

GEOPHYSICS

New Student Handbook

STANFORD
UNIVERSITY



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WELCOME FROM DEPARTMENT CHAIR

August 2015

To all of you, our new graduate students - Welcome to the Department of Geophysics.

The handbook you're receiving today is our attempt to make your transition period as easy as possible. I'm sure there will be some confusion in your first few weeks here, getting used to a new department, a new campus, a new stage in your life. The secret to success - starting Day 1 - is to ask questions! The faculty, staff and students all want to help, so please ask us if there is anything that's puzzling or confusing you. Once you're settled, I'm hoping that the following years will be rewarding, inspiring, and one of the best times of your life.

The School of Earth, Energy, and Environmental Sciences (SE3) covers enormous breadth in both teaching and research. Part of the challenge, and fun, of your first year is discovering all that is going on around you, in the Mitchell Building, in Green, in "Geo-corner" (the building on the corner of the original Stanford Quadrangle), and in Y2E2, the newest Earth Sciences building. There are two seminar courses that you will attend this autumn quarter that will help: GP201 - Frontiers of Geophysical Research and EARTHSCI 300 - Earth Sciences Seminar. The purpose of GP201, a series of seminar style lectures, is to introduce new students to current research carried out by Geophysics students, faculty and research staff. EARTHSCI 300 is similar, but for the whole school, with lectures by faculty members from all departments and programs within SE3. It also covers more general aspects of research and learning. There is, of course, the rest of Stanford University too. Be sure to leave the Mitchell Building and explore what Stanford has to offer.

We're delighted that you decided to join us. I look forward to seeing all of you in September.

Howard Zebker
Chair, Department of Geophysics

Department Staff

Claudia Baroni, SCITS/NGI Program Manager: Room 327, 723-5002

Claudia is Responsible for all administrative and financial tasks related to the Stanford Center for Induced and Triggered Seismicity and the Natural Gas Initiative.

Csilla Csaplár, Department Manager: Room 357, 498-6877

Csilla is the department manager. She is responsible for the daily operations of the department, including budget development and management, cost analysis, staffing, personnel management, and space and facilities planning.

Nancy Thurlow, Student Services Manager: Room 351, 724-3293

Nancy manages and coordinates all aspects of student services in the department including: admissions, degree progress, advising, student funding, commencement, postdoc appointments, and course scheduling.

Debra Campbell, Research Administrator: Room 331, 723-4746

Debbie is responsible for the administrative and financial management of research grants and contracts for Gregory Beroza, Jerry Harris, Rosemary Knight, and Jenny Suckale.

Michelle Brunner, Department Administrator: 3rd Floor Lobby 497-3498

Michelle is responsible for managing the departmental needs including: seminar/event coordinator, Pcard and Tcard transactions, processing PO's and reimbursements, STAR, maintain TWIG (This Week in Geophysics), maintain key inventory, blanket maintenance requests, department roster/calendar and Mitchell building room scheduling.

Margaret Milia, Financial Research Analyst: Room 329, 723-7344

Margaret is a Sponsored Projects Administrator. She is responsible for the financial management of research grants and contracts for Eric Dunham, Paul Segall, Gary Mavko, Tapan Mukerji, and Norm Sleep. She also manages several department accounts.

Jared Gregory, Administrative Associate: Room, 369, 723-0839

Jared manages all administrative and logistical aspects of the Rock Physics Program in the Department of Geophysics.

Vanessa Azevedo, Research Assistant: Room 349, 723-1568

Vanessa is the Research Assistant for the Zoback Stress and Crustal Mechanics group. She is responsible for assisting Professor Zoback's financial accounts and his students with their travel, supplies, or other administrative needs.

Ros McCambridge, Research Assistant:

Ros is responsible for the administrative and financial management of research grants and contracts for Simon Klemperer, Tiziana Vanorio, and Howard Zebker.

