBRARY ACCESS

Access to the UMass Dartmouth library comes with your UMass Pass. The bar code is already printed on the card, and they are already entered into the library database.

RECOMMENDED: Students in the IMS program are eligible to have access to libraries on the other campuses. For example, UMass Amherst library has a much better journal subscription than the Dartmouth campus. To get access to the UMass Amherst library system, fill out the latest “NENS” form: <http://media.umassp.edu/current-students/nens.pdf>. Fax the form with name, phone number, and a time you can be reached to Yvette Mushenski (Fax: 413-545-4196). You can email her at yvette@oit.umass.edu or call her at 413-545-1829. Read also: <http://www.oit.umass.edu/accounts/eligibility/index.html>. You can also contact the IMS program coordinator, Steve Lohrenz, at slohrenz@umassd.edu for help.

Students can also apply for a Boston Library Consortium Card. It is valid for one semester and gives you access to libraries from other schools or institutions, such as WHOI, Brown University, and many more. More information can be found at

<https://www.blc.org>. This needs to be renewed regularly. You can do this while applying for your UMassD library barcode.

All students at UMass Dartmouth have access to Refworks, an online bibliography tool. This program is not very Linux friendly; however; it works well on Windows. More details can be found at

<https://www.refworks.com/refworks2/default.aspx?r=authentication::init&groupcode=RWUMassDart>.

For help with finding articles or other information about how to use the library, contact science librarian Liz Winiarz at ewiniarz@umassd.edu.

COIN

COIN (Corsairs Online Information) gives you access to your student information, such as your class schedule, grades, and transcripts. COIN for students is accessible through the myUMassD Portal. The portal provides a central location for many useful services. To access the portal, visit: <http://my.umassd.edu>. Enter your UMassD Logon username and password into the fields provided, then click the Login button. To access COIN, click the COIN Students link in the launch pad on the left.

CHANGING ADDRESS

To change your address, log onto COIN and find the “Personal Portfolio” menu. Click on addresses, and then select which address (permanent or mailing) you would like to change. Save changes after they have been made. Please note that certain mailings from the University will only be mailed to your permanent address, if this differs from your mailing address.

International students are required to have their home country address listed as their permanent address; however, you may add a local address as well. To comply with visa regulations, international students need to inform the international student office (cbruen@umassd.edu) of an address change within 10 days of moving. If you are paid by the school, you should also notify payroll of the change.

CHANGING YOUR LAST NAME

To change your last name, you must go to student enrollment to file a name change form. You will be required to show proof of your name change, such as your social security card, driver’s license or marriage certificate. Student employment and the payroll office also needs to be informed of the change. To change your email

address, you will have to have an alias set up by CITS (located on the third floor of the library).

REGISTRATION

ADD/DROP PERIOD

Please note that the add/drop period is relatively short. Generally, students have approximately one week after classes start to change their classes. If you have problems, contact Arlene Wilkinson (awilkinson@umassd.edu) or Cindy Costa (ccosta3@umassd.edu).

SIGN-UP FOR CLASSES IN COIN

Go to Academics

Select Search

Select University of Massachusetts Dartmouth

Select the term, e.g., 2015 FALL

Click Select Subject Button

Subject search is alphabetical. SMAST subject is MAR, Biology Dept is BIO

Click search

Scroll through the list, once you find the course you want, click select class button

Click Next

Follow instructions

REGISTERING FOR CLASSES ON OTHER CAMPUSES

As part of the UMass Intercampus Marine Science Graduate Program, we are allowed to take classes on any of the other UMass campuses (Amherst, Lowell, Boston). Course catalogs are available on the respective campus' website.

Registering for these classes cannot be done online. There are two forms that must be completed: The Intercampus Course Exchange Policy Registration form, and the Tuition Waiver form.

To register, please contact Arlene Wilkinson (awilkinson@umassd.edu; phone: 508-999-8413) for the forms. She will send them electronically, and once you have filled them out, you will need to obtain your advisor's signature and then send the forms to Arlene. She will obtain the proper signatures and send them over to the Registrar's Office for processing.

If students receive a bill from UMass Boston for a student ID card, this is **not** to be paid. It may be necessary to contact the main office at SMAST and/or UMass Boston to have this issue resolved.

