Welcome to the Department of Forest & Rangeland Stewardship, Colorado State University, Fort Collins, CO. The information provided here is not intended as an exhaustive guide, but to provide you with information most pertinent to the new student. Included is information regarding tasks that students should complete as soon as they arrive in town, information about department procedures and resources, and contact information for a few of the many services available to students on campus.

August 2015

Fort Collins, Colorado
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THINGS YOU NEED TO DO RIGHT NOW!

REGISTER FOR CLASSES

- You must first obtain your eID before you can access RAMweb. You can obtain your eID at this web site: https://eid.colostate.edu.
- The Class Schedule is on-line and can be accessed at https://ramweb.colostate.edu/. You will also register for classes from this site.
- Every semester you must complete “Registration Ready” (also on RAMweb) before you will be able to register. This is a series of questions regarding your contact information, billing address, etc. You must complete “Registration Ready” at the beginning of each term before you will be able to register.

ESTABLISH RESIDENCY

Colorado residents pay significantly lower tuition than non-residents. Students must petition for residency.

If your out-of-state tuition was waived for the first year of your studies, it is your responsibility to achieve residency by the time your second year starts. Your advisor will not remind you, and your assistantship will not cover the additional expense of out-of-state tuition during your second year.

To establish residency, you must: a) reside in Colorado permanently for at least one year and intend to make Colorado your permanent domicile, and b) petition for residency. The petition process requires extensive documentation.

To receive in-state tuition, you must establish residency before the semester starts; therefore, you must begin the process a year before the semester starts. To claim residency status for the Fall 2016 semester, your domicile must be established a year before the first day of the Fall 2015 semester. Take steps towards establishing residency immediately:

- View the online residency orientation in RAMweb or attend one of the tuition classification orientations offered through the CSU Financial Services (http://sfs.colostate.edu/residency/residencyorientations.aspx) as soon as you arrive on campus. The orientations are the first and third Tuesday of each month from 3 – 4 pm in Room 100A of Centennial Hall. You do not need to register for the training, but do show up on time.
- Get a Colorado driver’s license (1121 W. Prospect, Suite D)
- Register to vote in Colorado (1121 W. Prospect, Suite D)
- Register your car (100 West Oak Street)
- Save documents that provide proof of residency, e.g. checks that you used to pay rent, rent statements, utility statements, lease agreements, etc.
For more detailed information about the filing of a petition for Colorado residency, including the exact date by which a domicile needs to be established and deadlines to petition for residency in the Spring 2016 term, contact the Tuition Classification Office (http://sfs.colostate.edu/residency/), Centennial Hall, (970) 491-6321.

**UPDATE YOUR CONTACT INFORMATION**

The University will use the mailing address, telephone number, and email address associated with your eID to contact you. Check your contact information in RAMweb (https://ramweb.colostate.edu/) and update anything that needs to be changed. To change your information, after logging in to RAMweb, use the links under “Records” on the bottom right hand corner of the screen.

**ESTABLISH A WCNR COMPUTER ACCOUNT**

WCNR requires its own computer account to log into the college network and access network drives, printers, etc. The account creation process is completely automated and can be accessed as soon as your eID is active. Just log in using your eID at https://accounts.warnercnr.colostate.edu and you’ll be guided through the process. From the IT Support website (http://warnercnr.colostate.edu/it-support-home) you can access the large attachment mailer, remotely connect to a WCNR PC lab, learn about the 5 free copies of Office 365 that you are allowed as a student, or use the online help desk form. If you need help using the WCNR network resources, or have any other computer related questions, submit a ticket to the Natural Resources IT Support Center at https://warnercnr.colostate.edu/helpdesk/. Notice that there is a “Frequently Asked Questions” section for Office 365 here: http://warnercnr.colostate.edu/office-365.

**GET A RAMCARD (CSU IDENTIFICATION CARD)**

You will need a RamCard to: check out books from the library, use the Student Rec Center, use Transfort/MAX (the city bus system), buy student tickets, get the student discount at the movies, to name a few. If you will live on campus and have a meal plan, you’re RamCard will also act as your entry card to the dining centers on campus. If you choose, you can create a RamCash account that will allow you to purchase food, beverages or services on campus using your RamCard, or upgrade to a RamCard Plus, which also acts as a Visa debit/ATM card. Please acquaint yourself with these options before getting your RamCard: http://www.housing.colostate.edu/ramcarduses.