The Basics

COMPUTERS

AXESS

Use AXESS to submit your study lists, adjust your tuition units, change your address, request transcripts, and see public information such as housing resources. Be sure to have your current local address and e-mail address updated at all times in AXESS. <https://axess.stanford.edu/>

University Student ID

Obtain your ID card at the Student Services Center: <http://www.stanford.edu/group/studentservicescenter/>

Computer Policies

School computer resources are provided to support teaching, learning, and unsponsored research. No user may monopolize resources or use them for personal financial benefit.
<http://pangea.stanford.edu/computerinfo/newusers/policy.html>

Connect to the Network

Connect your personal computer and/or your Stanford-owned devices. Register your computer and secure it against hackers before connecting to the network.
<http://pangea.stanford.edu/computerinfo/newusers/setup.html>

Online Directory Information

Ensure your information is correct in both the Stanford and the School of Earth Sciences directories, and your desired privacy settings are activated.

<https://earth.stanford.edu/geophysics/department-resources>

E-mail

Check your email at webmail.stanford.edu. Your email account is based on your SUNetID (e.g. yourname@stanford.edu). Messages from the department and University will be sent there only. You will not receive Stanford emails at other email addresses (e.g. Gmail etc.), unless you forward them.

Computer System Information

Free help for basic computer setup and for problems using the School servers and network.

<https://earthsci.stanford.edu/computing/newusers/help.php>

TRANSPORTATION

Parking

Parking & Transportation on Bonair Siding has parking permits, public transportation maps/schedules and bike route maps. If you live off-campus, the University Clean Air Credits program will pay you to not buy a parking permit. CalTrain runs between San Francisco and San Jose. The closest CalTrain stations are Palo Alto and California Avenue stations. <http://transportation.stanford.edu/>

Bicycling

It is the law that you register your bike. Bikes are allowed on CalTrain. There is a local bike coalition list you can subscribe to by emailing bike-coalition@lists then entering "subscribe" in the body of the message. http://facilities.stanford.edu/transportation/alt_transportation/BikingAtStanford.shtml

Marguerite Shuttle

Marguerite is Stanford's free shuttle bus system that travels around campus, to the train station, and downtown Palo Alto. <http://transportation.stanford.edu/marguerite/>.

BANKING

There is a Wells Fargo and a Stanford Federal Credit Union (SFCU) office located on the second floor of Tresidder. ATMs for Wells Fargo, SFCU, and Bank of America are also located on the second floor of Tresidder and a generic ATM is located in the Stanford Bookstore.

OFFICES/BUILDING INFORMATION

Student Offices

Students are assigned an office space in the Mitchell Building. Obtain your keys from the Department Administrator for the outside doors of the Mitchell Building, and your office.

Mail

Student mailboxes are on the third floor of the Mitchell Building. Do not use the department as a mailing address for personal items such as insurance forms, credit cards, etc. There is a post office next to the bookstore for personal mailing transactions, or you can leave stamped mail in the department mailroom.

Photocopying

A photocopy machine is on the third floor of Mitchell. You will need a code (available from your advisor) to operate the machine. Coin operated copiers are all over campus and in Branner Library. You can also buy copy cards to operate these machines.

Telephones

Telephones are in each student office and in some of the labs. To call other phones on the University system (prefixes 723, 725, 721, and 497) dial the last five numbers, such as 3-8314 for 723-8314. Off-campus numbers can be reached by first dialing a "9", and then the entire 7 digit number. For international calls for Department business, see your research group administrator as the access codes are assigned to a particular project and the call will be billed to that project's account.

Kitchen

There is a kitchen on the third floor with water, coffee machine and a microwave for department use. Student refrigerators are located on the fourth floor. Please remove your old food from the refrigerator.

Scheduling Rooms

To schedule Geophysics classrooms and conference rooms in Mitchell, please use the online reservation system. <https://earth.stanford.edu/geophysics/geophysics-room-reservation>

Purchasing

To purchase supplies for your experiments or lab see your research supervisor and group administrator. It is important to have permission to use an account for all purchases. The research group administrator needs to account for all funds spent and will help you with the ordering process.

STUDENT RESOURCES

GSAC

Three students are elected each year to represent Geophysics on the Graduate Student Advisory Committee (GSAC). GSAC reps communicate with the department and students about graduate student issues, and they organize student events.