REGISTERING FOR THESIS CREDITS

Students cannot register for thesis credits directly via COIN. Instead individuals must complete and send the Research Credit form to Arlene Wilkinson (awilkinson@umassd.edu; phone: 508-999-8413). This form will be sent out during class pre-registration period. Note that PhD students who have not completed their comprehensive exams (written and oral) should register for pre-dissertation credits (MAR 603). These will not count toward the dissertation requirements of 18 credits (MAR 701), to be registered after comprehensive exams.

AUDITING A CLASS

Sign up for the course as normal on COIN. An audit form must then be obtained from the Registrar's Office. It must be completed and signed by the Professor teaching the course. Return it to the Registrar's Office during the first week of classes.

NOTE: auditing a course officially requires you to pay the FULL TUITION for that course. If you just want to sit in an SMAST course, there is a chance that the instructor(s) will allow if you ask them directly.

FINANCIAL HOLDS

If there is a financial hold on your COIN account (Past Due Balance), it is due to

a) University waivers and grant payments that have not been applied, and/or b) fees that you are responsible for and have not been paid. You will not be able to add/drop a class while still having a hold. As the add/drop period at UMass Dartmouth is somewhat short, it may not be possible to wait until the hold is lifted. In this situation, contact Nancy Lenon-Robillard (nrobillard@umassd.edu; Ext. 8018) in the Graduate Studies Office and Gail Lyonais (glyonnais@umassd.edu; Ext. 6353) as early as possible to address the problem.

INTERNATIONAL STUDENTS

You are required to remain a full-time student, i.e., you have to be registered for a minimum of 9 credits per semester, including any research credits. There are some exceptions to this, e.g., if you are a first year student, you have health problems, or have completed your coursework. To maintain your F-1 student status, you are required to file a form with your advisor, the Dean, and the International Student Office. The form can be found at <http://www.smast.umassd.edu/academics/Full-time%20Enrollment%20Waiver%20Form%20-%20Spring%202004.pdf>.

TUITION BILLS

Students receive a bill each semester listing tuition costs and fees. Students who have a graduate assistantship usually have their tuition waived. Other fees are paid on a case-by-case basis depending on your funding source. The tuition should be automatically waived for graduate research assistants, but the office needs a list of your fees. Other students can pay their bill using the COIN system online or at the Registrar's Office in the Administration Building on main campus. As students finalize their course schedules, the fees charged change.

Students in the IMS program who take classes from other UMass campuses are not required to pay tuition/fees from UMass campuses other than their home campus. If you receive a bill from other UMass campuses, contact Arlene Wilkinson to resolve this issue.

HEALTH INSURANCE

Massachusetts law requires that students who are registered for 7 or more graduate credits carry health insurance. Students should make sure they are fully insured to be in accordance with state law. **Check with your advisor to see if your assistantship covers health insurance.**

BLUE CROSS BLUE SHIELD

UMass Dartmouth student health insurance coverage is provided by Blue Cross Blue Shield (BCBS) of Massachusetts. Details of coverage can be found at <http://www.universityhealthplans.com/> and clicking on University of Massachusetts Dartmouth.

This BCBS health insurance is mandatory for international students. For domestic students, if you have an alternative form of health insurance, it is imperative that you reject the student health insurance to avoid getting billed. To accept or reject, log onto COIN and find the “Finances” menu, then click on the “Student Health Insurance Form” at the bottom left. Students must be registered for 7 credits in order to qualify for the insurance. If an error message appears, your credits may not have gone through the system yet, or your account may be listed as being on another campus. To fix this latter problem, go to User Preferences and select the Dartmouth campus and save changes.

INSURANCE CARD

Insurance cards are sent to your primary address (as listed on COIN) directly from the insurance company. It generally takes two weeks to process after insurance has been accepted, which means your card should arrive in about three weeks. Your card is needed for discounted prescriptions and for off-campus treatments. If your card has not arrived before an appointment or a prescription is needed, a temporary card with details of your member number and group can be obtained by calling Mr. Tien at 1-800-437-6448, X12. If going to an appointment, be sure to obtain a group number as well as your own personal card number; otherwise, your health professional will not be able to see you. International students are required to pick up their insurance card directly from the Health Services Office located on main campus.

HEALTH FORMS

Students are required to submit a health form to Health Services detailing their vaccination history. This form should be mailed to students at their permanent address or can be obtained at the Health Services website.

