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# **Academic Resources**

Doctoral Student Study Rooms

*Location: William T. Young Library, Fifth Floor*

There are six multi-person study rooms available for use by doctoral students engaged in writing their dissertations. Doctoral students assigned to the multi-person study rooms are given a key and assigned a locker in which to store materials. Study room assignments run through the end of the academic year assigned. To be eligible you MUST be enrolled in a doctoral degree program and be engaged in the writing phase of your dissertation. For more information, visit <http://libraries.uky.edu/libpage.php?lweb_id=120&llib_id=14>.

Integrated Success Coaching

*Location#1: The Study Central @ The Boone Center*

*Location #2: The Study North @ Jewell Hall*

*Location #3: B-24 in The Hub @ W.T. Young Library*

Integrated Success Coaching is designed to help you design a personalized action plan around topics such as goal setting, time management, study strategies, getting motivated, and stress management. The coaches specialize in Academic Life Skills, Careers, Finances, Leadership, First Generation Student Support, and Wellness, so you can meet with someone that best fits your need, visit <https://studentsuccess.uky.edu/transformative-learning/services/integrated-success-coaching>

Presentation U!

*Location: The Hub @ William T. Young Library, Room B24*

Presentation U! is UK’s centralized speaking and writing center. Presentation U! strives to support student success in the classroom and beyond by fostering self-directed learning and the development of professional skills including interpersonal communication, team-based skills, visual literacy, and excellence in writing. Graduate Students can receive peer tutoring delivered by trained Masters and Doctoral students for their papers, presentations, or visual/digital projects. To make an appointment visit: <http://www.uky.edu/presentationU/asynchronous-tutoring>

Robert E. Hemenway Writing Center

*Location: W.T. Young Library, West Wing Basement, Room B108B*

The Robert E. Hemenway Writing Center offers free and friendly help to all UK students, faculty, and staff. The Writing Center assists with the process of composing and communicating in writing, speaking, and multimedia projects across the curriculum through both face-to-face and e-Tutoring consultations. Although consultants help clients learn editing and proofreading strategies, they do not merely direct writers to "fix" grammatical errors— and they certainly do not copy edit the work. Consultants can additionally show clients how to locate and use online and print resources to help them follow models of formatting and documentation style. To schedule an appointment visit <https://uky.mywconline.com>. You will be prompted to make an account the first time you schedule an appointment.

Thesis and Dissertation Writing Camps

The road to a complete thesis or dissertation can be fraught with obstacles, including setting aside designated time to write. The Graduate School offers writing on campus twice a year: one week during winter break and two weeks in the summer. Camps provide time and space for intense composition and also offer support through short topical workshops and writing consultations. Ongoing opportunities to participate in writing groups are offered throughout the year through both the Graduate School and Graduate Student Congress.

Thomas D. Clark Graduate Study Suite

*Location: William T. Young Library, Fifth Floor*

Graduate students and post-docs have exclusive access to the Clark Graduate Study via ID access. The study is open during library hours and is designed as a quiet space for reading, research, and writing. It features a variety of workspaces and lockers for storage.

# **Library Services**

There are eight individual libraries within the University of Kentucky library system:

* William T. Young Library (W.T. Young Library)
* Agricultural Information Center (AIC)
* Education Library
* Law Library
* Lucille Caudill Little Fine Arts Library and Learning Center
* Medical Center Library
* Science and Engineering Library
* Special Collections Research Center

The two libraries most commonly used by students in the department are the W.T. Young Library and AIC. The W.T. Young Library houses the University’s humanities, social sciences, and life sciences collections as well as periodicals. The AIC houses current agricultural journals (one year’s subscription at a time) and selected indexes, abstracts, and reference volumes.

Graduate students can borrow books for 90 days and non-print materials for 7 days. Special items, such as interlibrary loans and reserves, vary in borrowing time. You can request that materials be brought to a preferred library for pick-up through the catalog entry for the particular item.

Interlibrary Loan

If a material is not available through UK’s library system, it can be requested through Interlibrary Loan (ILLiad) at <https://lib.uky.edu/ILLiad>. A separate form must be submitted for each item. Accurate and complete patron and bibliographic information is essential for processing requests. Prior to submitting the request, patrons should make every effort to determine that the library system does not own the item by searching the library's online catalog, InfoKat or the E-Journals Database.