RamCards are issued at the RamCard Office in room 271 of Lory Student Center (http://www.housing.colostate.edu/get-a-ramcard). You must be an admitted student and registered in the Spring 2015 semester to get a RamCard. You will also need to have on you one of the following forms of identification: passport, driver’s license, state identification card, or military ID. You will get your picture taken when getting your RamCard, so remember to smile!
ATTEND AN ORIENTATION

GRADUATE SCHOOL ORIENTATION

AUGUST 21ST, 9:00 AM – 11:00 AM

LOCATION TO BE ANNOUNCED

The Graduate School orientation for incoming students is a good introduction to many of the resources available on the Graduate School website, and includes a brief presentation on CSU safety issues and the ethical conduct of research. Registration is not necessary. Please also view the Graduate School’s recommended steps for newly admitted students here: http://www.graduateschool.colostate.edu/prospective-students/steps-once-admitted/index.aspx

FOREST & RANGELAND STEWARDSHIP DEPARTMENT ORIENTATION

AUGUST 20TH, 1:00 PM – 2:30 PM

FORESTRY BUILDING, ROOM 127

The Forest & Rangeland Stewardship Department graduate student orientation will be an opportunity for you to meet people in the department and college, as well as the other incoming students. You will also get a brief introduction to the department, an overview of some of the graduate program procedures, information on services available, and a list of tasks you should take care of soon after arriving on campus.

STILL LOOKING FOR HOUSING?

If you are currently looking for housing, Off Campus Life (http://www.ocssral.colostate.edu/) has a website with many helpful features. Under the “Off Campus Housing” link you can search a database of rental listings for vacancies, sublets, roommates needed, and roommates available. You may also create your own entry in the database.

TIPS ON REGISTRATION

If you haven’t yet registered, you may do so from RAMweb (https://ramweb.colostate.edu/) where you can also view the class schedule. Here are some tips to help you with the registration process.

- Register by midnight of August 23rd to avoid a $50 late fee! Monday, August 24th is the first day of classes.
- You must first obtain your eID before you can access RAMweb. You can obtain your eID at this website: https://eid.colostate.edu.
- You must complete “Registration Ready” on RAMweb before you can register. This is a series of questions regarding your contact information, billing address, etc. You will need to complete Registration Ready each term before you can register.
You can access the class schedule through RAMweb. When searching for classes, if you put in just the alphabetical prefix you will get a list of all of the courses offered in the selected term with that prefix. For example, RS stands for Rangeland Ecosystem Science. If you enter RS in the search box, you will get a list of all of the RS-prefix courses offered that term. Some course prefixes that are of interest to many of our students include: RS (Rangeland Ecosystems), F (Forest Sciences), WR (Watershed Sciences), NR (Natural Resources), ECOL (Ecology), ESS (Ecosystem Science and Sustainability), FW (Fish and Wildlife), SOCR (Soil and Crop Sciences), GR (Geography, including remote sensing and GIS) and STAT (Statistics). You can find a full listing in the CSU catalog, available here: http://catalog.colostate.edu/general-catalog/

Most semesters there is an extensive listing of ECOL 592 sections. These are seminars offered through the Graduate Degree Program in Ecology (GDPE). Each section will cover a different topic; topics offered vary from one semester to the next. To see a listing of current ECOL 592 topic areas, visit the GDPE website: http://www.ecology.colostate.edu/ecol592.aspx

Graduate level courses are numbered 500 and higher. Graduate students may count a certain number of courses at the 300-level and 400-level towards their degree. Courses at the 100 and 200-level will not count towards a graduate degree, although you may still enroll in them.

Any questions regarding appropriate classes based on content (e.g. Should I take STAT 511 or STAT 301?) should be directed to your advisor. I can answer questions about university course requirements (e.g. how many credits at the 500+ level do I need?). Your advisor and his/her email address are listed on the Graduate School Form 2A Notice of Graduate Admission which you received in the mail, and he or she is also cc’d here. Look for their name and email address towards the middle of the form under “Other conditions to be met.” Please contact me if you cannot find this information.

Pay attention to the course pre-requisites when choosing classes. These are guidelines to help you ensure you have the background needed to perform well in a course, but they do not affect your ability to register for a course. If you are unsure if your academic preparation is sufficient for a course, email the instructor and ask them their opinion.

For courses with multiple required components (e.g. a lecture with a required lab and/or recitation), you must add all required components to your schedule at the same time. Trying to add a lecture without the required lab will result in an error message.

Variable credit courses require departmental permission. These include: research credits, thesis and dissertation credits, independent study credits, group study credits, internship credits, and supervised college teaching credits. If you try to register for these without departmental permission, you will be directed to get departmental permission. To get departmental permission, complete the Variable Credit Override Form available here: http://warnercnr.colostate.edu/frs-graduate-study/curriculum. After completing the form, obtain the signature of the person who will be assigning you a grade for the course, then submit it to the administrative staff in Forestry 123. They will process the override and then send you an email with further instructions on registering for the course.

