



**GRADUATE DEGREE  
PROGRAM IN ECOLOGY  
COLORADO STATE UNIVERSITY**

# **Student Handbook**

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## Introduction

The Colorado State University (CSU) Graduate Degree Program in Ecology (GDPE) is an interdisciplinary program for students with interests in a wide range of ecological subjects. GDPE is designated as a Special Academic Unit (SAU) and is organizationally housed in the Graduate School Office (Grad School).

Students enrolled in GDPE meet degree requirements by taking several core courses in ecology, a variety of other courses, and by completing original research or a major project. A major, or advising department, advisor has the primary responsibility for overseeing each student’s program, along with the student’s degree committee. Acceptance into GDPE requires acceptance as an advisee by one of the program’s advising faculty members.

Students are *dual citizens* where their degree is in Ecology and their “Advising Department” is the department where their faculty advisor is located.

## Contact Information

Graduate Degree Program in Ecology (GDPE)

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Fort Collins, CO 80523-1401  
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## Program Goals

*To provide advanced training in current ecological methods, theories, concepts, controversies, and applications by drawing together individuals and synthesizing knowledge from a wide variety of traditional disciplinary areas of science.*

Ecology harnesses knowledge from biological, physical, and chemical sciences to study the interrelationships between organisms, groups of organisms, and the environment. During recent decades, workers in fields as diverse as physiology, forestry, wildlife management, agronomy, animal behavior, pest control, epidemiology, microbiology, anthropology, evolution, and biogeochemistry found that many of the problems they address converge to a single, basic question: How do the biological, physical, and chemical components of environments interact? The key to understanding natural systems, or managing natural and agricultural ecosystems, lies in the interactions that extend across many traditional disciplines.

Current advances in ecology and resource management are synthesizing the knowledge and approaches of disciplines that are usually isolated from one another. Public concern focuses on environmental problems such as global climate change, balancing the use of resources with conservation goals, managing the development of genetically engineered agricultural crops and predicting their effects on native biota, and assessing the effects of human activities on aquatic and terrestrial ecosystems. There is a need for professionals trained to address these issues.

Students gain depth in modern concepts and applications of ecology as they develop specialized skills within a certain field of ecology. The focus of the program is to bridge learning and research gaps between traditional departments. Students in a department are usually trained with a particular disciplinary orientation, whereas GDPE students are educated with an emphasis on ways in which knowledge from a variety of disciplines can be brought together in novel ways to address applied or basic problems.

CSU offers outstanding opportunities for graduate study in basic and applied aspects of ecology. The program seeks to promote, through formal and informal activities, interaction among students and faculty members across campus and ecologists from many federal and state agencies in the Fort Collins area.

## Resources and Facilities

Fort Collins, CO is located at the junction of the western edge of the Great Plains and the foothills of the eastern slope of the Rocky Mountains. A wide variety of research sites are readily accessible. Nearby major habitat types include: shortgrass and mixed-grass prairies, sagebrush plains, mountain meadows, forests, lakes, streams, southwestern deserts, alpine tundra, and a wide range of irrigated and dryland agroecosystems.

CSU is rich in research laboratories and support services. The Natural Resource Ecology Laboratory (NREL) is an international center for ecosystem analysis. Both the University Insect Collection and the Herbarium contain large reference collections. The Central Animal Care Facility has conventional and restricted containment facilities, as well as controlled environments, surgical facilities, and animal transport capabilities. Computing facilities at CSU are fully networked, offering access from personal computers/laptops to supercomputers. The Statistics Laboratory provides consultation for all statistical software supported by the Computer Center. The university also operates several microcomputer laboratories in colleges and departments across campus. GDPE students are usually authorized to use the computing facilities of their advising department.

CSU maintains a number of field sites. The Shortgrass Steppe Long Term Ecological Research (SGS-LTER) Field Station is located on the Central Plains Experimental Range (CPER) in northeastern Colorado. Experiments have been conducted on the CPER since 1938, and the SGS-LTER Field Station has been in existence since the 1960s. The research conducted at the SGS-LTER Field Station is recognized worldwide as one of the most important sources of new ideas and important results in grassland ecology and management. The Colorado State Forest Service manages the 29,000 ha state forest located 130 km west of Fort Collins and the State Forest Service Nursery at the Colorado State Foothills Campus. The Agronomy Research Center provides over 80 ha of farmland. The Experiment Station maintains nine Agricultural Research Centers located throughout Colorado and Nebraska for research on agronomic and horticultural crops, land management, range ecology, and livestock production. The CSU Mountain Campus is located 90 km northwest of Fort Collins adjacent to the Roosevelt National Forest and Rocky Mountain National Park. Facilities include laboratories, classrooms, cabins, dining hall, and a conference center. The Maxwell Range, a 4,850 ha tract 30 km north of Fort Collins, is ideal for range ecology research.

Many federal and state lands are readily accessible and used extensively by GDPE students and faculty. Nearby Rocky Mountain National Park not only provides a vast recreation resource for the public, but also provides designated natural areas for research purposes. Located on the west side of the Continental Divide is the United States Forest Service (USFS) Fraser Experimental Forest, primarily subalpine habitat permanently maintained for basic and applied research in the areas of timber, watershed, and wildlife management. The USFS also maintains the Manitou Experimental Forest (primarily ponderosa-bunchgrass) near Colorado Springs, CO. Other federal land units in the area include the Arapaho and Roosevelt National Forest, which contains over 500,000 ha of mountain forest and rangeland between Denver, CO and Wyoming. Colorado Division of Parks and Outdoor Recreation, through its Northern Regional Office in Fort Collins, administers six state parks (34,000 ha) that provide valuable wildlife and recreation-related research. Several nearby federal and state agencies have traditionally maintained cooperative research ties with CSU. These include the US Department of Agriculture (USDA): Agricultural Research Service, Economic Research Service, and Forest Service; US Department of the Interior: National Biological Survey, Cooperative Wildlife and Fishery Units, and the National Park Service; the Center for Disease Control, Colorado Division of Wildlife; and the Colorado State Forest Service.

## Acceptance into GDPE

### Admission Standards

Graduate student advising requires substantial commitments of faculty time and effort, so admission into the program is limited. We enroll about thirty students each year, from a pool of over one-hundred applicants. Admission requirements

include a bachelor's degree in any of the agricultural, anthropological, biological, biochemical, mathematical, or physical sciences from an accredited college or university, and a minimum undergraduate GPA of 3.0. Official scores from the Graduate Record Examination (GRE) general test (verbal, quantitative, and analytical writing) are required. There is no minimum GRE score requirement, but each advising department advisor has their own criteria for accepting applicants into their program. GRE scores, in conjunction with a statement of purpose, GPA, background and experience, transcripts, and letters of recommendation are used to make a decision about admissions into the program.