Materials generally not available for loan are: pre-1800 imprints, rare books, newspapers and manuscripts (unless available in positive microfilm or from the Center for Research Libraries Catalog), some PhD and master's theses, audiovisual materials, genealogical material, and e-books. In addition, photocopies of certain material protected by copyright cannot be obtained. Requests for textbooks or books and audio/visual items for leisure/recreational use cannot be obtained through UK's ILL office.

The library absorbs up to $40 for acquiring reproductions of articles/chapters/papers or for the loan of material acquired through Interlibrary Loan per patron. If the cost exceeds $40 the ILL staff will contact you to see if you are willing to cover the extra cost.

# **Computing Resources**

Printer Access

The computers in Agricultural Science Center N-125 and Plant Science Building 416 have access to a printer for free. To connect your personal computer or office computer to the department printer please contact Brian Lauer (brian.lauer@uky.edu) or Shawn Simpson (shawn.simpson@uky.edu).

Large poster printers and laminators are located in Agricultural Science Center N-135A and Plant Science Building 416.

Software

The University Information and Technology Services provides select free software programs for students using the program for personal use related to their studies. Software available for download includes:

* Adobe Acrobat
* Adobe Creative Cloud
* ArcGIS
* Echo360
* EndNote
* IBM SPSS Statistics
* JMP and JMP Genomics
* MATLAB
* Microsoft Office 365 ProPlus
* SAS
* Sigmaplot

Software can be found at <https://download.uky.edu/software.php>. Log in with your LinkBlue account username and password. Some software, such as JMP and SAS, requires that you submit a license request before using. License requests are located at the top of the website.

Virtual Den

Virtual Den allows you to utilize software programs, such as SAS, without installing the program on your computer or without accessing a university computer. Virtual Den can be accessed via <https://apps.uky.edu/Citrix/Remote/auth/login.aspx>. Log in with your LinkBlue account username and password.

# **Research Resources**

PADS Data Analytics Core (Applied Statistics Lab) Consultation

*Location #1: Applied Statistics Lab, Multidisciplinary Science Building, Room 311*

*Location #2: Statistician Offices, Plant Science Building, Room 323*

The department has several statistical consultants, who change annually, through the Applied Statistics Lab. The primary purpose of the ASL is to build collaborative bridges between statisticians and other investigators – not simply serve as a consulting shop. ASL strives to improve breadth and quality of statistical support for scholarship across the University. ASL offers consultations, data analysis, statistical programming, and training workshops for grant submissions, study designs, publications, and presentations. Mentoring and training are key in the organizational model of the ASL. For some requests, ASL graduate students are partnered with an experienced faculty/staff member who mentors the student through all stages of the project. To submit a request for appointment visit: <https://stat.as.uky.edu/pads-hub/consultation>

Graduate Student Congress Research Awards

The Graduate Student Congress has funding available in support of major research projects; funds can be used to access special archival or library materials, to gain access to a certain population of individuals for research, or to support travel to field or research sites. If the award supports travel, you must travel within six months of receiving the award and will be asked for proof of travel.

* Award Cycle One (For Travel or Research between September and December)
* Award Cycle Two (For Travel or Research between January and April)
* Award Cycle Three (For Travel or Research between May and August)

Applicants must be associated with a department that is officially represented at GSC meetings and whose representatives attend GSC meetings; we are currently represented by Sam Leuthold. To apply for travel funding complete the form and submit necessary materials in support of your application through the GSC at <https://uky.az1.qualtrics.com/jfe/form/SV_8GqyrzQt5tneMId>. Award recipients must be prepared to provide receipts for all expenses upon request by the GSC. You may only win a research award once each fiscal year.

# **Field Work**

The University maintains five research units for agricultural, animal production, equine, horticulture, weed science, and entomology research. The units are listed below with addresses and contact information of the superintendent and manager.