Mentors

Incoming students are assigned a mentor their first year. Use your mentor to help you settle into the department and learn your way around.

This Week in Geophysics (TWIG)

Look for the flyer in the Mitchell elevator and walls for Department topics and seminars.

"Friday Beer"

The student chapter of the SPE sponsors "Friday Beer" in the Arco Courtyard every Friday at 4:30 p.m. Come chat with other students, faculty and staff in an informal and fun atmosphere. You do not need to drink beer. "Equally Attractive Non-alcoholic Beverages" are always available.

Bechtel International Center

The Bechtel International Center runs an Orientation Program for international students. We strongly encourage you to attend this and their tax information workshops. They process visa forms and have the most up-to-date work information, so be sure you become familiar with their services.

ACADEMICS

The Honor Code

Stanford has the distinction of maintaining its academic operations based on the Honor Code. It is expected that all aspects of student conduct will be in accordance with the **Fundamental Standard and the Honor Code** described in the *Stanford University Bulletin*. By registering at Stanford, students indicate that they accept the provisions of the Honor Code. In particular, it is expected that students will be scrupulously careful neither to give nor to receive aid in any examination or homework.

<http://studentaffairs.stanford.edu/judicialaffairs/policy/honor-code>

Study List

You must submit a quarterly study list in AXESS by the deadlines in the academic calendar or you may accrue fees. You must enroll in 8-10 units approved by your adviser. The study list informs the University what courses you are taking each quarter.

Office of Accessible Education (OAE)

Students with documented disabilities who need an academic accommodation must initiate the request with the Student Disability Resource Center (SDRC). SDRC staff will evaluate the request, recommend reasonable accommodations, and prepare an *Accommodation Letter* for faculty dated in the current quarter in which the request is being made. Students should contact the SDRC as soon as possible since timely notice is needed to coordinate accommodations. The OAE is located at 563 Salvatierra Walk (phone: 723-1066, 723-1067 TTY).

Units Required

All supported students must register for 8-10 units per quarter including Summer quarter, if you remain on campus engaged in your research. Tuition is paid for by the Department and the units required are related to visa requirements and provisions of grant and contract funding. Students can register TGR with reduced tuition after they have completed their course work with no incompletes, met the residency requirements as listed in the Bulletin and established a reading committee.

Thursday Department Seminar

All graduate students are expected to attend the Department seminar held every Thursday afternoon in rooms 350 and 372. Speakers present on a variety of topics which can be a good source of inspiration.

GEOPHYS 385, Research Seminar

Each research group has a weekly meeting to discuss research projects related to their specialty. Students are expected to attend these meetings.

GEOPHY 201, Frontiers of Geophysical Research at Stanford

During autumn quarter the department seminar becomes GEOPHYS 201 and takes the form of faculty presentations. It is required for all incoming students. It's a great way to get to know the faculty.

EARTHSCI 300, School of Earth, Energy, and Environmental Sciences Seminar

Earth Sciences seminar is required of all first-year SE3 graduate students.

Master's Degree Milestones

Masters students are required to complete at least 45 units:

<http://www.stanford.edu/dept/registrar/bulletin/5058.htm>

1. Fill out the Graduate Petition Authorization in AXESS to add the Master's degree to your program
2. Submit Master's Program Proposal:
<http://studentaffairs.stanford.edu/sites/default/files/registrar/files/progpropma.pdf>
3. Submit signed Master's Oral Presentation form
4. Apply to graduate in AXESS

PhD Degree Milestones

PhD students are required to complete at least 135 units of coursework and research units:

<http://www.stanford.edu/dept/registrar/bulletin/5059.htm>

Year 1

- Consult your advisor for courses to take and get started on your research

Year 2

- Attend the required SE3 Teaching Assistant Training in the beginning of autumn quarter
- Complete annual review meeting autumn quarter
- Take qualifying examination spring quarter
- Complete Application to PhD Candidacy form after you pass quals