If you are receiving an error message when registering that you don't understand, please email me the text of the error message. Unless I know what the error message says, I can only guess at why you cannot register for the course. The most common reasons for registration errors are the two situations described above: you have not added all of the
required components (e.g. lecture and lab or recitation) or you need to request departmental permission using the Variable Credit Override Form described above.

KEYS

Graduate students with a research assistantship or teaching assistantship may have office space on campus, depending on availability. In this case, students are issued a key to their office and a building entrance key. Please see Simone Short, our Administrative Assistant, in Forestry 123 to request a key. It can take up to two weeks to get key requests filled, depending on demand.

MAILBOXES

FRS graduate student mailboxes are on the first floor of the Forestry Building in room 134. FRS Faculty and staff mailboxes are in room 123 of the Forestry Building.

Mail is distributed and picked up once daily. On-campus mail usually takes two to three days to reach its destination.

Off-campus mail must have appropriate postage; on-campus mail does not need to be stamped. To address on-campus mail use the recipient’s name followed by their department and the department code. The department code is also the last four digits of the department zip code. For example, the FRS Department zip code is 80523-1472, so the department code is 1472. If you wanted to send on-campus mail to Sonya Le Febre, you would address it: Sonya Le Febre, FRS, Campus Delivery 1472.

PHONES ON CAMPUS

When dialing a campus number from a campus number, simply dial the last 5 digits. For example, if you wanted to call Sonya (970-491-1907) from another campus phone line, pick up the phone and dial 1-1907.

When dialing off campus from an on campus number, you will need to dial an 8 first, then the 7-digit number. For example, if I want to call the City of Fort Collins Natural Areas Department (970-416-2185) from my office, I will dial 8-416-2815.

You can’t dial long distance from campus unless you have a phone code. The phone code should not be used for personal business. If you need to call long distance for your research, discuss it with your advisor.

EQUIPMENT USE & CHECK OUT

The FRS department has a limited number of laptops and projectors available for student and faculty use on campus. You must reserve the equipment in advance from Simone Short. You will be required to show your CSU ID when you pick up the equipment. Unless prior arrangements have been made, this equipment may not be checked out overnight. If there are any problems with the equipment, please report these problems upon return. Return all components borrowed, including slide trays, screens, extension cords, remotes, etc., in the correct case.
There are also overhead projectors, slide projectors, and extension cords available for checkout. The checkout procedure is the same. When using an overhead projector, please remember that the bulb must be completely cooled before the case is closed or the bulb will break.

**OFFICE SUPPLIES**

Supplies are provided for conduct of instructional duties only. See Simone Short for more information.

**BIKING ON CAMPUS**

All bicycles *ridden or parked* on the Colorado State campus must be registered with the CSU Police Department (CSUPD). A registration decal, known as a CSU Bicycle (or Bike) License, is valid for as long as the bike is in possession of the registered owner. The cost is $10, and more information and forms are available from the CSU PD webpage: [http://police.colostate.edu/bike-traffic/](http://police.colostate.edu/bike-traffic/).

While registering your bike, pick up a copy of the campus biking regulations, or view them at [https://webcom.colostate.edu/police/files/2014/06/csu_151326_SafeCyclingBikeRegs-www.pdf](https://webcom.colostate.edu/police/files/2014/06/csu_151326_SafeCyclingBikeRegs-www.pdf). Bike regulations are enforced, tickets are given, and **fines are paid**. Especially pay attention to the dismount zones posted on campus.

**PARKING ON CAMPUS**

There is no such thing as a free lot! Commuter student permits cost $407/year and are good in Z lots. Since more parking permits are sold than there are parking spaces, the parking permit is actually less of a permit to park and more of a license to hunt. A cell phone app that helps you locate available parking is said to be in the works. Parking violation fees range from $35 to $225, depending on the violation. Parking Services regularly monitors parked vehicles and enforces parking rules. If you choose to violate a parking regulation, the odds are not in your favor!

[http://parking.colostate.edu/](http://parking.colostate.edu/)  
(970) 491-7041

**PARKING OFF CAMPUS**

The City of Fort Collins has implemented a residential parking permit program for several neighborhoods that surround Colorado State University. To see where these zones are, visit the City’s Residential Parking Permit Program site: [http://www.fcgov.com/parking/residential-parking-permit/index.php](http://www.fcgov.com/parking/residential-parking-permit/index.php) In some neighborhoods, parking is still free, but give yourself plenty of time to find a spot and walk the several blocks from your car to your classroom or office. Finally, pay attention to any parking signs. Some blocks limit parking to two hours, for example.