*C. Oran Little Research Center*

 1171 Midway Road Versailles, KY 40383

 Hours of Operation: 8:00-4:30 M-F

 Office: 859-873-6587

 Farm Superintendent: Shannon Rudd, 859-509-2971, srudd@uky.edu

 Farm Manager: Kip Sparrow, Mobile: 859.608.7798 Office: 859.873.6587, kip.sparrow@uky.edu

*Spindletop Farm*

 1925 Research Road Lexington, KY 40511

 Hours of Operation: 8:00-4:30 M-F

 Office: 859-254-1434

 Farm Superintendent: Matthew Peake, 859-509-2284, jessepeake@uky.edu

 Farm Manager: Steve Zanone, Mobile: 859.509.2965, Office:859.254.1434 x.238, szanone@uky.edu

*South Farm*

 4321 Emmert Farm Lane Lexington, KY 40514

 Hours of Operation: 8:00-4:30 M-F

 Office: 859-257-2909

 Farm Superintendent: Steve Diver, 859-272-5513, steve.diver@uky.edu

*UK Research and Education Center at Princeton*

 1205 Hopkinsville Street Princeton, KY 42445-0469

 Hours of Operation: 8:00-4:30 M-F

 Office: 270-365-7541

 Director: [Dr. Carrie Knott](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwkrec.ca.uky.edu%2Fperson%2Fdr-carrie-knott&data=05%7C02%7CAlexis.Gomez%40uky.edu%7C3970c238b75345b21a1f08ddc49d8c85%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C638882903129978691%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=1desjXLV0PVIvGNpY4YgKxnxMKjkswnHWDwQdbBYyPA%3D&reserved=0), (859) 562-1320, carrie.knott@uky.edu

 Maintenance Superintendent III: Ryan Scott, (859) 562-1333, joseph.scott1@uky.edu

*Robinson Center for Appalachian Resource Sustainability (Quicksand)*

 176 Robinson Road Jackson, KY 41339

 Hours of Operation: 8:00-4:30 M-F

 Office: 606-666-2438

Gate Cards

All University owned units have gated access. You will need a gate card to gain access to the farms outside of regular working hours. Sara Green (sara.green@uky.edu) will assist you in procuring a gate card for your research. Gate cards are issued directly to you with access to specified gates. Cards are to be used only by you. Gate card application: ([https://cafebusinesscenter.ca.uky.edu/files/gate\_card\_application.pdf)](https://cafebusinesscenter.ca.uky.edu/files/gate_card_application.pdf%29)

Vehicles for Field Work

Students are encouraged to discuss transportation to research farms with their advisors. Lab vehicle policy differs depending on the program. The department carpool is limited to campus and nearby areas in Lexington, and it is prohibited to drive them to research farms. Additionally, the student is prohibited to reserve the department’s vehicle if their prospective lab already has access to a vehicle.

In the case of students using personal vehicles to travel to research farms, the department is not obliged to reimburse travel expenses.

Vehicles can only be driven by a UK employee with a valid driver's license. You will need your driver's license to pick up your reserved vehicle. There are to be no pets, with the exception of service animals, in the vehicle. Vehicles are an extension of the University and University rules, such as the prohibition of smoking or tobacco products. An approved travel request form is necessary before you can take any UK owned vehicle out of the Commonwealth.

If an accident or emergency occurs, contact Motor Pool at any time by calling 859-257-3119 to report the incident and obtain help. In the case of an accident, the driver is responsible for filling out an accident report (<https://facilities.ca.uky.edu/files/motor_pool_accident_report.pdf>) within 24 hours.

# **Teaching and Professional Development Resource**

Grad Degree+

Grad Degree+ is a way to build transferable skills sought by employers. Grad Degree+ offers focused tracks on leadership, communication, pedagogy, and other areas that enhance professional skills for diverse careers. Completion of all workshops in a track culminates in a certificate (non-transcript) that can be used on resumes and job applications. Grad Degree+ is offered through a partnership between Human Resources Training and Development, the Center for Enhancement of Learning and Teaching, and other key units throughout campus.

Graduate Certificate in College Teaching and Learning

This certificate is a 12-credit hour curriculum of Graduate School and Educational Policy and Enrichment courses on college teaching and learning, instructional technology, the history of higher education, and other topics pertinent to success in careers in higher education. The capstone experience is a mentored teaching practicum culminating in a course of teaching portfolio. Graduates consistently report that their experiences in the coursework provide pivotal advantages in the job market and their careers.

Handshake

The Stuckert Career Center provides access to Handshake, an online career management platform that utilizes advanced technology to adapt to specific user career support needs.

Imagine PhD

Imagine PhD aids users in assessing their career-related skills, interests, and values; exploring career paths appropriate for their disciplines; creating self-defined goals; and mapping out the next steps for career success.

Preparing Future Faculty (GS 650)

The University of Kentucky has been a leader in the national Preparing Future Faculty initiative for the past two decades. In GS 650, students learn from faculty inside and outside UK about succeeding in a range of faculty work at research-intensive and teaching-intensive institutions. The coursework provides opportunities to visit other campuses and shadow faculty as well as guidance in writing faculty application letters and interviews. This course can be taken separately or as part of the Graduate Certificate in College Teaching and Learning.