Years 3, 4, 5

- Continue annual review meeting during spring quarters
- File TGR once you reach 135 units of completed course work
- Complete Reading Committee form:
http://studentaffairs.stanford.edu/sites/default/files/registrar/files/doc_diss_rdg_ctte.pdf
- Complete TGR form:
<http://studentaffairs.stanford.edu/sites/default/files/registrar/files/tgrreq.pdf>
- University Oral Examination:
http://studentaffairs.stanford.edu/sites/default/files/registrar/files/doc_orals.pdf
- Email your defense date, room number and thesis title to the Student Services Manager.
- Apply to graduate in Axess. If you are staying an extra quarter to edit your thesis, turn in the Petition for Graduation Quarter form. Your graduation quarter will be the quarter you stayed.
- Submit Commencement Walkthrough form
- Post flyers in the SES building, TWIG and SE3 online calendar.
- Turn in Certification of Thesis Draft form two weeks before your defense date.
- Turn in University Oral Examination Schedule after your defense chair signs on your defense day.
- Submit your dissertation electronically with the Registrar's Office:
<http://studentaffairs.stanford.edu/registrar/students/dissertation-thesis>
- Update your mailing address in Axess.
- Email your address to the Department Administrator.

More information on Geophysics degree milestones can be found on the Geophysics website:
<https://earth.stanford.edu/geophysics/academic-resources>

FINANCIALS

Employment Forms

Fill out ALL forms completely. Stanford's online forms may include: Employment Eligibility Verification Form 1-9, Patent Agreement, SU-32 Tax form, and other tax forms if your country has a tax treaty with the U.S. Payroll will e-mail if you are eligible for tax treaty information. The I-9 form establishes eligibility to work in the U.S. Be sure to give copies of your I-9 documents to the Student Services Manager.

Paychecks

Students are encouraged to sign-up for direct deposit of their salary via AXESS. If you are receiving departmental funds, you will work as a Research and/or Teaching Assistant and you will receive paychecks on the 7th and the 22nd of the month, beginning on October 22. You will need sufficient funds to get by until you are paid. Your salary is taxable income, and applicable taxes and deductions will be withheld in accordance with the W-4 Tax form completed by each student on AXESS. If you do not receive a check on payday, see the Student Services Manager. If you received less money than anticipated, look at AXESS for your account and/or check with the Student Financial Services Office. Assistantships are for all four quarters, unless on paid summer internship. Academic pay periods are as follows:

Autumn Quarter 10/1-12/31

Winter Quarter 1/1-3/31

Spring Quarter 4/1-6/30

Summer Quarter 7/1-9/30

Stanford Graduate Fellowship (SGF)

If you were awarded a SGF, stipends disburse the first day of each quarter after you enroll in 8-10 units. SGFs are expected to use their funds within five years. Refer to the SGF website for guidelines.

Campus Health Service Fee

This fee covers many services provided by Vaden Health Center, including primary care medical visits, psychological evaluation and short-term therapy at Counseling and Psychological Services (CAPS), and access to health and wellness programs. The mandatory fee applies to all students enrolled on campus.

Cardinal Care and Health Insurance Subsidy

Cardinal Care is an annual enrollment insurance plan. The plan includes coverage in summer quarter (whether the student is enrolled that quarter or not). The annual cost of this coverage will be charged over three quarters of the academic year, i.e., in Autumn, Winter and Spring quarters. Enrollment in Cardinal Care is a once-a-year event. In the first quarter of each academic year, students decide whether or not to waive Cardinal Care coverage for that year. If you already have health insurance, you must request a waiver for the University insurance, otherwise you will be charged for Stanford's health insurance. The Department subsidizes one-half of your health insurance, so you pay the other half of the health insurance fee.

Student Online Bills & Statements

All students have an online bill or statement viewable in AXESS. Those who are employed as research or teaching assistants also have an online pay statement, which is separate from the online bill. Log into AXESS to view billing history and balance due. The online bill lists financial aid (e.g., stipends and loans), expenses (e.g., housing and dining), and payments (e.g., credit card or check payments). The tuition allowance from assistantships, health subsidy, and student loans will appear as "Anticipated Aid" in the online statement at the start of each quarter. Once those funds are disbursed, they move from the Anticipated Aid to the Payments section. Salary from assistantships does not appear as Anticipated Aid. Students can pay their bills via ePay in AXESS. <http://co.stanford.edu/students/stanfordepay/>.