**TAKING THE BUS**

Student bus passes for Transfort, Fort Collins’ bus system, are free for full fee-paying students with a CSU Student ID. Transfort has convenient schedules, several stops on campus, and reaches many of the city’s outlying areas.
SAFETY

Please be aware that theft does occur on campus. Both personal items and university equipment have been stolen. Do not leave valuables unattended. If you have an office, lock it when you are not in it. If you access buildings after hours, make sure to secure any doors you open. In the winter months, transient people sometimes seek shelter in University buildings. Building occupants should contact CSU Police Department immediately if they notice any strangers in their areas.

EMERGENCY TEXT MESSAGING ALERT

Colorado State University operates an emergency cell phone text messaging alert service. The service is available to all faculty, staff, and students who sign up. The program sends a text message alert to all enrolled cell phones in the event of an emergency at the university. The system is only used during a safety emergency or unexpected closing of the university, such as a snow day. To enter a cell phone number into the system, anyone with a campus EID – a university electronic identity - can register at https://ramweb.colostate.edu/. Once on the site, click on "Records" on the right side of the page, then on "Change My Emergency Notification Cell Phone" and enter the number. The same steps can be taken to update cell phone information.

SAFEWALK

If you are walking at night, Campus Service Officers can provide a SafeWalk to your destination on or near campus within a specified service area. Call 491-1155 or use any of the outdoor emergency/service phones to request the service.

RAMRIDE

Ramride provides safe, nonjudgmental rides for CSU students on Thursdays from 10pm - 2am, and Friday - Saturday nights from 10pm - 3am, except during school holidays & summer.

PERSON OF CONCERN

If you are concerned about a CSU student or employee who may be experiencing emotional difficulty or mental health illness, please visit the website below or call the number to discuss your concerns.
WEST NILE VIRUS

There were several reported cases of West Nile Virus in Larimer County last summer (2014). The winter temperatures have killed them off for now, but we fully expect they’ll return again this spring/summer. The best thing you can do to protect yourself from this mosquito borne illness is to limit your exposure to biting mosquitoes and wear mosquito repellent when outdoors.

http://www.larimer.org/health/cd/westnile.cfm

TULAREMIA

Tularemia has been found in the area since summer 2015 in rabbits, and a handful of people in Larimer, Weld, and Boulder Counties have also been infected. Tularemia is transmitted from wildlife to pets and people. Keep your pet indoors or on a leash to reduce the risk of infection, and read more about Tularemia in people and pets as well as tips on prevention on the Larimer County website.

http://larimer.org/health/tularemia.asp

MORGAN LIBRARY, PROSPECTOR, AND INTERLIBRARY LOAN

Your CSU ID allows you to check out books from Morgan Library. Graduate students may check out books for six months and bound journals for two days, subject to recall. Current journals are kept in the journal room and are not available for check out. The library has several powerful search engines, and is transitioning more and more towards on-line journals and electronic books (e-books). Most of the refereed/peer reviewed natural resources journals are available online.

LIBRARY HOMEPAGE AND IMPORTANT PHONE NUMBERS

http://lib.colostate.edu/ Loan and Reserve: (970) 491-1842
Information Desk: (970) 491-1841

WARNER COLLEGE OF NATURAL RESOURCES LIAISON LIBRARIAN

Jocelyn Boice, the Warner College of Natural Resources Liaison Librarian, is a subject specialist in natural resources who provides library research instruction to classes and individuals. To schedule an appointment with Ms. Boice, contact her at jocelyn.boice@colostate.edu or 970-491-3882. Ms. Boice maintains library guides to help with Natural Resources, Forestry, and Rangelands Research:

Natural Resources Research Portal
http://libguides.colostate.edu/naturalresources

Forestry Research Resources Information Library Guide
http://libguides.colostate.edu/forestry

Rangeland Science Research Resources Information Library Guide
http://libguides.colostate.edu/rangelands
Do you want to access library resources (online journals, databases, e-books, and more) from off-campus? While your **eID eName and ePassword** are all that you need to access library resources from off campus, you may like to work by first signing on to the CSU Secure Access Gateway (SSL VPN; visit this ACNS website for information on using the Secure Access Gateway [http://www.acns.colostate.edu/Help/SSL-VPN]).

When you are ready to research from off-campus, sign on to the secure network ([https://secure.colostate.edu](https://secure.colostate.edu)), then click on CSU libraries.