Preparing Future Professionals (GS 600)

Preparing Future Professionals class aids students in exploring career paths beyond academia. Students develop an understanding of what is necessary to transition into careers, identify resources that can aid in obtaining a desired job, and develop action plans to transition to a chosen career.

Teaching Assistant Enrichment

Support and enhancement opportunities are provided during the academic year through workshops offered by the Center for Enhancement of Learning and Teaching, collaborative learning communities, and the Preparing Future Faculty Program. Through an institutional subscription, the Graduate School provides all Graduate Teaching Assistants with access to 20-Minute Mentor Commons, an extensive set of short videos with supplementary materials on a wide range of topics on course design and classroom management.

Versatile PhD

Versatile PhD is an online tool to guide users toward identifying, preparing for, and succeeding in non-academic careers. Included is access to an extensive library of career path narratives, application letters, and sample resumes.

# **Conference Travel and Funding**

Booking Flights and Hotels

Flights and hotels must be booked through the University’s travel agent, Concur. Each advisor should have a Concur account through which you can purchase flights and book hotels. You are able to access your Concur account via myUK (under Employee Self Service) and use the assigned purchasing card for your lab to complete these transactions. Please check with your advisor before making any Concur transactions; some advisors prefer that purchasing card information is not stored across several computers and accounts. Ellen Weisenhorn will also be able to explain any additional paperwork you may need to complete for travel.

Creating Travel Documents

You must submit a travel document prior to travel to be covered under university insurance in the event of an accident. You can complete a Travel Document by clicking the “Travel Documents and Travel Receipts” heading on the Employee Self Service tab of your myUK account. Select “Create new document.” If you have pop-up windows blocked, the new page will not launch. Disable this feature to prepare your travel request. Begin by selecting the type of trip (day or overnight travel). The correct form will be launched based on the type of trip you have selected. Before completing the documents, review the training materials located under the “Training Materials” on the Employee Self Service tab of your myUK account.

Prior to traveling, complete step 1 “General Data.” This page requires the dates and times of travel, location of travel, purpose of travel, and trip funding information. Check any meal exemptions for accurate per diem calculation. This can be changed after your trip if a meal was provided that you were not aware of. You will need to get the cost assignment number from your advisor. The default number is for the department. If this number is used, your reimbursement will be rejected. Select continue where you will be navigated to step 2 “Receipts”. Upload any housing and airline receipts. You can upload receipts, such as ground transportation or baggage fees, after travel. However, your refund will be issued more quickly if your final reported expenses are within the lessor of 10% or $150. Your trip will not have to be approved again, which results in a faster refund process. Press “Continue” again so that you can review the information entered on step 3 “Review and Send.” If all information is correct, submit the form as your travel plan.

If you are traveling internationally, you must register your travel with the Office of International Health, Safety, and Security. This ensures that the University knows how to reach you in the event of an emergency or details about your travel that would be needed when contacting a US Embassy. You can register at <http://international.uky.edu/IHSS/RegistryStudents> through the student registry; while we are employees, graduate students are to register through the student registry. Register the travel as independent travel: UK funded or endorsed rather than a conference trip led by a faculty member. If desired, you can be enrolled under UK’s comprehensive travel medical insurance and evacuation coverage through AXA Assistance. The cost of this coverage, $10.50 per week, will be billed to your student account. Contact the Office of International Health, Safety, and Security if you do not want to be enrolled in this coverage.

After travel is complete, navigate to the created travel document by clicking on the “Travel Documents and Travel Receipts” heading on the Employee Self Service tab of your myUK account. Select “Traveler Work Center.” On this page, all of your travel documents will be displayed. Select the travel document you need to submit receipts for. Navigate to Step 2 “Receipts.” Add all purchases that were incurred during travel, such as airline tickets, rental cars, hotel rooms, and meals. Upload receipts for these purchases to the travel document. Press continue so that you can review the information entered on step 3 “Review and Send.” If all information is correct, submit the form as your travel plan. Any money that will be reimbursed to you directly will be processed by Ellen Weisenhorn.