More information can be found on the GDPE Prospective Students Getting Started webpage:

<http://www.ecology.colostate.edu/prospective.aspx>.

Applicants should demonstrate a mastery of fundamental concepts and knowledge in areas relevant to ecology. Suggested backgrounds for admission includes: chemistry, physics, biology, mathematics, statistics, and ecology. Applicants who want to conduct research at the interface of ecology and the social sciences are expected to have a strong background in relevant courses. Remedial courses in ecology or quantitative methods may be required of those applicants lacking adequate preparation for graduate work in ecology.

An applicant is only accepted into GDPE if they meet the minimum criteria and are accepted by a member of the GDPE faculty. Applicants are required to correspond directly with prospective faculty advising department advisors before and during the application process.

More information about the application process, and link to the online application:

<http://www.ecology.colostate.edu/applying.aspx>

Completed applications are reviewed by the GDPE Committee. The committee identifies potentially acceptable applicants and notifies GDPE faculty. Final acceptance into GDPE is based on acceptance as an advisee by a member of the GDPE faculty.

## Transfer Credits

Students with graduate experience at another university may transfer graduate credits with the approval of the advising department advisor, graduate committee, and the Graduate School. The maximum number of transferable credits for an MS program is 6 credits, and 10 credits for a PhD program. Each transfer case is considered individually. Students with an MS degree from an accredited college or university may be exempted from up to 30 of the required 72 credits for a PhD with no explicit listing of transfer course titles.

## Financial Aid

### Public Financial Aid

US Department of Education website and Free Application for Federal Student Aid (FAFSA): <http://www.ed.gov/>

### Graduate Teaching Assistantships (GTAs)

Graduate Teaching Assistantships (GTAs) are awarded by advising departments. Students should contact their advising department advisor if they are interested in being considered for a GTA. GDPE administers four one-semester GTA positions, budget permitting. Call for applications are sent to current GDPE students and are awarded competitively. GDPE GTAs are primarily intended to support current students and are rotated among current students. They should not be viewed as a permanent or continuing source of support.

### Graduate Research Assistantships (GRAs)

Graduate Research Assistantships (GRAs) may be available through faculty member's research activities, but GDPE itself has no funds for GRAs or other research assistantships.

### Small Research Grants

Small research grants are awarded to current GDPE students on a competitive basis, budget permitting.



## Small Travel Grants

Small travel grants are awarded to current GDPE students on a competitive basis, budget permitting.

## Other Grants

NSF Doctoral Dissertation Improvement Grant (DDIG):

[http://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=5234&org=NSF](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5234&org=NSF)

- Biological Sciences: student must have advanced to candidacy prior to submitting proposal
- Geography or Behavioral Sciences (Anthropology, Sociology, etc.): students are allowed to apply pre-candidacy

## Expectations for the Advising Department Advisor/Student Relationship

### Advising Department Advisor Responsibilities

- Communicate clearly to the student what the funding situation, expectations, and philosophy are with regard to program goals and benchmarks signifying adequate progress. This should be done early in the student's program. Conduct and open discussion about publications, authorship, reports, applying for grants to help support research, and fellowships to cover stipends.
- Work with the student to identify a thesis/dissertation topic that matches the student's interests and builds upon their strengths.
- Work with the student to develop a program of study complementary to their thesis/dissertation topic.
- Help the student navigate the requirements for a degree from GDPE, including; forming a committee, writing a research prospectus, planning coursework, completing the GS6, and scheduling required meetings and exams.
- Guide the student through the process of obtaining necessary research permits and assist with research logistics as necessary.
- Encourage students to make presentations about their research often, locally, and at scientific conferences; support them as much as possible but also encourage students to seek additional funding opportunities for attending conferences; provide guidance on how to make effective scientific presentations either individually or in a group (lab) setting.
- Work with the student to improve their scientific writing and enhance their communication skills overall.
- Help students publish their work in appropriate peer-reviewed journals.
- Help establish connections with other scientists who might be useful in the student's research and future career prospects.
- Provide help and instruction when the student hits roadblocks, whether in research, coursework, university processes, committee selection, etc.
- Be willing to serve as a reference for the student for years down the road.

### Student Responsibilities

- Be available and responsive to requests from your advising department advisor. Communicate regularly on progress and problems.
- Be independent and self-motivated in research, and take personal responsibility for learning.
- Ask for help when needed.
- Meet deadlines and accomplish goals established by advising department advisor.
- Manage time wisely to maximize completion of a degree in a timely manner.
- Represent your advising department, your advising department advisor, and GDPE in a professional manner.
- Develop a research proposal that will allow for eventual publication of results.
- Be an active member of the advising department advisor's lab.
- Collaborate with and help other students.

- Network with other faculty and other students within the university and at professional meetings. Attend and present research at these meetings.
- Be aware of funding opportunities: investigate and apply for additional funding sources for research projects, fees, and tuition.
- Be aware of and take responsibility for advising department, GDPE, and university policies; requirements; deadlines; and timelines.
- Graduate and be successful!

## Things for New Students to Do Right Away

### Get your CSU eID

For help call the eldentity Help Desk at 970-491-7276

- 1.) Go to the eldentity webpage: <https://eid.colostate.edu/>
- 2.) Click “Register For Your eID”
- 3.) Enter the required information
- 4.) Click “Continue”
- 5.) Follow directions to complete application for CSU eID

### Get your CSU ID (RamCard)

For help contact the RamCard Office at 970-491-2344; <http://housing.colostate.edu/get-a-ramcard>

### Register for Classes

For help contact the Registrar’s Office at 970-491-4860; [registraroffice@colostate.edu](mailto:registraroffice@colostate.edu)

- 1.) Go to RAMweb: <https://ramweb.colostate.edu/>
- 2.) Click “Log in to RAMweb”
- 3.) Under “Registration” click “Registration”
- 4.) Click “Continue to Registration”
- 5.) Follow directions to complete registration

### Establish CO Residency

For help contact the Office of Financial Aid at 970-491-6321; <http://sfs.colostate.edu/residency>

Start early! Colorado residents pay significantly lower tuition than non-residents. **If a student’s out-of-state tuition is being paid by the Graduate School for their first year at CSU, it is the student’s responsibility to obtain CO residency by the time their second year starts. The GDPE and advising department advisors may not remind the student, and the assistantship will not cover the additional expense of out-of-state tuition during the second year.**

Here is a helpful video on CO residency: <http://sfs.colostate.edu/residency>

### Update Contact Information

Go to RAMweb (<https://ramweb.colostate.edu/>) to update mailing address, telephone number, and email address associated with your eID. This information is your primary contact information and may be used to contact you about registration, program events, etc.

