

GEOPHYSICS

**Student Handbook
2008-2009**

STANFORD
UNIVERSITY



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Welcome



STANFORD

UNIVERSITY

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June 24, 2008

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

The package that you're receiving today is our attempt to make your transitional period as painless as possible. You will, without doubt, face 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. Once you're settled, I'm hoping that the following years will be rewarding, inspiring, and one of the best times of your life.

Stanford Earth Sciences 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, and in "Geo-corner" (the building on the corner of the original Stanford Quadrangle). There are two seminar courses that you will attend this autumn quarter that will help: GP201 - Frontiers of Geophysical Research and GP300 - 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. GP300 is similar, but for the whole school, with lectures by faculty members from all departments and programs within the School of Earth Sciences. And then there's the rest of the university - Be sure to leave the Mitchell Building and discover what Stanford has to offer.

The department's orientation for new students will take place Tuesday, September 23 from 3:15-4:15 pm in Room 350/372 of the Mitchell Building. (This will replace GP201 that day.) Our Welcome Back Picnic will follow, on the Hartley Patio (in front of the Mitchell Building), a great opportunity to meet everyone in the department.

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

Greg
Chair, Department of Geophysics

Getting to Stanford

Geophysics Department

397 Panama Mall
Mitchell Building
Stanford, CA 94305-2215

Directions to Campus: <http://www.stanford.edu/home/visitors/directions.html>

Searchable Campus Map: http://campus-map.stanford.edu/campus_map/index.jsp

Marguerite: Stanford's Free Bus: <http://transportation.stanford.edu/marguerite/MargueriteShuttle.shtml>

Visitor Information: <http://www.stanford.edu/home/visitors/index.html>

Hotels in Stanford Area: http://www.hotels-rates.com/hotels/locations/Palo_Alto/CA/usa/2811/

FROM SAN FRANCISCO AIRPORT (SFO)

Van service: http://www.stanford.edu/group/resed/cromem/airport_shuttle.htm

Bayporter Express (www.bayporter.com)
South Bay Airport Shuttle (www.supershuttle.com/)

Bus service – Sam Trans (www.samtrans.com)

Sam Trans bus (KX Express) travels from SFO to Palo Alto. The closest stop to the University is the Stanford Shopping Center. From there, take the Marguerite.

CalTrain (www.caltrain.com)

To connect to CalTrain you must first take Bay Area Rapid Transit (BART) to Millbrae. Take Caltrain to downtown Palo Alto or California. From Palo Alto take the Marguerite.

FROM SAN JOSE AIRPORT (SJC)

Van service: http://www.stanford.edu/group/resed/cromem/airport_shuttle.htm

South Bay Airport Shuttle (408) 559-9477: <http://www.supershuttle.com/>
VIP Airport Shuttle (408) 286-1800: <http://www.yourairportride.com/>

CalTrain (www.caltrain.com)

From San Jose Airport take VTA line 10 Airport Flyer (free) to Santa Clara station. Take CalTrain from Santa Clara station to Palo Alto or California station. From Palo Alto take the Marguerite.

Bus Service – Valley Transportation Authority (www.vta.org)

Take VTA Line 10 Airport Flyer (free) to Santa Clara Caltrain station. If arriving Monday-Friday, take bus 300 to the Palo Alto Caltrain station. On weekends take the Marguerite.

Upon Arrival

- Pick up your office keys from Room 361 in the Mitchell Building.
- Check your mailbox on the third floor of the Mitchell Building.
- Check in with your advisor.
- Contact your mentor. S/he can introduce you to staff and graduate students, and give you a quick tour of the department. If your mentor is not yet on campus, contact a GSAC representative:

Elliot Grunewald: elliottg@stanford.edu
Marianne Karplus: mkarplus@stanford.edu
Stuart Schmitt: schmitt@stanford.edu

- Obtain your University ID card at the Cashier's Office at 632 Serra Street.
- Fill out the Employee Eligibility Verification (I-9) form (next page), and turn it into the Student Services Director as soon as possible in order to receive your stipend/paycheck in a timely manner.
- International Students
Immigration law requires that the University verify a student's initial arrival on-campus and current U.S. resident address. A hold is placed on your enrollment until you check in at the Bechtel International Center. <http://www.stanford.edu/dept/icenter/NewStudentInformation/index.html>