Graduate Student Congress Travel Awards

The Graduate Student Congress has conference funding available throughout the year in three cycles based on month of travel:

* Award Cycle One (for travel between September and December)
* Award Cycle Two (for travel between January and April)
* Award Cycle Three (for travel between May and August)

Travel funding is not provided for participation in presentations at workshops or for tuition for coursework. Applicants must be associated with a department that is officially represented at GSC meetings and whose representatives attend GSC meetings; we are currently represented by Sam Leuthold. To apply for travel funding complete the form and submit an abstract at<https://uky.az1.qualtrics.com/jfe/form/SV_6DSTg7Nb8AX9yf3>. The abstract submitted will be read by multiple graduate students from a variety of backgrounds; it is in your best interest to submit an abstract that is written for a lay person, NOT the abstract you submitted to the conference. Travel award recipients must be prepared to provide receipts for all expenses upon request by the GSC. You may only win a travel award once each fiscal year.

IPSS Block Funding

Currently there are two sources of funding for conference travel outside of your advisor. Each year IPSS sets aside block funding to support conference travel. You can receive up to $700 from the block funding once each fiscal year. Complete the funding request form on the “Current Students” page of the IPSS website (<https://ipss.ca.uky.edu/current-students>) and attach proof of first authorship for the conference to Dr. Arthur Hunt (aghunt00@uky.edu). Funds will be awarded on a first come first serve basis until funding is depleted for the year.

# **Medical and Health Resources**

Campus Recreation

Two recreation centers are located on campus: Alumni Gym (Gatton Student Center) and the Johnson Center (Complex Drive). Both locations offer free weights, cardio equipment, group fitness studios, and equipment check out. The Johnson Center also offers a multipurpose gymnasium, four-lane elevated track, cycling studio, racquetball court, and climbing wall. Alumni Gym additionally offers personal training. Group exercise classes are posted on the Campus Recreation and Wellness webpage (<https://www.uky.edu/recwell/fitness/group-fitness>). Membership to both locations is covered through student fees during the Fall and Spring Semesters. Summer membership can be purchased at the Johnson Center Office for $20.

Dental Care

*Location: Dental Science Building, Second Floor*

Dental care is not covered under the University insurance plan. However, the College of Dentistry offers no-cost dental services for students who have paid the Student Health Fee. Available services include dental exams (2 per 12 months), dental cleanings (2 per 12 months), x-rays, and select restorative services. Other services are offered at a reduced cost compared to dental practices. To schedule an appointment, call 323-DENT and mention Student Dental Health Service when speaking with the staff member who answers your call.

Health Insurance

The insurance offered as part of your package (Student Health Insurance Plan) is offered through Anthem Blue Cross Blue Shield. If you opted to take this insurance as your sole insurance or as co-insurance, you will be prompted to access the website (<https://www.arcsvs.com>) to acquire your insurance card. At the time of your first log-in you will be prompted to create a username and password. This website can also be used to search for a provider and/or pharmacy within the network if you cannot be seen at Student Health or through the University’s health care system.

Mental Health Services

*Location: Frazee Hall, Room 106*

Graduate work can be demanding and stressful. Graduate students are eligible for free counseling during Fall and Spring Semesters through the Student Health Fee. Services are additionally free in the summer if you hold six credits the previous Spring and will hold six credits in Fall OR if you are enrolled in at least one credit during the summer and have paid your fees. If at any time you feel that you need assistance, the UK Counseling Center offers individual sessions, group sessions, and couples' sessions. New clients can schedule an appointment by walking in or by calling (859) 257-8701. The phone line is staffed 24 hours a day if you require immediate assistance outside of operating hours.

Student Health

*Location: University Health Services Building, Second Floor*

Student Health should be your first stop for any medical needs and offers a variety of services through the Student Health Fee. Some additional testing and imaging, such as x-rays for a broken arm, may result in a small fee. Any prescriptions ordered through Student Health can be filled out at the pharmacy for a greatly reduced cost or at any pharmacy of your choosing. Appointments can be made with Student Health online through your myUK account. On the Student Services page, select myInfo and a link to make appointments with Student Health is located on the left menu. If you take the insurance offered by the University, you can visit Student Health in the summer despite not paying a student health fee.

Miscellaneous Resources

Childcare Grants

Childcare grants are available for part-time and full-time UK students, both at the undergraduate and graduate level, who need financial assistance for day-care services for their children. This is a one-time grant with applications available each semester. You may apply for as many semesters as necessary. Visit <http://uksga.org/applications/childcare-grants/>.