## Campus Computer Access

Contact your advising department's IT Coordinator to register your computer and gain access to advising department networks, drives, printers, etc.

## Keys

Graduate students are usually issued keys to their offices, buildings, and labs. Ask your advising department Program Coordinator how to request keys. You must have your advising department's approval. It can take up to two weeks to receive keys depending on demand.

## Mailboxes

Graduate student mailboxes are provided by your advising department. Ask your advising department Program Coordinator where the graduate student mailboxes are located.

Mail is distributed and picked up daily. On-campus mail does not require postage and usually takes three days to reach its destination. Off-campus mail requires an account number and Postage Accounting form (found here: <http://cr.colostate.edu/mailinput.aspx>). Ask your Lab Coordinator, advising department Advisor, or advising department Program Coordinator for more information about accounting and processing off-campus mail.

**Be sure to use your advising department delivery code for your campus address. Using the GDPE delivery code will delay your mail.**

## Listserves

### GDPE Listservs

GDPE has multiple listservs for academic, program, and job announcements: GDPE students, GDPE faculty, and GDPE general announcements. Graduate students are added to the GDPE students' listserv once they are admitted into the program. Please email the GDPE Program Coordinator if you have any program, academic, or job information you wish to disseminate. All emails must obtain approval before being distributed. You can also contact the GDPE Program Coordinator if you would like your email taken off the list or updated.

### Social Listserv

For non-program, non-academic, political, housing, and social information, sign up at [https://lists.colostate.edu/cgi-bin/mailman/listinfo/gdpe\\_social](https://lists.colostate.edu/cgi-bin/mailman/listinfo/gdpe_social). After your enrollment has been approved, you do not need permission to send an email, just be respectful of the number of emails people receive when considering if you want to send one.

## Program of Study

**The Graduate School Office is responsible for final approval of all forms for graduate degrees.**

Graduate School Forms & Instructions: <http://graduateschool.colostate.edu/policies-and-procedures/forms/>

Graduate School Deadlines: <http://graduateschool.colostate.edu/policies-and-procedures/deadline-dates/>

Graduate School Path to Degree: <http://graduateschool.colostate.edu/for-current-students/completing-your-degree/>

## Coursework & Registration Requirements

### First Year Coursework

All GDPE graduate students should take ECOL 505, Foundations of Ecology, during their first fall semester. ECOL 693, Research Seminar, should be taken their first spring semester, or the second spring semester at the latest. It is also

useful to take statistics courses (e.g.; STATS 511 and 512) during the first year. Students should discuss which statistics and other quantitative courses are most appropriate.

### Full-time Graduate Student Credits

Graduate students must be registered for 9 credits or more during fall and spring semesters, or 5 credits or more during summer semester, to be considered a full-time student.

### Graduate Teaching Assistantship (GTA) and Graduate Research Assistantship (GRA) Credit Requirement

Graduate Teaching Assistantships (GTAs) and Graduate Research Assistantships (GRAs) can only be awarded to students enrolled in at least one on-campus credit during the spring and fall semesters. Continuous Registration (CR) is **NOT** acceptable to meet the minimum enrollment requirement for a GTA or GRA.

### Independent Study, Research, Thesis, and Dissertation Credits

Independent Study (ECOL 695), Research (ECOL 698), Thesis (ECOL 699), and Dissertation (ECOL 799) registration is for non-regular defined, variable-credit courses. Credit hours are determined using a base rate of 48 hours of student effort per credit hour. The total number of hours are divided by 48 and the result quotient (rounded to a whole number) will be the number of credits to be used. The advising department advisor will determine how many credits should be registered for, and will assign the grade at the end of the term.

### Continuous Registration (CR)

All students admitted to a graduate degree program at CSU are required to be continuously enrolled in their degree programs in fall and spring semesters. This policy applies from the first enrollment semester through the graduation term. Students should contact their advising department advisor if they do not plan to register for at least one credit of coursework or research. Students graduating during a summer semester are required to be registered for at least one credit or Continuous Registration (CR). Students registering with CR will be assessed a fee for each semester of CR registration. Students enrolled with CR in any term are not considered enrolled full time for the purposes of financial aid, Visas, employment, etc. To receive full privileges for the summer semester, students must be enrolled either in the summer or the following fall semester.

## MS Degree

GDPE MS Degree Curriculum: <http://www.ecology.colostate.edu/curriculum-ms.aspx>

Ecology Required Courses: Minimum 6 credits

Ecology Fundamentals Courses: Minimum of 6 credits

Ecology Tools Courses: Minimum of 3 credits

Additional Electives, Independent Study, Research, and Dissertation: Minimum 15 credits

*TOTAL: minimum 30 credits*

### Expectations for Reasonable Progress toward MS

Although graduate study is often flexible, GDPE and the advising department advisor expect students to make steady progress towards their degrees. The following general guidelines reflect reasonable milestones of satisfactory progress as they complete their graduate program.

If a graduate committee finds that a student isn't consistently making progress toward their degree, and that satisfactory progress cannot be anticipated, the committee will create a plan for the student to follow in order to complete the degree. The plan will include benchmarks for reasonable progress with specific deadlines agreed upon by the committee and student. Failure of a student to follow the plan may result in the committee's recommendation for

immediate dismissal of the student. A student shall be recommended for immediate dismissal if they fail to meet the above stated benchmarks for reasonable progress.

#### Semester 1

- Develop coursework plan with advising department advisor
- Discuss potential graduate committee members
- Plan for thesis project
- Review thesis topic literature

#### Semester 2

- Select graduate committee members
- Prepare research proposal
- Hold committee meeting to approve research study plan
- Submit GS6 form to GDPE advisor and advising department advisor for review and approval
- Initiate research and data collection

#### Semester 3

- Perform data analysis

#### Semester 4

- Complete research
- Begin to write thesis and draft manuscript for journal submission

#### Semester 5

- Complete thesis and defend
- Submit manuscript for publication

### Final Examination (Defense)

The final exam includes a formal oral presentation of research findings. This seminar and exam is open to all faculty, students, and the academic community and will be advertised by the GDPE Program Coordinator.

### PhD Degree

GDPE PhD Degree Curriculum: <http://www.ecology.colostate.edu/curriculum-phd.aspx>

Ecology Required Courses: Minimum 8 credits

Ecology Fundamentals Courses: Minimum of 6 credits

Ecology Tools Courses: Minimum of 3 credits

Additional Electives, Independent Study, Research, and Dissertation: Minimum 55 credits

*TOTAL: minimum 72 credits*

### Expectations for Reasonable Progress toward PhD

Although graduate study is often flexible, GDPE and the advising department advisor expect students to make steady progress towards their degrees. The following general guidelines reflect reasonable milestones of satisfactory progress as they complete their graduate program.