**LIBRARY BOOKS, JOURNAL, AND MORE…**

Most scientists turn first to peer-reviewed/refereed journal articles for their research needs. The library has many databases but Web of Science and CAB Abstracts are two of the most important databases for natural resources. For other database suggestions, look at the Natural Resources Portal, the tab for databases and scholarly journals: [http://libguides.colostate.edu/content.php?pid=16069&sid=448582](http://libguides.colostate.edu/content.php?pid=16069&sid=448582). These databases are better than Google Scholar. If you decide to also use Google Scholar, make sure you are configured to get to the FindIT@CSU link to the online journals from Google Scholar. Information on how to configure for Google Scholar is available here: [http://libguides.colostate.edu/googlescholar](http://libguides.colostate.edu/googlescholar).

**SAGE/Discovery** is the library online catalog. It includes e-books, print books, government documents, titles of the journals we own and more. Two additional services that allow you to access more books than are currently held at CSU libraries. The regional catalog, **Prospector**, available as a tab in Morgan Library’s catalog ([http://catalog.library.colostate.edu/](http://catalog.library.colostate.edu/)) allows you to search several regional libraries at once. You can request and borrow books unavailable at CSU for a two-week loan period. The turnaround time to complete a Prospector request is generally two to four days. Once the books arrive, the patron is notified by email and the books are held for pick up at the Loan and Reserve Desk. **Interlibrary Loan** ([http://lib.colostate.edu/illiad](http://lib.colostate.edu/illiad)) allows a library patron to request any book or article not available at CSU Libraries online. Over 90% of articles requested are delivered within three working days, and you can view these articles online using the WebView option.

**SCHOLASTIC STANDARDS**

**SATISFACTORY ACADEMIC PERFORMANCE**

Graduate School minimum scholastic standards require that the student maintain a 3.0 grade point average in formal course work and a 3.0 grade point average or S in research, thesis or dissertation, and seminars. Courses graded D, F, I, U, WP (withdrawn passing), and WF (withdrawn failing) are not accepted toward meeting degree requirements. Grades of D, F, U, and WF are included in calculation of a student’s grade point average. The grade point average is based on all formal courses for which a student registers (excluding those at the 100- and 200-level), including those not listed on the Program of Study (GS Form 6).

The Graduate School reviews the scholastic performance of each graduate student at the end of each semester, and if the required standards are not met, initiates any necessary changes in the
student's status. A student whose GPA in either regular courses or non-regular or informal courses (300-level and above) has dropped below 3.0 is placed on academic probation and has one semester to raise the GPA to 3.0.

**SATISFACTORY PROGRESS**

For students to remain in good academic standing, they must make satisfactory progress toward their degree completion. While graduate study is often flexible, there are time limits for graduate programs. Students who fail to progress and complete requirements within this timeframe may lose their teaching or research assistantship (which requires satisfactory progress toward a degree as a condition of employment) and/or be dismissed from the program. The Forest and Rangeland Stewardship Department has established Satisfactory Progress Standards outlined in the Forest & Rangeland Stewardship Department Graduate Student Handbook available on the department webpage.

**PLAGIARISM, CITING, AND THE STUDENT WRITING CENTER**

The University does not tolerate plagiarism, whether it is intentional or accidental. Unintentional plagiarism usually occurs because the writer’s understanding of plagiarism is not complete, or because the writer lacks a systematic and efficient way to collect and keep track of information that comes from different sources. There are many bibliography management programs available (e.g. EndNote, ProCite) that help writers keep track of information and make it easier to cite sources and create bibliographies.

The Writing Center at CSU is a helpful site that offers over 150 different writing guides, as well as tutorials, extensive links to outside sources, and writing studio classes and coops. This site also provides a password protected space to store your writing, and the opportunity to get feedback on your writing.

http://writing.colostate.edu/index.cfm

**GRADUATE SCHOOL FORMS**

All of the forms required by the Graduate School are available on-line from their website (http://graduateschool.colostate.edu/current-students/forms/), along with instructions for completing the forms. Please work your advisor and Sonya Le Febre when completing forms. I will review all forms, secure the Department Head’s signature, and see that they reach the Graduate School.

**SCHOLARSHIPS**

The College of Natural Resources offers more than 130 scholarships ranging from $450-$5,000 specifically to students in Natural Resources (both undergraduate and graduate). Scholarships are also available through the Student Financial Services Office. To apply, log in to RAMweb (https://ramweb.colostate.edu) and select the CSU Scholarship Application (CSUSA) link. Be sure to complete the Warner College of Natural Resources section of the CSUSA. The application is usually available December 1st and due March 1st. Scholarships are awarded in August for the
following academic year. More information is available from the College of Natural Resources homepage (http://taurus.cnr.colostate.edu/apps/scholarship/).