<http://www.umassd.edu/studentaffairs/health/healthfiles/healthform.pdf>

If documentation of your vaccinations cannot be obtained, it may be necessary to get these vaccinations again or get your titer evaluated. Alternatively, if vaccinations have not been done, they will have to be done through health services.

HEALTH SERVICES

Under the new health insurance provider, students may opt to see a primary care provider (PCP) in the accepted network other than Health Services. You may be required to pay a \$25 co-pay if seeing a participating provider, and most of your care will be covered at 100%. Students may be seen at Health Services first, and will

not be charged a co-pay. If you choose Health Services as your PCP you are required to see Health Services first, unless it is an emergency or the offices are closed. Health Services can accommodate a number of treatments, including sore throats, coughs, the flu, skin problems, ob-gyn problems, birth control, and orthopedic injuries. If students have an issue that Health Services cannot address directly, they will refer you to a specialist located off-campus. Referrals are no longer required to see doctors located off-campus. Depending on the treatment, the insurance may not cover the entire expense, e.g., students may be required to pay a co-pay at each appointment and/or the insurance may only cover 80% of the cost of treatment.

Location of Health Services: Health Services is located across from Pinedale Residence Hall in the circle. Its location is marked by a W on the campus map, which can be found at

<http://map.umassd.edu/map/?id=692#!ct/8268,8267,8402,8264,9912,9775>. Their in-semester hours are: Monday-Friday: 8:00 a.m. – 5:00 p.m. Students are asked to make an appointment in advance by calling 508-999-8982.

Health Services is closed during the summer. During this time period, another Primary Care Provider (PCP) is selected by the student. The PCP issues referrals as Health Services would.

PHARMACY

Prescriptions can be filled at a number of pharmacies and grocery stores in the surrounding areas, e.g., CVS, Walgreens, Walmart, Target, RiteAid, Stop and Shop.

ADDITIONAL INSURANCE

Voluntary Vision and Dental insurance can be purchased through the University or elsewhere. Details can be found at <http://www.universityhealthplans.com/> by clicking on the University of Massachusetts Dartmouth.

STUDENT EMPLOYMENT

LOCATION OF STUDENT EMPLOYMENT OFFICE

The Student Employment Office is located on main campus in the Foster Administration Building in Room 105. Hours are: 9:00 a.m. to 5:00 p.m., Monday – Friday.

Contact Details:

Telephone: 508-999-8647
Fax: 508-999-8935
Email: stuemployment@umassd.edu

More information can be found in the on-campus student handbook that can be found at <http://www.umassd.edu/financialaid/studentemp/studenthandbookweb.pdf>.

STUDENT HIRING FORMS

Your student hiring form is generally filled out when you arrive on campus. It requires some personal information, such as address, social security number, etc. The form will then be completed by SMAST staff before you bring it to the Student Employment Office. After completion, these forms need to be processed by the Student Employment Office; this process often results in a student not being paid on the first pay day after their start date. Students should be aware of and prepare for a delay in getting paid. However, it is advisable to check with the Student Employment Office and/or your advisor to make sure your paperwork is being processed and has not been misplaced.

OTHER FORMS

You must complete a W-4 and an I-9 and return them to the Student Employment Office. The I-9 requires presentation of specific original forms of identification as listed on page 3 of the form. Both forms are available at the Student Employment Office or may be downloaded from <http://www.umassd.edu/financialaid/studentemp/forms.cfm>.

International students may need additional forms. See the International Students section below.

HOURS

Students employed with an assistantship are required to work 20 hrs/week during the semester and 40 hrs/week during the summer. Students are paid accordingly – part time during the academic year and full time over the summer, however, the hours are averaged out over the whole year providing students with a constant salary.

Students with a TA or RA may have 4 weeks of vacation per year. See *Work Schedule for RAs, TAs, GAs and Other Graduate Student Positions* in the orientation package for details.

DIRECT DEPOSIT

Students are paid every two weeks. Students have the option to receive a pay check or have their salary paid directly into his/her bank account. Direct Deposit can be set up online on HRDirect (www.umassd.edu/hrdirect) where you can also view your pay stub electronically. Students who wish to have their check directly deposited to their bank accounts must go to HRDirect Self Serve and set up their banking information. It may take up to two pay cycles for the Direct Deposit to be processed. Until that time, students will receive a paycheck in addition to their pay stub.