Online Pay Statements

Salary appears in the online pay statement in AXESS only after the pay has been disbursed. You can verify that an assistantship is in the system by looking for tuition allowance in the Anticipated Aid section of the online bill. Assistantships will not appear in the online pay statement prior to the first pay date. You cannot view the online pay statement after you are no longer employed by the University (e.g., during quarters in which they are not

working). Therefore, it is recommended that you print online statements if you anticipate needing a hardcopy. Otherwise, hardcopies can be ordered directly from the University Payroll Office for a charge.

Payroll Deductions

You can apply for payroll deductions via AXESS to cover housing, dining services, and other costs. These expenses can be deducted directly from your net pay. Student Financial Services and Payroll, administer this program. Questions should be submitted online via the HELPSU system. The “Student Accounts” or “Payroll” category should be used when filing the help ticket. Or, Student Financial Services can be reached at the Student Services Center, or online: <http://studentaffairs.stanford.edu/sfs/bill/overviews-payroll-deduction>

Student Travel Reimbursements

Students traveling to official events (i.e. presenting a paper), and with PRIOR approval from their adviser may be reimbursed for normal expenses. **ALL ORIGINAL RECEIPTS MUST BE KEPT!**

Research Assistantships

If you have accepted Department financial support, there are certain obligations associated with the award. Most assistantships are supported by government grants or industrial affiliates programs. You should meet with your adviser for your source of support during the first week of the academic year. You will be assigned a project and progress on the assignment will be noted. Continued financial support is contingent upon satisfactory progress of your assignments, coursework and research. Appointments are 20 hours per week of project/research work and the rest of the time should be devoted to course work.

Teaching Assistantship

Working as a TA for two quarters is a requirement for all PhD students whether or not they are financially supported by the Department. New students are required to attend the SE3 Teaching Assistant Training in the beginning of their second year.

Vacations/Time off

Our financial support is based on your work and the timely continuation of our funded research projects. You may be away from campus during breaks between academic quarters. Over the summer, students have options of working in industry, taking the summer off without pay, or working on research in the department. Discuss your plans with your adviser. It is important that your absences are coordinated with others in your group. If you will be away from campus for an entire quarter, you must inform your adviser before you leave and file a leave of absence form with the Student Services Manager.

Additional Financial Support

Sometimes students receive an award or supplements to their funding either from an agency in their own country, from the University, or directly from the Department. We encourage students to apply for additional general funding or awards. The Geophysics Department’s policy is to allow students to keep up to \$4,000 per year of such additional funding, per advisor discretion and approval. However, once a student obtains more than \$4,000 in such funding, we reduce the amount of funding we provide to the level of our regular funding plus the \$4,000. This gives you an incentive and allows you to have extra spending money, but also allows the department funding sources to stretch further. Please report outside awards to the Student Services Manager.

McGee Grant & Shell Fund

Students can apply for the McGee Grant which can be used on research projects that include doing experimental work that has material costs involved. Application requires a proposal describing the research and a budget for materials. Students can also apply for the Shell travel fund which can be used towards travel expenses where students are presenting papers. Applications can be obtained from the Department Manager.

Working Elsewhere - US Citizens

The University has a strict policy about working while a registered student. Regardless whether supported by the Department or self-supported, students who are US citizens are not allowed to work off campus for more than eight hours a week.

Working Elsewhere - International Students

Foreign students supported by the Department are not allowed to work more than 20 hours per week. Self-supported students are expected to devote all of their time to their studies. International students cannot work at all in the US, except on summer internships. Rules established by the US government, and are part of your visa agreement. If you have questions, check with Bechtel International Center.