**RESEARCH INTEGRITY AND COMPLIANCE REVIEW OFFICE**

Graduate Students conducting research may need to work with the Research Integrity and Compliance Review Office to ensure that research is conducted ethically and in accordance with applicable regulations and guidelines. If the research will involve animal subjects, human participants, biohazardous agents, or controlled substances, the research proposal will need to undergo a review process prior to any collection of data.  

http://ricro.colostate.edu/ (970) 491-1553

**FRANKLIN A. GRAYBILL STATISTICAL LABORATORY**

The laboratory provides general statistical consulting to researchers from every college at the University. Conducting approximately 1000 consulting sessions each year, consultants offer advice ranging from the planning and design of experiments to the analysis and interpretation of experimental results. There is no charge to CSU faculty, staff and graduate students for consultations. Call 491-5268 to schedule appointments.  

http://www.stat.colostate.edu/statlab.html (970) 491-5268

**GREENHOUSE SPACE**

Greenhouse space is available for a fee through centralized CSU Greenhouse Management (Jennifer Matsuura, 970-491-7140).

**SEXUAL HARASSMENT**

Colorado State University strives to create and maintain a work and study environment that is fair, humane, and responsible so that each member of the University community is treated with dignity and rewarded for such relevant considerations as ability and performance. Abusive treatment of individuals on a personal or stereotyped basis is contrary to the concepts of academic freedom and equal opportunity. Sexual harassment is one form of such abuse and cannot be tolerated.

Sexual harassment is also illegal. It is prohibited in the employment context by Title VII of the 1964 Civil Rights Act and in the education context by Title IX of the Educational Amendments of 1972. Therefore, this policy shall apply to all persons affiliated with the University, including its students and employees. Persons who violate this policy shall be subject to corrective action. This policy prohibits "quid pro quo" and "hostile environment" sexual harassment.

To learn what constitutes sexual harassment, or what to do if you experience or witness sexual harassment, please visit this website: http://oeo.colostate.edu/sexual-harassment-policy
USEFUL SERVICES ON CAMPUS

COMPUTER SERVICES AT MORGAN LIBRARY

Computer training and support services are available in Morgan Library. The Computing Help Desk provides telephone, e-mail and walk-in assistance to students, faculty and staff. Services include hands-on training and support for PC applications, scanning and color plotting capabilities, and computer repair (for a fee). See the website for hours.

http://lib.colostate.edu/services/computers
(970) 491-7276

OFF CAMPUS LIFE

Off-Campus Life is dedicated to providing a comprehensive array of services to meet the diverse needs of students who live off campus. The off campus housing information provided on the Off Campus Life website lets you peruse house and apartment listings, learn about leases and mortgages, find roommates, learn about occupancy limits and other Fort Collins residency laws, find out where to register your pet, and get tips on being a good neighbor.

http://www.ocssral.colostate.edu/1home.aspx
(970) 491-2248

CSU HEALTH NETWORK

The CSU Health Network is available to every student. Students may purchase student health services for their spouse and children by contacting the CSU Health Network at the beginning of the semester.

All new, full-fee paying resident-instruction graduate students are required to enroll in the CSU Student Insurance Plan or to opt out by demonstrating comparable health insurance coverage.

http://www.health.colostate.edu/
(970) 491-7121

CONFLICT RESOLUTION SERVICES

Conflict Resolution Services assists students with any issue and assists faculty and staff on matters concerning students. They provide advice and referrals to aid in problem solving, coaching and mentoring to help people solve conflicts on their own, and mediation to facilitate conversation between willing parties who are in conflict.

http://www.conflictresolution.colostate.edu/
(970) 491-7165

STUDENT LEGAL SERVICES

The office of Student Legal Services provides legal advice and counsel on a variety of legal issues, including: housing issues, criminal matters, family matters, consumer issues, employment matters, traffic laws, real estate, criminal records, name changes, wills, powers of attorney, court, and name changes. The following students can use the service:

- Full-fee paying students taking six credits or more during Fall or Spring semester.
Students taking at least six credits during any summer session.
Continuing Education and GUEST students who pay full student fees.
Students who do not pay full fees but choose to pay the Legal Services fee of $7 for fall or spring, or $5 for summer.
Intensive English Program students who have paid the special fee.

http://sls.colostate.edu/home.aspx  (970) 491-1482

CAREER CENTER LIAISON

Many full-time jobs, internships, seasonal jobs, and graduate assistantship announcements are posted on CareerRAM (www.career.colostate.edu), CSU’s on-line job and internship posting site for students and alumni. Students and alumni can schedule appointments with a Career Center counselor by calling The Career Center at 970-491-5707 or by contacting Wendy Rose, the WCNR Career Center Liaison at 970-491-2668 or Wendy.Rose@colostate.edu. Counseling sessions can cover any of the following topics:

- Major/Career Exploration
- Career Assessments
- Cover Letter/Resume Assistance
- Federal Application Assistance
- Job Search Strategies
- Interviewing Skill Development
- Graduate School Preparation
- Online job/internship postings

http://warnercnr.colostate.edu/career-services/  (970) 491-2668

ADULT LEARNERS/VETERAN SERVICES

Adult Learners/Veteran Services has information pertinent to veterans and also to active service men and women that are students at Colorado State University. A Veterans Educational Benefits Representative is available for consult, and they have information on other issues that relate to veterans, such as claiming residency. Information, support groups, and activities are also provided for adult learners. These include a Student Parent Resource Room, the Student Parent Community which plans social events for students and their children, and several other activities and benefits.

http://veterans.colostate.edu/home.aspx  (970) 491-3977

RESOURCES FOR DISABLED STUDENTS

Resources for Disabled Students (RDS) recognizes that disability reflects diverse characteristics and experiences, and is an aspect of diversity integral to society. To that end, RDS collaborates with students, instructors, staff, and community members to create useable, equitable, inclusive and sustainable learning environments. RDS is also committed to supporting Colorado State University as a non-discriminating environment for qualified students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
The mission is fulfilled through three specific goals: to provide accommodation, awareness, and advocacy. All activities of RDS are related to fulfilling these goals in support of a campus environment that is not discriminatory based solely on the presence of a disability.

http://rds.colostate.edu/ (970) 491-6385

WOMEN AND GENDER ADVOCACY CENTER

The Women and Gender Advocacy Center offers many services for students. The Victim Assistance Team (VAT) is here to assist Colorado State University students who have been sexually assaulted on or off campus; and staff, faculty, or visitors who have been sexually assaulted on campus. Counseling and referrals are also available for students who wish to obtain information and explore with a staff member academic, career, and/or personal concerns that are sex or gender based. Personal concerns can range from difficulties related to relationships, dealing with sexism, or any type of interpersonal violence, including dating/domestic violence, sexual assault, or stalking. Staff in the office will provide immediate assistance and referral for students and assist them in discovering the best avenues, if any, to meet the needs of their situation.

http://www.wgac.colostate.edu/ (970) 491-6384

ADVOCACY ORGANIZATIONS ON CAMPUS

ADULT LEARNERS/VETERAN SERVICES

http://veterans.colostate.edu/home.aspx (970) 491-3977

ASIAN/PACIFIC AMERICAN CULTURAL CENTER

http://www.apass.colostate.edu/ (970) 491-6154

BLACK/AFRICAN AMERICAN CULTURAL CENTER

http://www.bss.colostate.edu/ (970) 491-5781

EL CENTRO STUDENT SERVICES

http://www.colostate.edu/Depts/elcentro/ (970) 491-5722

GAY, LESBIAN, BISEXUAL, TRANSGENDER, QUEER, QUESTIONING AND ALLY RESOURCE CENTER

http://glbtss.colostate.edu/ (970) 491-4342

NATIVE AMERICAN CULTURAL CENTER

http://www.nass.colostate.edu/ (970) 491-1332
RESOURCES FOR DISABLED STUDENTS

http://rds.colostate.edu/ (970) 491-6385

WOMEN AND GENDER ADVOCACY CENTER

http://www.wgac.colostate.edu/ (970) 491-6384

SEXUAL ASSAULT VICTIM ASSISTANT TEAM

http://wgac.colostate.edu/victim-assistance-team-volunteers (970) 492-4242
**GRADUATE STUDENT CHECKLIST**

Please note that Graduate School deadlines are absolute. Plan ahead for the time it will take you to gather all the signatures needed. Advisors and committee members do travel; plan ahead to avoid missing critical deadlines because your advisor or committee member is out of town. All forms are available here: http://graduateschool.colostate.edu/current-students/forms/index.aspx