English Language Requirements

International students whose native language is not English, may be required to take the Stanford English Placement Test upon arrival. The test is offered early Autumn Quarter. Depending on results of the placement test, you may be required to take appropriate courses in English while beginning your academic work. Admission remains conditional until such specified course work is satisfactorily completed. <http://www.stanford.edu/group/efs/>

Calendar of Events

September 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
14	15	16	17 Graduate Life Welcome BBQ 6:00-8:00 pm	18	19 SES New Student Orientation 2:00-4:00 pm	20 New Student Overnight
21	22 First Day of Classes	23 Geophysics New Student Orientation 3:15-4:15 pm Geophysics Welcome Back Picnic 4:30-6:30 pm	24	25	26	27
28	29	30				

Computer Set Up

❑ **Get SUNet ID**

Your SUNet ID is required to access most University computers and services.

<http://pangea.stanford.edu/computerinfo/newusers/sunetid.html>

❑ **Review School 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>

❑ **Verify Directory Information**

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

<http://pangea.stanford.edu/computerinfo/newusers/directories.html>

EXTRAS

This Week in Geophysics (TWIG)

Look for the flyer in the Mitchell elevator or online, for Department topics and seminars.

<http://pangea.stanford.edu/GP/twig.html>

Get Help

Free help from technical support staff is available for basic computer setup and configuration and for problems using the School servers and network.

<http://pangea.stanford.edu/computerinfo/newusers/help.html>

University Computer Resources

<http://pangea.stanford.edu/computerinfo/resources/> and <http://computing.stanford.edu/>

Student Resources

Bechtel International Center

The Center provides services for international students, including assistance with social security numbers, tax questions and visa issues. Workshops and events are hosted throughout the year.

<http://www.stanford.edu/dept/icenter/>

Biking

Bikes must be licensed through Parking and Transportation Services or any fire station. Bikes are permitted on CalTrain and other types of public transportation. Bike shops are located on and off campus.

Child Care

The Office for Campus Relations is an excellent resource for childcare and other family related issues.

<http://www.stanford.edu/dept/ocr/worklife/>

Dining at Stanford

Refer to the link below for a host of cafes, restaurants and dining options on campus.

<http://www.stanford.edu/dept/hds/dining/>

Graduate Student Advisory Committee (GSAC)

GSAC is a school-wide body linking graduate students, the Dean's Office, and department administration regarding graduate student issues.

<http://pangea.stanford.edu/GSAC/>

Libraries

Branner Earth Sciences Library (Mitchell Building, 2nd floor) provides tours to help you get started.

Other libraries: Engineering Library (Terman Building, 2nd floor), Green Library, and Meyer Library.

<http://library.stanford.edu/>

New Graduate Student Assistance

New students can find information, maps, snacks, bikes, computer terminals, and other services, on the second floor of Tresidder Union (on the parking lot side of the building).

Off-campus Housing Information

Shared housing is the most economical option. Consider looking beyond Palo Alto and Menlo Park, such as, Mountain View, Sunnyvale and Redwood City.

- Community Housing Services: <http://www.stanford.edu/dept/hds/chs/>
- The San Jose Mercury News: <http://www.mercurynews.com/mlm/mercurynews/>
- *Palo Alto Weekly*: <http://www.paloaltoonline.com/>
- Craigslist: <http://www.craigslist.org/>

Parking and Transportation

Parking permits, maps and schedules are available at Parking and Transportation Services. Inquire about the Clean Air Credit Program and other alternative transportation.

<http://www-facilities.stanford.edu/transportation/>

Vaden Health Services

Most services are free of charge to registered students year-round. Spouses and domestic partners are permitted to use most services, however, charges will apply.

<http://vaden.stanford.edu/>

Financials

Check Disbursement

Your first stipend check should be available in the beginning of the quarter. You are encouraged to set up direct deposit in Axess, otherwise your check will be sent in the mail; in AXESS list the Geophysics Department as your mailing and campus address until you know your on-campus housing address.