OBRA - DEFERRED COMPENSATION PLAN

For domestic students only: If you work on-campus during the summer and are not enrolled in 6 or more credit hours, you will be required to contribute 7.5% of your compensation to the Commonwealth's Deferred Compensation Plan, in lieu of paying FICA taxes. This mandatory contribution is a State requirement for all part-time, temporary or seasonal employees of the Commonwealth of Massachusetts. The application for OBRA is available in the Student Employment Office, and also can be downloaded from the web at www.umassd.edu/financialaid/studentemp/forms.cfm. A Fact Sheet listing questions and answers about your Deferred Compensation Plan can be obtained at Financial Aid Services (Student Employment) or you may call the toll-free HELPLINE at 1-800-799-MASS for further information. International students are not required to contribute to the deferred compensation plan.

The University's Deferred Compensation Plan is currently managed by ING. Details of your account can be accessed on www.ingretirementplans.com. You must register with this site in order to access your account; instructions on how to do this are provided on their website.

INTERNATIONAL STUDENTS

International students who receive assistantships are required to obtain a Social Security number. Information about the application process can be found online at http://www.umassd.edu/international_students/informationforf-1andj-1students/studentemployment/applyingforasocialsecuritynumber/. In addition to the W-4 and I-9 forms required for all students, international students must complete Form 8233 (Exemption from Withholding on Compensation for

Independent Personal Services of a Nonresident Alien Individual) – if required by a U.S. tax treaty. The university uses GLACIER, a web-based nonresident alien tax compliance system to determine tax treaty benefits and to generate the W-4 and 8233 forms. You will get an email from the Student Employment office with instructions on using GLACIER.

After the forms are signed and completed, they are returned to the Student Employment Office. You may also be required to show your passport, visa, I-20 or DS-2019, and your social security card.

More information can be obtained from the Student Employment Office or from the International Student Center (http://www.umassd.edu/international_students/).

International students should file federal and state income tax each year.

Instructions are given from the International Student Center and the Student Employment office every February. The university purchased the web-based software Glacier Tax Prep (GTP) that will enable UMass Dartmouth international students and scholars with F or J visas to file their US Federal taxes. Massachusetts State income tax is filed separately online. The deadline for filing taxes is April 15.

ACADEMIC AFFAIRS

Note: contents in this section is provided for information purpose only. For official policies please refer to IMS and UMass Dartmouth official policy documents, or consult your main advisor or administrative assistants.

COMMITTEES

Students may set up a Guidance Committee early in their academic program with the purpose of helping the student select appropriate classes, etc. It also allows the student to have some interaction with potential thesis committee members. The majority of students chose to have the same Guidance Committee as their Thesis Committee and select committee members for the sole purpose of serving on their Thesis Committee. All committees are Chaired by your main advisor.

MS Thesis Committee

Each MS student electing the thesis option is required to form a thesis committee, Chaired by the student's major advisor. In consultation with the major faculty advisor, the student selects additional faculty (two minimum) who constitute the student's thesis committee. Committee members may be selected from among

UMass faculty, other departments, and/or other institutions. The selection of committee members is subject to the approval of the Department Chair, the Graduate Program Director (campus coordinator), and the Dean.

Ph.D. Dissertation Committee

Ph.D. candidates are required to have a minimum of three committee members, including his/her main advisor. See particular requirements of your department (either DEOS or DFO) for any additional requirements.

Setting up a Committee

Students discuss their choices for committee members with their main advisor. Students can approach potential members directly. Once he/she has agreed to serve on a committee his/her name is added to the student's tracking sheet.

TRACKING SHEETS

All students are required to complete the relevant student tracking sheet each semester and send a copy to Arlene Wilkinson (awilkinson@umassd.edu).

GENERAL EXAMINATION

The PhD candidate's general examination committee constructs a general exam, with both written and oral components, that examines the candidate's mastery of material from their core and formal courses as well as knowledge and skills needed for their dissertation work.

- The written comprehensive exam is given over 2 days, each in a 4-hour block. The exam will test the students on both core concepts in biological, chemical, and physical oceanography and material from the candidate's formal course work.
- The core-course exam problems may be provided by the professors of the core courses and will be graded by them. Professors will return the graded core-course question to the exam committee, who will add this to the other questions to determine the final exam grade of the student.
- The portion of the written general exam covering the candidate's formal coursework *may be* derived from questions generated by the general examination committee and solicited from the course instructors, where

possible. These questions *may be* “stand alone” or *may be* integrated into the “super-problems” part of the exam.

