

Who do I ask...*

After reading and consulting the graduate handbook...

...for advice on courses to take?

- Your advisor
- Your dissertation advisory committee and/or committee members
- The Director of Graduate Studies (DGS; Andy Lovering: lovering@uoregon.edu)
- The Graduate Coordinator (Lisa Knox: lisaknox@uoregon.edu) for requirements you need fulfilled only

...to get keys to my office/lab?

- Send one email to:
 1. The Graduate Coordinator **AND**
 2. Operations Support (currently Jen Flynn: jenflynn@uoregon.edu) **AND**
 3. CC the faculty member you're working with (advisor/PI/GE supervisor)
- Include your name, the building/room you need access to, your 95#, and your prox ID (six-digit alphanumeric code on the back of your ID, usually starts with A or B)

...about deadlines for the program, what paperwork needs to be filed, whether I need anything official for my degree?

- The Graduate Coordinator
- Your advisor
- Your dissertation advisory committee and/or committee members
- The DGS

...about my GE contract?

- The Graduate Coordinator
- The Academic Programs Manager (Jeff Chamberlain: jeffcham@uoregon.edu)

...about what my GE assignment is?

- The Graduate Coordinator

...about the duties of my GE assignment?

- Your instructor (TA) or advisor/PI (RA)

...if I need to change my advisor?

- Your advisor **AND**
- The DGS (or the Department Head, if your advisor is the DGS)
- See the graduate handbook for the process!

* Unless otherwise noted, the people listed are best contacted sequentially—that is, the first person in a list of multiple people will probably be the best resource for you on a given topic.

...for help with an issue with my advisor, PI, or teaching supervisor after I have already tried to resolve the issue with them?

- The Director of Graduate Studies (DGS; Andy Lovering: lovering@uoregon.edu)
- The Department Head (Andy Karduna: karduna@uoregon.edu)
- Another trusted faculty member
- The Ombuds Program (<https://ombuds.uoregon.edu/what-does-ombuds-program-do>)
- Lara Bovilsky, Associate Dean of Graduate Studies & Associate Professor of English (bovilsky@uoregon.edu)

...if I need to take a leave of absence?

- Your advisor **AND**
- The Director of Graduate Studies (DGS; Andy Lovering: lovering@uoregon.edu)

...for advice on applying for jobs, putting together job materials, etc.?

- Your advisor
- Your dissertation advisory committee and/or committee members
- Michael Murashige, CoDaC Writing Consultant (for general writing and flow purposes; mmurashi@uoregon.edu)
- Meetings with seminar speakers

...to find grants, awards, and other funding sources?

- Your advisor
- Your dissertation advisory committee and/or committee members
- Other students!
- Weekly Digest emails
- The Pivot database: <https://research.uoregon.edu/plan/find-funding/external-funding-opportunities/pivot-funding-database>
- Research Development Services (RDS)
- The Director of Graduate Studies (DGS; Andy Lovering: lovering@uoregon.edu)

...for writing help?

- Your advisor
- Your dissertation advisory committee and/or committee members
- RDS (for grant proposals)
 - Basics: <https://research.uoregon.edu/plan/plan-project/proposal-development/best-practices-grant-writing-uo>
- Michael Murashige, CoDaC Writing Consultant (mmurashi@uoregon.edu)
- PSY 607: Grant Writing Seminar (taught in winters; focus is on NIH trainee grants)