University Bill

When you get your University bill, it may say you owe money. After the Registrar's Office finalizes units, credits will post to the bill. If you are on an assistantship, you must pay your health insurance and ASSU fees before the quarter starts. If you are on a fellowship, these fees may be automatically deducted from your check, but be prepared to pay for your housing and ASSU fees. If you have questions about your bill, consult the Bursar's office: <http://co.stanford.edu/students>.

ASSU Fees

ASSU fees provide important support for a number of graduate organizations on campus (which you can vote on!). However, you may request a refund of your ASSU fees at the end of each quarter if you do not wish to make use of ASSU services.

Banks and ATMs

The Stanford Federal Credit Union (SFCU) and Wells Fargo Bank are located on campus. If interested in alternative banking institutions, there are many options within the surrounding area.

Taxes

All funds disbursed to students by the University are subject to federal and state income tax. All students receiving financial support from Stanford must have a U.S. social security number or I.T.I.N. (Individual Taxpayer Identification Number) and a tax data form on file with the University. <http://www.stanford.edu/dept/icenter/NewStudentInformation/index.html>.

Fellowships

State and Federal taxes are not automatically deducted for U.S. students on fellowship stipends. It is, however, required that fellowship monies are reported as income. To avoid large year-end tax liability, arrangements should be made to pay estimated taxes four times per year. The IRS form 1040ES for estimated quarterly tax payments is at <http://www.irs.gov/formspubs/index.html>. The state form 540ES is at (<http://www.ftb.ca.gov/forms/index.htm>). Degree-seeking students can exclude their fellowship funding which is applied to tuition and course related expenses. (Course-related expenses include ASSU fees, required health insurance, and books or supplies.)

Teaching and Research Assistantships (TA and RA)

State and Federal taxes are deducted from bi-weekly salary payments. The amount of tax withheld is based on the number of deductions you indicate on your W4 form. Course-related expenses may NOT be deducted from TA or RA wages.

Tax Advice

International students should attend a tax workshop held at Bechtel International Center. These workshops cover the mechanics of filling out the required forms for non-residents. <http://co.stanford.edu/students/sar/taxinfo.html>

Department Information

Departmental Staff

Claudia Baroni, CEES Administrator: Room 366, 723-5002

Tara Ilich, Student Services Director: Room 365, 724-3293

Diane Lau, SEP Administrator: Room 371, 723-1703

Natasha Lee, Department Administrator: Room 361, 723-4746

Lauren Nelson, Department Manager: Room 357, 723-3715

Fuad Nijim, SRB Administrator: Room, 315, 723-0839

Jeannette Ochoa, Financial Manager: Room 363, 723-7344

Susan Phillips-Moskowitz, Project Administrator: Room 349, 723-1568

Graduate Student Academic Advisor

Professor Norm Sleep is the Department Academic Advisor. He can inform you of academic requirements, master's proposals, passing your department oral qualifying exam, etc.

First-year Mentoring Program

Every incoming graduate student is paired with a returning graduate student during his/her first year. The mentor helps you settle into the department and is available to answer any questions.

Phones

To call someone off campus from a campus phone first dial 9. To call on campus dial the last five digits of the number. To call a number in a different area code from campus, dial 9-1-areacode-number.

Photocopiers

Photocopiers are located on the third floor of Mitchell, third floor of Green, and on bottom floor of Geo-Corner across from the main office. You will need a code (available from your advisor) to operate some of these machines. Coin operated copiers are located all over campus and in Branner Library, but are more expensive. You can also buy copy cards to operate these machines.

Registration

AXESS

All of your student billing, grades, study lists, registration and personal information is available through AXESS. A SUNet ID student ID number, and a pin number are required to login.
<http://axess.stanford.edu>

Study Lists

At the beginning of each quarter you are required to file a study list on AXESS. You may add and drop classes through the end of the third week. This gives you a chance to shop around for classes.

Time Schedule of Classes

Learn where, when, and by whom a course is being taught – this information can also be found in AXESS. It also provides the information required to file your study list. Pick up a copy by the mailroom.