Refer to the individual department (DEOS or DFO) for specific format of the exam.

- Within *three months* of passing the general examination, the candidate should publicly present and defend the Ph.D. dissertation proposal part of their oral exam. The rest of the oral exam on more general topics is held at the same time as the thesis proposal defense. Written public notice and notification of the IMS Coordinating Committee must be done at least 15 days prior to the oral exam.
- If student fails the written and/or oral part of the general examination, he/she must formally petition the general examination committee to retake the examination. At the discretion of the general examination committee, students may be allowed to retake the written exam one time and the oral exam one time.
- Upon successful completion of the Ph.D. general comprehensive examinations, the student can be awarded an MS degree if the appropriate course work has been completed. This work includes the MS core courses as well as electives amounting to 30 credits total with the comprehensive examination as a capstone experience. The student must make a formal request in writing to the IMS Coordinating Committee to be awarded the MS degree.

REGISTRATION AFTER THESIS CREDITS ARE COMPLETED

Sometimes students require an extra semester to complete their thesis or dissertation after they have completed their course credit requirements or will not have their thesis completed with necessary corrections before the next graduation date. Students have the option of registering for “Program Continuation,” which bridges this gap without the student having to take additional classes. There is a “modest” fee for registering for “Program Continuation”. Some details are available at <http://www1.umassd.edu/graduate/currents/progressiondismissal.cfm>.

THESIS GUIDELINES

The University has strict guidelines for thesis preparation. A copy of the Requirements for Theses and Dissertations can be downloaded from

<http://www.umassd.edu/graduate/currentstudents/>, and click on Thesis Guide. This file contains many specific details of the thesis format. This gets updated at the end of each semester so be sure you download the most current one.

The thesis or dissertation must be printed on uniform white paper of at least 25% cotton content and 20-pound weight and in the standard 8 ½ × 11 size. Acceptable paper will have a watermark indicating the cotton (rag) content.

COMPLETING YOUR DEGREE

At the beginning of your final semester, you must file an 'Intent to Graduate' form in the registrar's office and pay a graduation fee.

Before you are ready to defend your thesis/dissertation, you must send a copy of your thesis/dissertation to Maureen Jennings in the Office of Graduate Studies for her to review for format. She will review and make notes of any corrections you will need to make and send it back to you. You can send this to her on regular copy paper and print on both sides of the paper.

Once you have a date and time set with your committee, send this information to the Department Secretary, along with the facility preference (SMASST I or SMASST II), so that she can reserve the room for you. Three to four weeks prior to your defense date, you will need to send the Department Secretary your thesis/dissertation title, abstract, date, time and location, so that an announcement can be sent out.

When you have successfully defended, it is your responsibility to obtain the signatures of your Chair and committee members. Arlene Wilkinson will assist you in obtaining the Associate Dean and Dean's signatures and get your signature page back to you. When your thesis/dissertation is ready for the Associate Provost's signature, you will need to make a copy on regular paper and two-sided to take along with your signature page to his office. His office will contact you when your signature page is ready to be picked up. Make sure to bring with you blank paper (quality rag-content paper) for each copy of the signature page you will need. They will make the color copies for you in the Office of Graduate Studies. Please allow up to two weeks for the Associate Provost to sign. His office will also give you a letter for you to bring with you when you submit your thesis/dissertation to the library. The library will need this in order to process your request for binding.

After you have submitted your thesis/dissertation, the library will give you a receipt. You will need to send a copy of this receipt to Arlene Wilkinson so that she can begin to prepare your Certification of Degree. Arlene will complete and obtain signatures for the certification of degree and submit it to the registrar's office for them to process your diploma. You will also need to send Arlene an electronic copy of the final draft of your thesis/dissertation, including the signed signature page.