<table>
<thead>
<tr>
<th><strong>What</strong></th>
<th><strong>When</strong></th>
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<tbody>
<tr>
<td>___1. Select graduate committee in consultation with advisor.</td>
<td>Before end of second term.</td>
</tr>
<tr>
<td>___2. File Program of Study (<a href="#">GS Form 6</a>) with the Graduate School</td>
<td>Before 4th regular semester or a hold will be placed on registration.</td>
</tr>
<tr>
<td>___3. File a research proposal (Ph.D. &amp; M.S. ‘Plan A’) or problem statement (M.S. ‘Plan B’) in department office.</td>
<td></td>
</tr>
<tr>
<td>___4. Complete preliminary examination (Ph.D. candidates only).</td>
<td>At least two semesters before final examination (defense).</td>
</tr>
<tr>
<td>___5. File Report of Preliminary Examination (<a href="#">GS Form 16</a>) with the Graduate School (Ph.D. candidates only).</td>
<td>Within two working days after results are known.</td>
</tr>
<tr>
<td>___6. File the Application for Graduation (<a href="#">GS Form 25</a>) with the Graduate School.</td>
<td>By the 6th week of the graduation term for fall and spring semesters, and the first week of eight-week summer term. Refer to published deadlines posted on the graduate school webpage.</td>
</tr>
<tr>
<td>___7. File Petition for Committee Member Changes (<a href="#">GS Form 9A</a>) with the Graduate School.</td>
<td>As committee changes but prior to the final exam.</td>
</tr>
<tr>
<td>___8. Submit thesis or dissertation to the graduate committee.</td>
<td>Two weeks before final exam.</td>
</tr>
<tr>
<td>___9. Advisor sends department-wide announcement of final exam, including date and time.</td>
<td>Two weeks before final exam.</td>
</tr>
</tbody>
</table>
### GRADUATE STUDENT CHECKLIST

Please note that Graduate School deadlines are absolute. Plan ahead for the time it will take you to gather all the signatures needed. Advisors and committee members do travel; plan ahead to avoid missing critical deadlines because your advisor or committee member is out of town. All forms are available here: [http://graduateschool.colostate.edu/current-students/forms/index.aspx](http://graduateschool.colostate.edu/current-students/forms/index.aspx)

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<tr>
<td>___10. Advisor notifies candidate and committee of scope and nature of final oral exam.</td>
<td>One week before final oral exam (master's); one month before final oral exam (PhD candidates).</td>
</tr>
<tr>
<td>___11. Complete final oral exam.</td>
<td>Prior to the end of the 11th week of the term of graduation for fall and spring semesters, and the end of the third week during the eight-week summer term. Refer to published deadlines posted on the graduate school webpage.</td>
</tr>
<tr>
<td>___12. File Report of Final Examination Results (<a href="http://graduateschool.colostate.edu/current-students/forms/index.aspx">GS Form 24</a>) with the Graduate School.</td>
<td>Within two working days after results are known, but no later than published deadlines.</td>
</tr>
<tr>
<td>___13. When your thesis or dissertation is finalized, secure the signatures of your advisor, committee, and the department head on the <a href="http://graduateschool.colostate.edu/current-students/forms/index.aspx">Thesis/Dissertation Submission Form</a>.</td>
<td>Refer to the published deadlines for the semester in question.</td>
</tr>
<tr>
<td>___14. Submit your thesis/dissertation electronically to ProQuest/UMI through the <a href="http://graduateschool.colostate.edu/current-students/forms/index.aspx">Colorado State University Libraries Electronic Thesis and Dissertation (ETD) Submission</a> website. Refer to the Graduate School website for complete instructions.</td>
<td>When dissertation is submitted to the Graduate School.</td>
</tr>
<tr>
<td>___15. Pay doctoral microfilming fee (Ph.D. candidates only).</td>
<td></td>
</tr>
<tr>
<td>___16. Bound copies of thesis or dissertation submitted to advisor and department office.</td>
<td></td>
</tr>
</tbody>
</table>
GRADUATE STUDENT CHECKLIST

Please note that Graduate School deadlines are absolute. Plan ahead for the time it will take you to gather all the signatures needed. Advisors and committee members do travel; plan ahead to avoid missing critical deadlines because your advisor or committee member is out of town. All forms are available here: [http://graduateschool.colostate.edu/current-students/forms/index.aspx](http://graduateschool.colostate.edu/current-students/forms/index.aspx)

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<tr>
<td>__17. Clearance of all incompletes, course requirements, and</td>
<td>By the last day of the graduation term.</td>
</tr>
<tr>
<td>clearance for departmental requirements (<a href="#">GS Form 25B</a>)</td>
<td></td>
</tr>
<tr>
<td>__18. Pay balance of student account, due in the cashier's office.</td>
<td>Before leaving campus.</td>
</tr>
<tr>
<td>__19. Graduation.</td>
<td>Ceremonies are held in the spring, summer, and fall. See the Graduate School website for <a href="#">complete information</a>.</td>
</tr>
<tr>
<td>__20. Receive diploma from the Registrar's Office.</td>
<td>Mailed 6 to 8 weeks after the end of the graduating term.</td>
</tr>
</tbody>
</table>