GEOPHY 201 - Frontiers of Geophysical Research at Stanford

During Autumn quarter the department seminar becomes GEOPHYS 201 and takes the form of faculty presentations (coordinated by Prof. Jerry Harris). It is required for all incoming students. This is a great opportunity to meet faculty and learn their areas of interest.

Department Seminar - The department hosts a key-note speaker every week. Attendance is required of all Geophysics students. This is a great opportunity to learn from internal and external Geophysics experts. Refreshments follow the seminar.

Degree Requirements

Stanford Bulletin

The source for specifics on policies, procedures, course and degree requirements. Specific degree requirements will be discussed during the departmental orientation, and with your advisor.
<http://www.stanford.edu/dept/registrar/bulletin>

Course Requirements

PhD students are required to complete at least 135 units of coursework and research units.
Masters students are required to complete at least 45 units.
Please see following pages for specific degree requirements.

Get Out There

Geophysics GSAC Donuts, Bagels, and Coffee

The Geophysics GSAC representatives host a donuts, bagels, and coffee hour Wednesday mornings.

Geophysics/GES Friday Social!

Every Friday, all are welcome to socialize and have \$1 beers after 5 p.m. in the GeoCorner courtyard. It's a great chance to meet people who have offices in other buildings!

Geophysics Spring BBQ

Spring quarter the department hosts a delicious BBQ with fun outdoor activities.

Graduate Student Mixers

Refer to the Stanford Daily and 'msgs' for university-wide graduate student events. Some of these events include parties, mixers, movie nights, graduate nights at the coffee house, etc.

Geophysics Welcome BBQ

Early Autumn quarter the department hosts a welcome BBQ. This is a great opportunity for incoming students to meet faculty, staff and other students (and their families).

Stanford Alpine Project (SAP)

SAP is a graduate student group that organizes field trips to study geology in far-away places. For example, groups have traveled to the Alps, the Canadian Rockies, Alaska, South Africa and New Zealand. Anyone can join at the beginning of the year, so check "msgs" for meeting times.

Vacation!

There are a great number of destinations in the area. Some are relatively close, such as Lake Tahoe and Yosemite, but many nearby places such as Monterey Bay, Santa Cruz, Half Moon Bay, San Francisco, Napa Valley, Point Reyes, and Berkeley are well worth visiting. For nearby rock-climbing visit Castle Rock State Park, Mount Diablo State Park or the Pinnacles National Monument. For short day hikes, look into Big Basin, Muir Woods or Mount Tamalpais. San Francisco is the place for excellent dining, sightseeing, theatrical events and other entertainment.

References

Craigslist

Bay Area housing, classifieds, employment and events.
<http://www.craigslist.org/>

Graduate Student Advisory Committee (GSAC)

This is a great site filled with information to help “Get Yourself Established” at Stanford.
<http://pangea.stanford.edu/GSAC/>

Guide to the Good Life at Stanford

One of the best general sources about what to do in the greater Bay Area (and how to do it). Coupons, travel information, recreation, entertainment, and things you’ll need to get settled in your new home. This guide is usually distributed at the same time as the *Stanford Directory*. We suggest borrowing last year’s copy from your mentor or buying a copy at the bookstore.

Life Off the Farm

This booklet is for sale in the Stanford Bookstore and contains information on housing, shopping, restaurants, transportation, and recreation in the Bay Area.

Research Policy Handbook

A collection of policies, guidelines and general information related to the research enterprise at Stanford.
<http://www.staynford.edu/dept/DoR/rph/index.html>

Stanford Bulletin

This publication contains courses, degrees, and University policy information, available for pick up at the Registrar’s Office the first week of classes in September.
<http://www.stanford.edu/dept/registrar/bulletin/index.html>

Stanford Directory

Contains maps, campus phone directory, yellow pages, University information, and coupons. You can also find information about the Disability Resource Center, the Bechtel International Center, Women’s groups, and university clubs.

Stanford Graduate Student Handbook

This Handbook is a compendium of information about University policies, requirements, and resources relevant to Stanford graduate students irrespective of their school, department, or program affiliation.
<http://www.stanford.edu/dept/DoR/GSH/>