This will conclude the process. The University provides the following checklist for completion of your degree/thesis submission:

- Receipt of all departmental and college approvals
- Application for Diploma form filed in the Registrar's Office
- The signatory page, prepared and signed in the process described
- Grade for thesis or dissertation course changed to permanent grade(s)
- Certification for Degree form prepared by your department and sent forward for approvals; arrives in graduate office
- Approval for binding obtained; final copies submitted and fee paid at the library; approval memo returned to graduate office

STUDENT TRAVEL GRANTS

Student travel grants are available from the Office of Graduate Studies, the Graduate Student Senate, and SMAST Dean's office for students who will be presenting at a scholarly or professional conference. More information:

http://www.smast.umassd.edu/grad_students/wordpress/?p=139

SHARED RESOURCES

POSTER PRINTERS

A poster printer is located at the AT&T. Request to print the poster in Fairhaven by contacting Christine Fox (x6351; cfox@umassd.edu) and cc to Andre Schmidt (x6381; aschmidt@umassd.edu).

Other options are:

- Request to print the poster from main campus print shop by contacting Justin Maucione at x8694, the cost is \$38.00 + \$3.00 for a tube. Justin will mail your poster inter-office via the tube or you can pick it up at the Library.
- Print the poster at an external vendor (i.e., Staples, FedEx, etc.).

Poster printing expenses can be charged directly to the grant/project(s) associated with the presentation. Student presentations that do not have research project support are encouraged to request support from the SMAST Dean's office.

IMPORTANT: Please note that either of these choices requires a 5-day lead time in order to print your poster. If your poster will not be ready within 5-days of when you need it printed, please contact Chris 5-days in advance (or more) to work with her so that a shorter schedule can be discussed.

CLASSROOMS/CONFERENCE ROOMS

See Sue Silva to book rooms at SMAST I, and Gail Lyonnais or Christine Fox at SMAST II.

WETLAB

Students have access to the wet lab research facility located in SMAST I. A list of general procedures is available from the lab manager, Forrest Kennedy. Students planning on conducting a lab component to their research projects should consult Forrest for tank availability or specific needs. A formal tank request must be sent to Forrest containing a brief outline of the project, the length of the project, start date, and the number and size of tanks needed. Students using the wetlab facility are required to contribute to the general maintenance of the wetlab. Forrest will brief students on expected duties. If the pump alarm sounds in the wetlab, it is very important to contact Forrest Kennedy or Eric Lyonnais as soon as possible, as this means the pump is not working and no water is going to the tanks. Their phone numbers are located in the wetlab on the pump system.

MACHINE ROOM

The machine room is located in the wetlab and is available for students to use. The key is available in the main office in SMAST I.

ACOUSTIC TANK

The acoustic tank is located in SMAST I. It is 90,000 gallons in size. In order to reserve the tank, email Eric Lyonnais (elyonnais@umassd.edu) with the dates required. The acoustic tank schedule is available online at <http://www.smast.umassd.edu/tank-time/index.php>. Eric is the only person who can edit this calendar. The tank is usually filled with freshwater. If you require seawater in the tank, you need to talk to Eric to ensure there is sufficient time to drain the tank and refill it with seawater as this takes a few days.

PIER

The SMAST pier is kept locked for security reasons. Contact Eric Lyonnais for key access.

PICKUP TRUCK

SMAST has a Chevrolet pickup truck available for research field work. To book the truck, contact Eric Lyonnais. Pickup truck schedule is available online at <http://www.smast.umassd.edu/pickuptruck/>.

LUCKY LADY

In order to book SMAST's research boat, the Lucky Lady, have your advisor email Dr. Jeff Turner (jturner@umassd.edu) with the intended dates, location of the research, and a phone number where the captain can contact you. The port captain makes the initial arrangements with the captain, and once scheduled, the captain will contact you directly to finalize arrangements. The captain can cancel a trip due to weather conditions. The approved user fee rate is \$1000/day for internal UMassD users.

GYM

The gym on main campus is open to all students. Students are issued a membership card after submitting a Physical Activity Readiness Questionnaire and a Fitness Center Rules & Regulations Form, both of which can be found at http://www.corsairathletics.com/fitness_center/index. Fitness center opening hours, aerobics schedule, and pool hours are also listed on that site.

HOUSING OPTIONS

There are a number of websites available for students looking for housing.