USEFUL STANFORD WEBSITES

Office or Department	Purpose	Website
Academic Calendar	Lists all University enrollment, degree progress, and financial deadlines.	http://www.stanford.edu/dept/registrar/calendar
AXESS	Enrollment and financial transactions; health insurance waivers; transcript requests; and contact information updates.	http://axess.stanford.edu
Bechtel International Center	Visa advice and processing; events/classes geared toward foreign student issues, etc.	http://www.stanford.edu/dept/icenter
Stanford Career Education (BEAM)	Career and professional development resources, and employment search services.	http://cardinalcareers.stanford.edu/default.htm
Computing and Communication	Provides links to Stanford's information technology (IT) resources.	http://www.stanford.edu/home/computing/index.html
Counseling and Psychological Services	Offers evals and brief counseling, including personal, couples and group therapy.	http://vaden.stanford.edu/caps/index.html
Dean of Students	General resource and advocate for students. Oversees student-based organizations on campus, including student government.	http://www.stanford.edu/dept/DOS/
Disability Resource Center/Office of Accessible Education	Helps students with disabilities find resources on and off campus.	http://www.stanford.edu/group/DRC/
Diversity and Access Office	Ensures University compliance with federal, state, and local regulations concerning diversity and disability.	http://www.stanford.edu/dept/diversity/access/
Emergencies and Crises (Physical and Psychological Health Related)	Both Medical Services and Counseling and Psychological Services at Vaden Health Center are available 24 hours a day. For life-threatening emergencies, first call 911 or go to the nearest hospital emergency room.	http://vaden.stanford.edu/emercrisis.html
English for Foreign Students Center	Classes and support for English learners. Also evaluates English skills for TA/CA positions.	http://www.stanford.edu/group/efs/index.html
Faculty-Advisor Relationship	Good practices in the student-adviser relationship.	http://www.stanford.edu/dept/DoR/GSH/Sec3f.html
Graduate Life Office	Serves students and student families who live on and off campus. Administers the residential program, helps students manage personal difficulties, participates in campus-wide initiatives addressing student needs and sponsors University-wide welcomes.	http://www.stanford.edu/group/glo/
Graduate Student Council	Student council representing the interests of graduate students.	http://gsc.stanford.edu/
Graduate Student Finances	Information about student finances: financial aid, assistantship salaries, tax matters, billing.	http://www.stanford.edu/dept/DoR/fin.html
Graduate Student Forms	Registrar's forms to be used for various matters (e.g., application for candidacy; reading committee, oral exams, etc.).	http://registrar.stanford.edu/shared/forms.htm#GradStud
Graduate Student Handbook	University policies, requirements, and resources relevant to students irrespective of their school, department, or program affiliation.	http://www.stanford.edu/dept/DoR/Gradpol.html
Housing and Dining Services	Provides information about housing and dining services on campus.	http://www.stanford.edu/dept/hds
Judicial Affairs	Administers the student judicial process and works toward an honest and responsible community.	http://www.stanford.edu/dept/vpsa/judicialaffairs/about/welcome.htm
Libraries	Information about Stanford Libraries and academic information resources.	http://library.stanford.edu/
Ombuds Office	An impartial dispute resolver who strives to see that faculty, staff and students are treated fairly and equitably. .	http://www.stanford.edu/dept/ombuds/
Police - Department of Public Safety (non-emergency)	Non-emergency information: LiveScan fingerprinting; crime prevention and statistics; crime alerts; and bicycle registration.	http://police.stanford.edu/index2.html

Research Policy Handbook	Best practices for academic authorship and other research matters.	http://www.stanford.edu/dept/DoR/rph/
Sexual Harassment Policy Office	Provides advice, information, support, prevention services in matters of sexual harassment.	http://harass.stanford.edu/
Stanford Bulletin	Current and past Stanford Bulletins are archived here.	http://www.stanford.edu/dept/registrar/bulletin/
University Registrar's Office	They are the stewards of student records from application to degree conferral. Administer all enrollment transactions via AXESS.	http://registrar.stanford.edu/ http://gap.stanford.edu http://askjane.stanford.edu
Vaden Health Center	Provides health care, support, and education	http://vaden.stanford.edu/
Vice Provost for Graduate Education	Administers University-wide fellowships; sets RA/TA/CA appointment terms; policy development related to student research and employment.	http://www.vpge.stanford.edu http://www.gap.stanford.edu