Student Legal Services

The Student Government Association provides Student Legal Services so that students may be advised on legal issues. A local attorney provides free consultation to UK students on any legal issue. The most common consultations are on rental contracts and landlord-tenant matters. To set up an appointment, call 859-257-3191. All information is confidential, and your privacy is maintained. .

# **Food Security Resources**

Swipe Ahead

"Swipe Ahead” is a program intended for UK students experiencing food insecurity. Applications are open during the Fall and Spring semesters ONLY. If accepted, an initial amount of 10 meal swipes will be loaded to your UK Student ID within two business days. You will then be asked to meet with a Financial Wellness staff member to assess ongoing needs and access to additional swipes/vouchers and/or other resources. Visit: <https://studentsuccess.uky.edu/financial-wellness/services/swipe-ahead>.

Big Blue Pantry

*Location:* [*Frazee Hall, Room 016*](https://maps.uky.edu/campusmap/?Map=bmRoad&x=-9406958.925766412&y=4585087.356841569)

Big Blue Pantry (BBP) is a university owned and operated food security program that offers basic foods such as canned goods, some toiletries, milk, and eggs. Be sure to take a bag of food items while mindful that there are others needing this shared community resource*.* BBP asks that Pantry visits be limited to three visits per month. Visit: <https://studentsuccess.uky.edu/financial-wellness/services/big-blue-pantry>

# **Campus Transportation**

Bicycles

Bicycling can be one of the best ways to navigate campus. If you did not bring a bike to campus, you can check out a bike through the Wildcat Wheels Bicycle Library for the semester for free. Wildcat Wheels has a fleet of 100 bicycles that can be checked out for a full semester at a time. Demand for these bikes often exceeds supply; when that is the case, the bikes are awarded through a random lottery. To sign up for a bicycle for a full semester, enter the lottery by filling out the application at <https://www.uky.edu/transportation/bikerentaloptions>.

Wildcat Wheels also has a fleet of bikes that can be checked out for up to one week at a time for short-term use. These are available first-come, first-served during open shop hours. Wildcat Wheels is located on the first floor of Blazer Dining, near the corner of Martin Luther King Jr. Blvd and Avenue of Champions

If you bring your bike to campus, you are encouraged to apply for a free bicycle permit with Transportation Services. The permit will ensure University Transportation contacts you before cutting your lock if the bicycle is parked in an inappropriate location. It will also assist the University Police in identifying your bike if it is stolen. There are several repair stations across campus for use in completing minor repairs. Each station is equipped with screwdrivers, allen wrenches, headset wrenches, box wrenches, tire levers, pre-glued tube patches, and a manual air pump. Stations are located at Ag North, Wildcat Wheels, Patterson Drive, W.T. Young Library, College of Nursing, Rose Street Garage, Johnson Center, and BCTC Oswald Building.

Campus Buses

The University operates three buses for students -- blue, white, and green; additional buses serve UK Healthcare (orange) and the Kentucky Clinic (pink). The blue and white buses are the same route, traveling in opposite directions. The Blue Route runs clockwise from Kroger Field with its first stops at Cooper and Agricultural Science. The White Route runs clockwise from Kroger Field toward the W.T. Young Library with the first stop at Complex Drive and Huguelet.

Buses do not operate on a set schedule. Instead, they operate on a headway system with continuous, frequent service. All campus routes can be tracked in real-time on the TransLoc Rider website (uky.transloc.com) or through the free app. You may send a text message to 41411 with UKY and the appropriate stop number to receive a message back listing the next three arrival times for that stop.

LexTran Bus System

Students may ride Lexington’s LexTran Bus service for free with their student ID. Unlike the campus shuttles, these buses operate on a fixed schedule. All routes can be tracked in real-time on the LexTran website (https://lextran.com/schedules-fares/bus-routes-schedules/) or through the free app on the app store.

Parking Passes

As a graduate research or teaching assistant you are eligible to purchase an employee academic (E-academic) parking pass for the academic year (August-May). The E-academic permit allows you to park in any area designated as intermediate E, K, or EK across campus as well as park in loading zones for 15 minutes. If you reside on campus, you are not eligible for this parking pass and may only purchase a residential (R) permit. As E-academic and R permits are only eight months in length, you must purchase a summer permit in mid-May until you are eligible to purchase a permit for the next academic year. E-academic passes cannot be purchased until approximately the second week of August when the GSAS forms have been processed. Both passes will cost approximately $400 combined annually.