If a graduate committee finds that a student isn't consistently making progress toward their degree, and that satisfactory progress cannot be anticipated, the committee will create a plan for the student to follow in order to complete the degree. The plan will include benchmarks for reasonable progress with specific deadlines agreed upon by the committee and student. Failure of a student to follow the plan may result in the committee's recommendation for immediate dismissal of the student. A student shall be recommended for immediate dismissal if they fail to meet the above stated benchmarks for reasonable progress.

## Semester 1

- Develop coursework plan with advising department advisor
- Discuss potential graduate committee members
- Plan for dissertation project
- Review dissertation topic literature

## Semester 2

- Select graduate committee members
- Prepare research proposal
- Hold committee meeting to approve research study plan
- Develop a draft of GS6 form with GDPE advisor and advising department advisor

## Semester 3

- Complete research proposal
- Complete GS6 and get GDPE and Graduate School approval
- Hold a formal committee meeting to gain approval of GS6 and proposal from committee
- Perform research activities and data analysis

## Semester 4

- Present to-date research results at a professional meeting

## Semester 5

- Take written and oral comprehensive preliminary examination (prelims)

## Semester 6

- Perform data analysis
- Begin to write dissertation and draft manuscript for journal submission
- Present to-date research results at a professional meeting

## Semester 7+

- Complete research
- Complete dissertation and defend
- Submit manuscript for publication
- Present research results at a professional meeting

## Preliminary Examination (Prelim)

The PhD preliminary examination (prelim) determines if a student is qualified to continue toward the doctorate in ecology. This determination is based on an assessment of the student's depth of knowledge in a particular area of ecology and closely related areas, the breadth of knowledge of other areas of ecology and relevant discipline, and especially, the student's ability to integrate important components of ecological systems to develop well-synthesized ideas. Prelim requirements and procedures can be found in the Graduate & Professional Bulletin:

<http://catalog.colostate.edu/general-catalog/graduate-bulletin/> which include both written and oral exams. The written exam is usually taken over a period of 3 or 4 days, followed within 10 days by the oral examination. The form and focus of prelims are determined by the student's graduate committee, and this information should be discussed well in advance of the scheduled exam date.

## PhD Candidate

Doctoral students at CSU are considered to achieve "candidacy" for the degree upon passage of the preliminary examination (prelim). Candidates generally retain the status through the completion of the degree; however, candidacy is lost if (1) the student is placed on probation due to insufficient grade point average; (2) the student's graduate advisory committee determines that insufficient progress is being made toward the degree; or (3) the student is dismissed for academic or disciplinary reasons. Students who lose candidacy may regain it, when appropriate, through

the established procedures for improving grade point average, demonstrating satisfactory progress, or achieving readmission.

Note: In order to apply for the NSF Doctoral Dissertation Improvement Grant (DDIG; [http://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=5234&org=NSF](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5234&org=NSF)), a student must have advanced to candidacy prior to submitting the DDIG proposal.

### Final Examination (Defense)

After passing the prelim, the student has officially advanced to PhD candidacy. Each student must present a formal research proposal prior to embarking on dissertation research. This proposal is submitted to the student's graduate committee for approval. The final exam includes a formal oral presentation of research findings. This seminar and exam is open to all faculty, students, and the academic community and will be advertised by the GDPE Program Coordinator.

## Being a Successful GDPE Graduate Student and Professional

Adapted from Jack C. Schultz (Penn State University) with embellishment by A.K. Knapp (Kansas State University)

### A Graduate Student with a High Probability of Success:

- Is creative and broad-minded.
- Sets clear research and career goals and priorities.
- Acquires the information and skills necessary to achieve those goals.
- Can take the initiative in meeting goals and takes responsibility for meeting goals.
- Becomes productive in the currency needed for meeting career goals.
- Is task-oriented rather than time-oriented (research is a long-term endeavor).
- Integrates different ideas, concepts, and bodies of knowledge and is willing to learn some of the methods, and at least some of the language of other disciplines so as to think creatively about one's own subject and be able to collaborate effectively.
- Realizes that it is scholarship and not just credit hours and data collected that earns one a degree.
- Works well with others and in teams.
- Is devoted to excellence in communication at several levels.
- Understands the following quote: "It is never wise to seek prominence in a field whose routine chores do not interest you" by E. Wigner.
- Understands the competition. There is someone else out there who is as good as you are, wants the same job, and does little else with their time but pursue their goal.
- Recognizes that maintaining enthusiasm, optimism, and dedication towards achieving their goals, along with satisfying the above criteria, provides them with the best opportunity for success.

### Advice and Professional Suggestions:

- Being in your office Monday – Friday from 8 am – 5 pm, or leave a note on your door indicating where you are. This is the minimum number of hours you should be working. View grad school from the perspective of professional development, not as an undergraduate student. There is always something you can be doing, even if you're "brain-dead". You can scan the literature, read and edited volume, etc.
- Set goals and have the self-discipline to enforce deadlines. Even if it means staying late to meet a self-assigned deadline!
- Become a "science nerd" by scanning current articles, periodicals, etc.
- Collect as much relevant old literature as possible. Some labs provide a copy card for free, so use it!

- Plan your research and your thesis/dissertation in detail. Make sure it is hypothesis driven. Have proposed chapter titles and a rough outline done ASAP. For any research project, sketch the graphs and tables you will produce before you make any measurements. If you know what will be on the x and y axes, you will know what experiments to set up and what to measure. Get your advising department advisor and committee a copy of your prospectus for your thesis/dissertation ASAP.
- Always make sure you can justify your research scientifically in the broadest terms possible. Don't rely on the phrase "because it hasn't been done before."
- Quickly reduce newly collected data, analyze it, and graph it. This will hopefully provide you positive feedback for your efforts as well as guide you in mid-experiment adjustments. Don't collect a massive amount of data in the summer and then start analyzing in the winter after it's too late to adjust things.
- During the field season, your life is like that of a farmer, you have nothing to show for your time till the crop is harvested. Everyone needs vacations, but don't take them during the field season. Short trips will have to do. Take the long trips in the non-field season. The one exception is the Ecology Society of America (ESA) conference, but even then, skip ESA if it's a critical field season.

