Important Tips for Neurobiology Students

I. Courses:

1st Yrs/BBSP - Most of you took NBIO 722/723 - Congratulations!

2nd Yrs - You are automatically enrolled in both NBIO 850, Communicating Scientific Results and your research credits course NBIO 994

Electives - email Denise Kenney the electives you want to take for Fall she will help to enroll you

II. GSHIP:

BCBS Blue Cross Blue Shield

Enrollment runs 8/1/2013-7/31/2014

Few tips...

• Very Important - you still have to waive out of the UNC Mandatory Health insurance

• If you do not have an approved waiver before the DEADLINE - usually mid-Sept, it will go onto your student account

• Even after numerous email reminders, a certain past Neurobiology student forgot to waive this insurance, as a result, the University would not give him his diploma and the expense ended up on his credit report, until he paid it - please do not ignore this email.

• Here is sample enrollment form:

![Sample Enrollment Form](image-url)
III. Grad School Form Requirements:

There are 3 forms that the Grad School requires in order to graduate...

http://gradschool.unc.edu/academics/resources/forms.html

This is the most important Grad School form, the Exam Report Form. Part 1 is signed after the Qual Exam. Part 2 is signed after your Proposal Defense. Part 3 and 4 are signed after your final defense.

This is the second most important Grad School. The Committee Form. A committee of at least five members is required and majority of the members must be regular members of the UNC-Chapel Hill Graduate Faculty from The Curriculum. Other members may be special appointees to the Graduate Faculty. The outside members may be selected from among scholars from other academic programs or from other institutions where scholarly work is conducted. The committee is approved by the SMO Committee. Part 2 is signed after your Proposal Defense.
IV. Student Mentoring & Oversight Committee

- Meets bi-annually, once in fall (Oct/Nov) and once in spring (Apr/May)

- It is expected that any student, irrespective of his/her progress or lack thereof, who wishes to receive further mentorship will feel free to contact the Committee chair or any of its members who may consult with the rest of the Committee over how to address the student’s needs.

- Here is the sample SMO form:
Curriculum in Neurobiology
Student Progress Data Sheet

Section I: to be completed by student, advisor and committee.

I. STUDENT INFORMATION
A. Student name: __________________________
B. Address: ________________________________
C. Email: _________________________________
D. Year in program: ________________________

II. COMMITTEE AND PROGRESS INFORMATION
A. Dissertation committee members (last name first): __________________________
B. Dissertation chair: _______________________
C. Date of last dissertation committee meeting (month/year): ___________________
D. Date of dissertation proposal defense (month/year): _________________________
E. Date of written qualifying exam (month/year): ______________________________
F. Summary of your research status (how it's going, what you're working on and what's next): ____________________________
G. Literature read recently and relevant to your research topic: ______________________

III. ADVISOR APPROVAL AND COMMENTS (to be completed by advisor)

[Signature/Date] Approval of the information in this form.

Additional comments from advisor:
[Signature/Date]

IV. Typical Neurobiology training program

Year 1 (BBS)
Course:
Electives
First-year research group
Dissertation committee

Year 2
Course:
Electives
Dissertation committee

Year 3
Course:
Electives
Dissertation committee

Year 4-5
Full-time research or full-time work

[Signature/Date]
V. NC Residency

- The deadline to apply for Residency for Tuition Purposes for the Fall semester is usually beginning of Sept around Labor Day.

- In order to qualify as a resident for tuition purposes, a person must have established legal residence in North Carolina for at least twelve (12) months prior to his or her classification as a resident for tuition purposes. Each student is classified as an in-state or out-of-state resident upon admission.

- A Residency Guide on the application process is available for students interested in applying for in-state resident status. I urge you to view this very carefully.
  http://gradschool.unc.edu/studentlife/resources/residency/

- Keep in-mind these NC Residency questions that are asked in order to determine if you are truly a NC resident
  - Do you live in your parent’s home?
  - Where were or are you permanently employed?
  - Where are you registered to vote?
  - Where have you served jury duty?
  - What are your sources of financial support?
  - Where have you registered your vehicle?
  - Which state issued your current driver’s license or state I.D. card?
  - Where do you own a home or other real estate that serves as your primary residence?
  - Where do you keep your personal property?
  - Where do you pay taxes on your property?
  - Where do you spend your vacation time (or time off from school)?
  - Where did you file state income tax returns?
  - Where did you last attend high school?
  - Where do you maintain memberships in professional associations, unions, or similar organizations?

VI. Trainees on T32

- The T32 “Neuroscience Predoctoral Training at UNC-Chapel Hill” supports 10 stipends and travel funds for NBIO students in the 1st and 2nd year of training. The T32 importantly impacts neuroscience graduate training at UNC-CH in several ways. But one important way that we wanted to highlight - the T32 support for travel provides access to career-enhancing enrichment activities for the most promising students. These include Gordon Conferences, Cold Spring Harbor Courses, Keystone Meetings, and international conferences. SfN meetings do not count in this regard.

- Advisors that have T32 trainees are expected to encourage students to take-part in these enrichment studies. If the first/second year student does not have a defined research path so early in their research career and is not ready to partake in an enrichment activity, it will be expected as a requirement for the student to do so as a senior student. The T32 will not be able to pay for the travel expense, however, it will be up to the advisor to pay for this travel expense. We will be carefully tracking enrichment activities from this day forward.

- You are expected to do the Statement of Appointments and Termination Notices in eraCommons in a timely manner. For the Termination Notice, we expect a half-page well-written summary of research done while on the T32 in addition to any awards, publications, and enrichment activities.