Wildcab Voucher

Wildcab Vouchers is a late-night on-demand student transportation partnership with Uber, offering students a voucher for discounted Uber rides. Wildcab Vouchers provides eligible students with up to ten $10 ride vouchers per semester. The vouchers are valid on Thursday, Friday, Saturday, and Sunday evenings between 9 p.m. and 5 a.m. within the program’s designated service area. Students are responsible for any amount over the initial $10 when redeeming a ride voucher; however, many rides within the service area are $10 or less, in which case rides will be essentially free. Students also have the option to redeem a voucher on a ride or save it for a future trip. Please note that tips are extra and are the financial responsibility of the student. Additional voucher terms and conditions may apply upon redemption. Vouchers expire at the end of each semester, but students will be able to sign up for the program again during the following semester. The vouchers confirmation email will arrive after application processing, and they need to be downloaded to Uber app wallet (following the instructions of the confirmation email) and activated in the Uber app. Visit: <https://transportation.uky.edu/wildcab-vouchers.>

# **Who’s Who in IPSS Support Staff**

**Cynthia Byars**

*Department Manager*

• Assist Coordinators of Instruction, Extension and Director of Graduate Studies

• Manage faculty distribution of effort (DOE)

• Assist with faculty tenure and promotion process and evaluations

• Compile various annual reports

• Assist with reviews and tracking of extension publications

• Chair support – meetings, approvals, etc.

* Building maintenance requests
* Equipment inventory
* Inventory property numbers for new and existing equipment
* Equipment location and tracking, including Off-Campus Equipment Requests
* Administrative support for Undergraduate and Graduate programs
* Manage visa requests and requirements for visiting scholars and students
* TA assignments and course schedules

**Emily Hill**

*PSS Human Resources Manager*

• Hiring

• Position Updates

• New Employee Onboarding and Separation Procedures

• Departmental contact for HR policy questions

• Departmental contact for Staff Performance Evaluation questions

• Graduate Students - GSAS Form

• Payroll

• Pay account distributions

• Staff - time sheets

* Post-doc appointments

**Zoë Womack**

*Administrative Assistant*

• Pre-travel forms, travel reservations, travel reimbursements (Concur)

* Building, Room and Departmental Vehicle Keys

• Manage PSS social media

• Event Support: invited seminar speakers, graduate student symposia, S.H. Phillips and Outstanding Alumnus, Department functions and meetings

• Reservations for PSB conference rooms, Cameron Williams and AGN N-224

• Create/assist/maintain PSS, IPSS, individual, lab, and group websites

• AGN Building PSS Support – mail, printers, copiers, and supplies

• Seminar speaker schedules/announcements/reimbursement

**Ellen Weisenhorn**

*Business Officer*

• Oversee all business and financial operations

* Handle all budgeting, forecasting, and reporting
* Complete JVs and Business Procedures Exceptions
* Approve all Concur reports for PSS accounts

• Department contact for grant expense management

* Distribute monthly account ledgers for gift, income, and fixed price residual accounts.
* Monthly reconciliations for all PSS accounts and grants

**Cheyenne Davis**

*Purchasing Specialist*

• Employee Reimbursements/PRDs

* Procard delegate/editor/send reminders (Concur)

• Receive and deposit all cash/checks including gifts

• Purchasing equipment and supplies that can’t be purchased with Procard

• Goods Confirmations - collects packing slips for punch out orders

• Process office supply orders through Office Depot

• Minor equipment data entry

**Bill Bruening**

*Surplus Property Specialist (UK and FEPP)*

• Assist with annual inventory of UK equipment (primarily North Farm)

• Processing/removal of UK and FEPP surplus equipment

**Jim Nelson**

*Facilities and Safety Specialist*

• Annual Department space inventory

• Work orders for campus facility repairs

• Facilitates campus space assignments/management

• Coordinates laboratory safety inspections

• Coordinates building safety training

**Sara Carter**

*Property & Facilities Specialist, North Farm*

• Monitors department vehicles and trailers

• Work orders for department vehicles

• Spindletop Farm Fuel Service

• Spindletop Farm Facilities - buildings, utilities, dryers

• Spindletop Farm Facilities - safety

**Shawn Simpson**

*IT Specialist, Plant Science and KTRDC*

• Creating AD accounts

• Internet connections

• Computer consulting, installation, repair, anti-virus

• Install UK site licensed software

• Install SAS software