UMass Dartmouth maintains an off-campus housing website:

<https://offcampushousing.umassd.edu/>

Craigslist provides online classifieds for everything, including housing. It is also region-specific: <http://southcoast.craigslist.org/>

The Standard Times has a classified section where rentals can be found:

<http://www.southcoasttoday.com/static/houseandhome/>

There are other national sites that can be used to search in the area, although some may require membership to the site:

www.rent.com

www.apartments.com

www.rentnet.com

It is important to notice that the apartments advertised in the UMASS off-campus webpage are NOT endorsed by the University. The best option to find a good place to live is to ask other students at SMAST. Please refer to the SMAST student representatives. They will provide you help and information to find an apartment.

SHOPPING AND DINING

Downtown New Bedford

There are limited clothing stores in downtown New Bedford. You can access information about downtown New Bedford at the following link:

<http://downtownnb.org/>

Dartmouth

The mall in Dartmouth has a number of stores – a full list is available at <http://www.shopdartmouthmall.com/>. A movie theater is also located at the mall; on Tuesdays they have reduced ticket prices. Students typically receive a discount on tickets all week with their student ID. Showtime can be found at

<http://www.amctheatres.com/>.

Driving west on Rt-6 on the right side is a group of stores that include OfficeMax, Barnes & Noble, TJ Maxx, and Bed Bath and Beyond. Further down Rt-6 is another

strip mall containing Michael's (an arts & crafts store), Petco (a pet supply store), Dick's Sporting Goods, and Target. WalMart is located on the opposite side of Rt-6 to Target.

Taunton

Silver City Galleria is located in Taunton, MA. All information can be found at <http://www.silvercitygalleria.com/>.

Providence

Providence Place is a large mall located in Providence, RI. The store directory can be found at <http://www.providenceplace.com>. Other information, such as mall hours, parking rates and directions can also be found at that site.

Wrentham

Wrentham Village Premium Outlet: <http://www.premiumoutlets.com/>

Grocery Stores

Market Basket and Seabra's are good options in terms of price and variety. There is also a Stop & Shop supermarket located on Dartmouth Street, New Bedford. Other locations, store hours and weekly deals can be found at <http://www.stopandshop.com/>.

Shaw's is another large supermarket chain, with a store on Rt-6.
<http://www.shaws.com/>

Price Rite is a budget grocery store located on RT-18 (the variety there is very limited).

Local Farms

Throughout the summer months, local vegetables can be bought from local farms:

Forbidden Fruit Farm (a CSA community supported agriculture and UPick-Location)
307 Rock O Dundee Road, South Dartmouth, MA 02748
www.forbiddenfruitfarm.com; Phone: 508-990-8837

Farmers' Market in New Bedford on Union Street

For good apples, pumpkins, cider and much more, check out this place, close to main campus

Dartmouth Orchards
515 Old Westport Road, Dartmouth, MA

Or picking your own fruits and vegetables is possible at several farms around NB:

(JJMP) Silverbrook Farm Inc - blueberries, strawberries, pre-picked produce, gift shop, snacks and refreshment stand, restrooms, picnic area, horse-drawn hay rides, face painting, pony rides, petting zoo

934 Main Street, Acushnet, MA 02743
Phone: 508-998-8658

Pine Hill Farm - Blueberries.
588 Middle Road, Acushnet, MA
Phone: 508-995-0041.

Dining

Downtown New Bedford

There are a number of good places to eat in downtown New Bedford.

Breakfast places:

Cobblestones

Isaiah's

Whaling City Diner

Coffee shops:

Green Bean

Café Arpeggio

Sandwich Shop:

On a Roll

Pizza:

Brick

Pizan's

Burritos:

No Problemo (Mexican restaurant)

Restaurants:

Freestones

Rose Alley

Spicy Lime (Thai restaurant)

Cork

Slainte Irish Pub (formerly Catwalk)

New Bedford

Me and Ed's (within walking distance of SMAST I)

Knuckle Heads Bar & Grill

Churrascaria Novo Mundo (Portuguese restaurant)

Inner Bay Cafe

Antonios (on Coggeshall North of Rt. 195)

Ma Raffa's

Clarks Cove Creamery (open during the summer months; across from the NRC building)

Dartmouth

Mirasol's (good coffee and sandwiches, wireless internet)

Applebee's

Olive Garden

TGI Fridays

Cape Quality Seafood

Fairhaven

The Pasta House

Sivalai (Thai restaurant)

Sweet Ginger

Elizabeth's

Margaret's

The Ice House (formerly Ice Chest)