### Goal Setting to be Successful:

- Publish lots of papers! Long and short, in top journals and regional journals, as first author and as 2<sup>nd</sup>-9<sup>th</sup> author. Published papers are the currency that others will measure you by. **Quality is very important, but quantity is also important.**
- How many is "lots"? At least two for your MS where you are first author on both, with 1-2 others that where you are the secondary author, and 7-10 at the end of your PhD where half are first authored by you. That may seem like a lot, but it's a **worthwhile goal**.
- Once you start publishing, publish every year. Don't go a year without publishing something. This shows a consistent ability to be productive. It requires long-term planning as it takes 1-2 years for a journal to publish your work.
- Present at the Ecology Society of America (ESA) conference every year possible. Posters are fine for preliminary work, but when you have a good story to tell, give talks! This is how people learn about you, and how you get jobs.
- Give enthusiastic talks! When you make any oral presentations, although it may be more fun to throw some slides together the night before or work on it at the meeting, you should have your talk practiced, timed and polished before you leave for the meeting. Giving a bad talk will undo years of reputation-building doing good science. **People remember two types of talks: really good ones, and truly bad ones.**
- Be an ambassador of your research and GDPE. The value of your degree will increase if the reputation of your school is enhanced. When at national meetings or when visiting with other grad students or scientists, don't whine and complain (even though you may have good reason to do so) about CSU or Fort Collins. And don't apologize for your data or your study!!! Don't shake your head and say, "I messed up and should have done this instead." Everyone's data and studies have problems and rough spots. **Don't ever lie about your data or your study**, but marketing is very important. If you want to sell a car, you don't voluntarily point out that the tires are worn, you point out that the engine has low miles! Learn to do this and it will help you publish and get your research funded.

## Procedures

### Forming a Committee

The purpose of a degree committee is to make available to the student a broad range of knowledge and expertise. The committee provides general advising to the student and assists in planning the major elements of the academic



program. The committee also evaluates student progress throughout the graduate program. The committee may provide assessments at various stages and it administers the PhD preliminary and MS/PhD final examinations. The committee is not responsible for reminding students of published deadlines, nor for monitoring procedural details. The student needs to work with their GDPE and advising department advisors, and monitor Graduate School deadlines.

Students should begin discussing the formation of their graduate committee as early as possible. Formal selection of the graduate committee must occur before the student registers for their fourth regular semester, or the student will be prevented from registering by the Graduate School.

Along with the GDPE and advising department advisors' guidance, the following are specifically required of the GDPE student's graduate Committee:

- The primary advisor must be a member of the GDPE faculty and have advising privileges in a CSU academic department. Criteria for advising eligibility may vary among departments.
- Co-advisors must also be GDPE faculty.
- All members of the committee must maintain a current appointment with CSU in order to serve as a voting member of the committee. Scientists without an appointment at CSU may contribute to a committee but are not allowed to be voting members.
- The GDPE Director serves as an ex officio member of all graduate committees.
- Graduate committees for MS students in GDPE will consist of at least three members, two of whom must be GDPE faculty. The outside committee person may or may not be a member of the GDPE faculty, but must be from a different department than the primary advising department advisor. The outside committee member represents the Graduate School, ensuring that CSU's expectations are met and that the student's needs are being met by GDPE. For these reasons, the outside member may not hold an affiliate or temporary appointment only. If the primary advisor holds a joint appointment in two departments, the outside member must represent a third department.
- Graduate committees of PhD students will have at least one additional GDPE faculty member, making a total of four faculty members on a PhD committee. The student, advising department advisor, and committee collaborate to develop a program of study and are jointly responsible for monitoring the progress toward completion. Each graduate committee is also responsible for determining whether satisfactory progress is being made toward completion of the degree according to CSU and GDPE requirements.

If you have questions about committee composition, contact the GDPE Advisor or Advising Department Advisor.

## Obtaining Signatures

### Department Head

All forms that require a "Department Head" signature need to be signed by the GDPE Director. To obtain the GDPE Director's signature, complete the form, sign, obtain advising department advisor's signature, and deliver the original form to the GDPE Program Coordinator. The Graduate School does not accept electronic forms. The Program Coordinator will obtain the Director's signature, deliver the form to the Graduate School, and email you a scanned copy of the form.

### Electronic Signatures

The Graduate School does not currently accept electronic signatures, with the exception of 1 electronic signature of a committee member who is out of town. A scan or fax of the out-of-town committee member's signature will be accepted when accompanied with an email from said committee member stating their intent to sign the form.

## Forms

**The Graduate School Office is responsible for final approval of all forms for your degree.**

Graduate School Contact: Student Services Bldg rm 108; 970-491-6817

Graduate School Forms & Instructions: <http://graduateschool.colostate.edu/policies-and-procedures/forms/>

Graduate School Deadlines: <http://graduateschool.colostate.edu/policies-and-procedures/deadline-dates/>

GDPE Program of Study Supplemental Form (GS6 GDPE Suppl)

GS6 GDPE Supplemental-MS form: <http://www.ecology.colostate.edu/curriculum-ms.aspx>

GS6 GDPE Supplemental-PhD form: <http://www.ecology.colostate.edu/curriculum-phd.aspx>

The GDPE Program of Study Supplemental is a document which ensures that your planned classes fulfill GDPE and Graduate School coursework requirements for your degree.

*The GS6 GDPE Supplemental form must be reviewed and approved by the GDPE Advisor prior to submission of the final GS6 to the Graduate School.*

Program of Study Form (GS6)

GS6 Form & Instructions: <http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS6>

The Program of Study is a document which must list all the required courses (taken and planned) to achieve your degree. The Program of Study must be filed with the Graduate School before the time of the fourth regular semester registration – this occurs in the third semester. Students who fail to meet this requirement may be denied subsequent registration. This form must be submitted to the Graduate School prior to applying for graduation.

Petition for Committee Member Changes (GS9A)

GS9A Form & Instructions: <http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS9A>

This form is used to make changes to a student's committee after the GS6 Program of Study has been approved by the Graduate School. A student's committee must be up-to-date at the time of the preliminary examination (PhD student's only), final exam/defense, and thesis/dissertation submission.

Report of Preliminary Examination for the PhD Degree (GS16)

GS16 Form & Instructions: <http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS16>

A preliminary examination shall be administered at least two terms before the final examination/defense to determine whether the student is qualified to continue toward a doctorate. **The completed and signed form must be submitted to the Graduate School Office within two working days after the results of the examination are known.**

Defense Seminar Announcements

The student is responsible for emailing the GDPE Program Coordinator the information of their defense seminar three weeks before it is scheduled. The Program Coordinator will post the defense seminar information on the GDPE website, submit it for the CSU University Calendar, and send it to the GDPE listservs.

Email the GDPE Program Coordinator the 1<sup>st</sup> slide of your presentation as a **jpeg** (other formats will NOT be accepted) 3 weeks prior to your seminar

Must include:

1. Title
2. Author (you)
3. Advisor(s) name(s)
4. GDPE logo (click the logo at the bottom left-hand side of any GDPE web page):  
<http://www.ecology.colostate.edu/index.aspx>
5. Date

6. Time
7. Location with building and room number

GDPE Defense Seminar Announcement webpage: <http://www.ecology.colostate.edu/defense-announcements.aspx>

#### Report of Final Examination Results (GS24)

GS24 form and instructions: <http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS24>

All PhD students and MS students are required to complete and pass a final examination/defense. The examination must be held by the published deadline of the student's graduating term. **The completed and signed form must be submitted to the Graduate School Office within two working days after the results of the examination are known.**

#### Application for Graduation or Reapplication for Graduation (GS25)

GS25 Form & Instructions: <http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS25>

A student must apply or reapply to graduate by the published deadline of the student's graduating term. A student applying to graduate will start the process using the "Apply or Reapply to Graduate" link in RAMweb.

#### Departmental Requirements Clearance (GS25B)

GS25B Form & Instructions: <http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS25B>

Departmental requirements listed in Section 4 of the GS25 Application for Graduation may be cleared by completing this form. This form must be signed and submitted to the Graduate School when these requirements have been met and by the published deadline of the student's graduating term.

To complete the GS25B:

- 1.) Complete the GDPE Program Coordinator a pdf of the GDPE Exit Survey: GDPE Grad Student Exit Survey: <https://www.surveymonkey.com/r/7SFKC6V>
- 2.) Complete a hardcopy of the GS25B form and deliver to the GDPE Program Coordinator's office
  - a. Department: ECOL
  - b. Program Code: ECOL-PhD or ECOL-MS

#### Request for Letter of Completion (GS26)

GS26 Form & Instructions: <http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS26>

This letter can be issued to a student who has completed all degree requirements, including the posting of grades. Letters will be issued when the degree is recorded on the student's official transcripts.

#### Thesis/Dissertation Submission (GS30)

GS30 Form & Instructions: <http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS30>

This form is required of all MS and PhD students submitting a thesis or dissertation after the final thesis/dissertation has been reviewed and approved by the student's committee. The completed and signed form must be submitted to the Graduate School by the published deadline date of the student's graduating term and before the electronic submission of the thesis or dissertation.

#### ETD Embargo Restriction Request (GS31)

GS31 Form & Instructions: <http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS31>

This form is required if a student wants to delay the public release of their thesis or dissertation. The completed and signed form must be submitted to the Graduate School along with the GS30 by the published deadline date of the student's graduating term and before the electronic submission of the thesis or dissertation.

## Graduation Clearance Response (GS52)

GS52 Form & Instructions: <http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS52>

This form can be used by a student's advisor to indicate how to resolve course discrepancies (if applicable) that were not addressed on the student's GS25. A memo or email from the student's advisor can also be submitted to resolve these course discrepancies.

## Student Research Rights and Responsibilities

### Publication and Data

Early in the development of the research activities of a student's graduate program, a discussion of publication and data accessibility should be undertaken between student and advising department advisor to clarify roles, responsibility, and authorship. In general, graduate students have the reasonable expectation to some level of authorship in publications involving significant contributions of ideas and research activity contributed by the student. Students have the reasonable expectation to "first authorship" for publications in which they also wrote the initial draft and had significant creative input into the manuscript.

Students should expect co-authorship when they have made significant contributions to the design, data collection, analyses, and interpretations, and/or writing of work conducted primarily by others. If co-authorship is not warranted, advising department advisors are expected to acknowledge significant efforts and contributions from students. Similarly, the advising department advisor shall inform the graduate student about the roles pertaining the ownership and management of the data produced by the student's work. A set of expectations from these discussions should be clearly communicated and understood by all involved. These expectations should be reviewed and modified as needed during the course of the graduate work with the advising department advisor and the research team associated with the effort.

Students conducting research may need to work with the Research Integrity and Compliance Review Office to ensure that research is conducted ethically and in accordance with applicable regulations and guidelines, especially if working with vertebrates. If the research involves animal subjects, human participants, biohazardous agents, or controlled substances, the research proposal will need to undergo a review process prior to any collection of data.

CSU Research Integrity & Compliance Review: 970-491-1553; <https://vprnet.research.colostate.edu/RICRO/>

### Data Ownership

Ownership of data can be a complex legal question, and the student should not assume any exclusive ownership of data that is generated during MS or PhD research activities. The advising department advisor and student should have an open discussion about data ownership in order to avoid misconceptions and misunderstandings that may arise.

### Intellectual Ownership

Ideas derived from seminar discussions or lab meeting should be treated as shared intellectual property between the students and faculty involved. Graduate students have the right to collaborate with faculty mentors other than the advising department advisor to develop original research and work toward independent scholarship; however, the student should inform the advisor of any such collaborations so that conflicts of interest can be avoided and/or addressed.

### Academic Honesty

CSU does not tolerate plagiarism, whether it is intentional or accidental. Unintentional plagiarism usually occurs because the writer's understanding of plagiarism is not complete, or because the writer lacks a systematic and efficient way to collect and keep track of information that comes from different sources. There are many bibliography management

programs available (e.g.; EndNote, ProCite, Mendeley, and Pages) that help writers keep track of information and make it easier to cite sources and create bibliographies.

The Writing Center at CSU is a helpful site that offers over 150 writing guides, as well as tutorials, extensive links to outside sources, and writing studio classes and coops. The site also provides a password protected space to store your writing, and the opportunity to get feedback on your writing.

CSU Writing Center: 970-491-0222; <http://writing.colostate.edu/index.cfm>

Common Authorship Mistakes website: [http://ori.hhs.gov/education/products/niu\\_authorship/mistakes/index.htm](http://ori.hhs.gov/education/products/niu_authorship/mistakes/index.htm)

CSU Understanding and Avoiding Plagiarism website: <http://writing.colostate.edu/guides/guide.cfm?guideid=17>

“Self-plagiarism case prompts calls for agencies to tighten rules” Nature article:

<http://www.nature.com/news/2010/101208/full/468745a.html>

“Plagiarism in Grant Proposals” The Chronicle of Higher Education article: <http://chronicle.com/article/Plagiarism-in-Grant-Proposals/136161>

## Sexual Harassment Awareness

Sexual harassment is illegal. Colorado State University strives to create and maintain a work and study environment that is fair, humane, and responsible so that each member of the community is treated with dignity and rewarded for such relevant considerations as ability and performance. Abusive treatment of individuals on a personal or stereotyped basis is contrary to the concepts of academic freedom and equal opportunity. Sexual harassment is one form of such abuse and will not be tolerated.

Sexual harassment is illegal and is prohibited in the employment context by Title VII of the 1964 Civil Rights Act and in the education context by Title IX of the Educational Amendments of 1972. The policy applies to all persons affiliated with CSU, including its students and employees. Persons who violate this policy shall be subject to corrective action. This prohibits “quid pro quo” and “hostile environment” sexual harassment.

To learn what constitutes sexual harassment, or what to do if you experience or witness sexual harassment: 970-491-5836; <http://www.oeo.colostate.edu/sexual-harassment-awareness-training>

## Safety

The campus is relatively safe, but theft does occur. Personal items and university equipment have been stolen. Do not leave valuables unattended. If you have an office, lock it when you are not present. If you access buildings after hours, make sure to secure all doors you open. Be aware of your surroundings. In the winter months, transients occasionally seek shelter in university buildings and parking structures. Building occupants should contact the CSU Police Department (CSUPD) immediately if they notice any strangers in their areas.

Emergency phone: 911

CSUPD Non-Emergency Phone: 970-491-6425

CSUPD Website: <http://police.colostate.edu/>

CSU operates an emergency cell phone text messaging alert service. The service is available to all faculty, staff, and students. The program sends a text message alert to all enrolled cell phones in the event of an emergency at the

university. The system is only used during a safety emergency or unexpected closing of the university, such as a snow day. CSU eID holders can register using RAMweb.

To sign up for CSU Text Messaging Alerts or Update Cell Phone Information:

- 1.) Go to RAMweb: <https://ramweb.colostate.edu/>
- 2.) Login using your CSUID and password
- 3.) Click on "Records" on the right side of the page
- 4.) Click "Change My Emergency Notification Cell Phone"
- 5.) Enter your phone number

## SafeWalk

If you are walking at night, Campus Service Officers can provide an escorted walk to your destination on any campus or within a 3-block radius of any CSU campus through the CSU SafeWalk program. SafeWalk is available 365 days whenever it is dark. You can call using your cell, or use any of the outdoor emergency/service phones around campus.

SafeWalk: 970-491-1155; <http://police.colostate.edu/safe-walk/>

## RamRide

RamRide provides safe, nonjudgmental rides for CSU students with the goal of improving safety of the Fort Collins community.

RamRide: 970-491-3333; <http://www.ramride.colostate.edu/>

## Getting Around

### Biking on Campus

All bicycles ridden or parked on Colorado State University campuses must be registered with the CSU Police Department. A registration decal, known as the CSU bicycle license, is valid for as long as the bike is in possession of the registered owner and automatically registers your bike with the City of Fort Collins. The cost is \$10, and you can visit the website for forms and more information: <http://police.colostate.edu/bike-traffic/>.

While registering your pike, pick up a copy of the campus biking regulations. Bike regulations are enforced, tickets are given, and payment of fees are needed in order to clear graduation requirements. Pay special attention to the dismount zones posted on campus.

### **Vehicle traffic laws are also bicycle traffic laws!**

The City of Fort Collins offers free bicycle safety classes: 970-221-6705;  
<http://www.fcgov.com/bicycling/trafficsafety.php>

### Getting Around Campus

Parking, bicycling, transit, longboard, and Zipcar information is handled by CSU Parking & Transportation Services: 970-491-2017; <http://pts.colostate.edu/students/>.

### Fort Collins Bus System (TransFort)

Fee-paying students ride free on TransFort with their RamCard: 970-221-6620; <http://www.ridetransfort.com/>

## Libraries

### CSU Morgan Library

Your RamCard allows you to check out books from Morgan Library. Graduate students may check out books for 6 months and bound journals for 2 days, subject to recall. Current journals are kept in the journal room and are not available for check out. The library has several powerful search engines, and is transitioning towards online journals.

Morgan Library Information Desk: 970-491-1841

Morgan Library Loan and Reserve Desk: 970-491-1842

Morgan Library Website: <http://lib.colostate.edu/>

### Prospector Regional Interlibrary Loan

Prospector is the regional catalog that allows you to search many regional libraries at once. You can check out books through Prospector for 2 weeks.

Prospector Website: <http://prospectoradvising.coalliance.org/>

## Division of Student Affairs

The Division of Student Affairs fosters a campus community that supports students in the development of their unique potential, inspiring them to be active learners, successful graduates, and engaged global citizens.

Student Affairs: 970-491-5312; <https://studentaffairs.colostate.edu/>

## Computer Services

Computer training and support services are available in Morgan Library. The Computing Help Desk provides telephone, email, and walk-in assistance to students, faculty, and staff. Services include hands-on training and support for PC applications, scanning and color plotting capabilities, and computer repair (for a fee).

Morgan Library Computer Services: 970-491-7276; <http://lib.colostate.edu/>

## Off-Campus Student Services

Off-Campus Life is dedicated to providing a comprehensive array of services to meet the diverse needs of students who live off campus. The off-campus housing information provided on the Off Campus Life website lets you search house and apartment listings, learn about leases and mortgages, find roommates, learn about occupancy limits, and other Fort Collins residency laws, find out where to register your pet, and get tips on being a good neighbor.

Off-Campus Life: 970-491-2248; <http://ocl.colostate.edu/advising>

## Health Network

The CSU Health Network is available to every student.

It is the policy of CSU that all full-fee paying resident-instruction graduate students enrolled in 6 or more credits are required to enroll in the CSU student health insurance plan or to receive a waiver by demonstrating comparable health insurance. CSU does not provide insurance coverage to spouses, domestic partners, nor dependents of graduate



students. This policy does not impact the current policy of the University that requires all international students, regardless of enrollment status, to demonstrate comprehensive health insurance coverage through either the University health insurance plan or a comparable plan.

CSU Health Network: 970-491-7121; <http://health.colostate.edu/>

## Student Recreation Center (Rec Center)

Graduate students taking 6 or more credits have access to the Student Recreation Center. There are many group fitness classes available, and students can rent lockers for a semester or for the year. The Rec Center also hosts many intramural sports.

CSU Student Recreation Center: 970-491-6359; <https://csurec.colostate.edu/>

## Lory Student Center (LSC)

The Lory Student Center (LSC) is advising to the original CSU Bookstore. The LSC also houses a food court, the Ramskeller which serves food and alcohol, TransFort Transportation Information Kiosk, RAMtech which is the campus technology store, conference rooms, and various dining and studying seating.

Lory Student Center (LSC): 970-491-6444; <http://lsc.colostate.edu/>

Colorado State University Bookstore: 800-925-7267; <http://www.bookstore.colostate.edu/advising>

RAMtech: 970-491-7625; <https://ramtech.colostate.edu/>

## Poster Printing

Morgan Library: 970-491-1841; <https://lib.colostate.edu/technology/printing-copying/>

FastPrint: 970-491-5034; <http://fastprint.colostate.edu/>

## Franklin A. Graybill Statistical Laboratory

The laboratory provides general statistical consulting to researchers from every college at the University. There is no charge to CSU faculty, staff, or graduate students for general consultation. We do not consult on material or assignments related to courses.

Franklin A. Graybill Statistical Laboratory: 970-491-5268; <http://www.stat.colostate.edu/statlab.html>

## Geospatial Centroid

The Geospatial Centroid provides information about geospatial courses at CSU and other training opportunities for on- and off-campus users, offers geospatial and cartographic support for research and other projects, organizes activities and events for the geospatial and university community, and provides access to geospatial data in coordination with other data governance efforts.

Geospatial Centroid: 970-491-2774; <https://gis.colostate.edu/>



## Conflict Resolution Services

Conflict Resolution Services assist students with any issue and assists faculty and staff on matters concerning students. They provide advice and referrals to aid in problem solving, coaching, and mentoring to help people solve conflicts on their own, and mediation to facilitate conversation between willing parties who are in conflict.

Conflict Resolution Services: 970-491-7165; <http://www.conflictresolution.colostate.edu/>

## CSU Ventures

CSU Ventures helps the CSU community transfer the result of academic work to activities outside the university. Whether you're still at the idea stage or already have a patentable invention, a useful software program, or anything else of value to someone outside the University.

CSU Ventures: 970-491-7100; <http://wps.colostate.edu/advising>

## Campus Advocacy Offices & Organizations

### Student Legal Services

The office of Student Legal Services provides legal advice and counsel on a variety of legal issues, including: housing issues, criminal matters, family matters, consumer issues, employment matters, traffic laws, real estate, criminal records, name changes, wills, powers of attorney, and court. The following students can use the services:

- Full-fee paying students taking 6 or more credits during fall or spring semester
- Students taking at least 6 credits during any summer session
- Continuing Education and GUEST students who pay full student fees
- Intensive English Program students who have paid the special fee

Student Legal Services: 970-491-1482; <http://sls.colostate.edu/>

### Resources for Disabled Students

Resources for Disabled Students (RDS) recognizes that disability reflects diverse characteristics and experiences, and is an aspect of diversity integral to society. To that end, RDS collaborates with students, instructors, staff, and community members to create useable, equitable, inclusive, and sustainable learning environments. RDS is also committed to supporting CSU as a non-discriminating environment for qualified students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.

The mission is fulfilled through three specific goals: to provide accommodation, awareness, and advocacy. All activities of RDS are related to fulfilling these goals in support of a campus environment that is not discriminatory based solely on the presence of a disability.

Resources for Disabled Students: 970-491-6385; <http://rds.colostate.edu/>

### Women and Gender Advocacy Center

Women and Gender Advocacy Center (WGAC) provides programs and resources focusing on all genders, social justice, and interpersonal violence prevention. Additionally, WGAC provides advocacy and support for victims of sexual violence, stalking, sexual harassment, and relationship violence. The Center's purpose is to provide a safe and affirming space for CSU students, while supporting systemic change to end all forms of oppression within the community.

Women and Gender Advocacy Center: 970-491-6384; <http://wps.colostate.edu/advising>

### Gay, Lesbian, Bisexual, Transgender, Queer, Questioning, & Ally Resource Center

The Gay, Lesbian, Bisexual, Transgender, Queer, Questioning, & Ally (glbtq<sup>2</sup>a) Resource Center supports and affirms the diverse identities and lives of lesbian, gay, bisexual, transgender, queer, questioning (LGBTQ); two-spirit; and same gender loving people as individuals and as groups, especially as students, staff, and faculty of CSU and their families, friends, and allies; by the cultivation of safe space; educational outreach; advocacy; visibility of LGBTQ issues; information and referral; and academic and leadership opportunities.

Gay, Lesbian, Bisexual, Transgender, Queer, Questioning, & Ally (glbtq<sup>2</sup>a): 970-491-4342;  
<http://www.glbtrc.colostate.edu/>

### Asian/Pacific American Cultural Center

The Asian Pacific American Cultural Center (APACC) provides programs and services to support the retention, graduation, and success of students. The office contributes to an inclusive campus environment by providing the resources for Asian Pacific American awareness and education.

Asian/Pacific American Cultural Center: 970-491-6154; <http://apacc.colostate.edu/>

### Black/African American Cultural Center

The Black/African American Cultural Center assists students who identify as or with the Black/African American culture with their transition to CSU and throughout their academic careers by providing support and encouragement for their academic, professional, cultural, and personal development.

Black/African American Cultural Center: 970-491-5781; <http://baacc.colostate.edu/>

### El Centro Student Services

El Centro is energetic, welcoming, and inclusive with students who are excited about CSU. They have resources to support personal, social, cultural, and academic needs to empower students and promote personal growth. El Centro offers a place for discovering heritage, traditions, cultural awareness, and a diverse educational experience.

El Centro Student Services: 970-491-5722; <http://www.elcentro.colostate.edu/>

### Native American Cultural Center

The Native American Cultural Center (NACC) office mission is to ensure a successful educational experience for students by providing support and services related to recruitment, retention, graduation, and community outreach. The office embraces and encourages a supportive environment based on the traditions and cultures of Native American peoples.

Native American Cultural Center: 970-491-1332; <http://www.nacc.colostate.edu/>

### Adult Learner and Veteran Services

Adult Learner and Veteran Services (ALVS) aims to support non-traditional students in their transition to CSU. ALVS provides a broad range of resources to aid in the advancement of adult and veteran students both academically and professionally.

Adult Learner and Veteran Services: 970-491-3977; <http://alvs.colostate.edu/>

## City of Fort Collins Resources

City of Fort Collins Event Calendar  
<http://www.fcgov.com/events/>

## Colorado DMV

<http://www.dmv.org/co-colorado/>

## Fort Collins Grocery Stores

- King Soopers (Kroger): <https://www.kingsoopers.com/>
- Safeway: <http://www.safeway.com/>
- Sprouts: <https://www.sprouts.com/web/guest>
- Whole Foods Market: <http://www.wholefoodsmarket.com>

## Larimer Humane Society Pet Information

<http://www.larimerhumane.org/animal-control/fort-collins-service>

## Restaurants Near Campus for Lunch

- Avogadro's Number (Avo's): <http://www.avogadros.com/>
- Café Bluebird: <http://www.cafebluebird.com/>
- Pickle Barrel: <http://www.picklebarrelfc.com/>
- Rainbow: <http://www.rainbowfortcollins.com/>
- Toys Thai Café: <http://www.toysthaicafe.com/>

## TransFort Bus System

<http://www.ridetransfort.com/>