

HMSC Graduate Student Office Space/Grad Loft Policy

March 2009

Hatfield Marine Science Center encourages and promotes graduate student education and research by providing desk space for resident graduate students. Visiting graduate students are accommodated as space is available

Available Graduate Student desk space:

- Education Wing Grad Loft: 5 desks
- NAL Building Grad Loft: *21 desks

*Non-us citizen graduate students must be assigned to the Education Wing Grad Loft. All other graduate students must meet additional requirements indicated by building's Homeland Security Requirements; for further information, see:

Hollis Anne Lundeen
Facilities Operations Manager, NOAA/National Marine Fisheries Service/NWFSC
Captain Barry Fisher Building 955 Rm. 104
Office: 541-867-0502
Email: Hollis.Lundeen@noaa.gov

Priority:

Level 1

1. Resident First Year Grad Student w/Faculty Advisor Lab at HMSC OSU
2. Resident Grad Student w/Faculty Advisor Lab at HMSC OSU
3. Resident Grad Student
4. Nonresident Grad student w/Faculty Advisor Lab at HMSC OSU
5. Nonresident Grad student

Policy:

Graduate students need to submit a request in conjunction with their Faculty Advisor to the HMSC Director's office with the following information:

Graduate Student Name:	Indicate Doctoral or Master Program:
Graduate Student contact number:	Resident at HMSC? (y/n)
College: Department:	Office need start date:
Faculty Advisor Name:	Office need *end date:
Faculty Advisor contact number:	

Contact address:
HMSC Director
Hatfield Marine Science Center, Oregon State University
(541) 867-0212
Email: hmscdirector@oregonstate.edu

Desk space is assigned for up to 3 years for Master's students and up to 5 years for Doctoral students. If additional time is needed, the graduate student must request it from the HMSC Director. Upon review, the graduate student and faculty advisor will be notified and assigned a desk space if available. Students who have graduated must clean out their office and turn in their keys no later than one week after the end of their graduation quarter.

Additional desk space is available for graduate students in the Guin Library, Procedures for seeking these carrels are available at: <http://hmsc.oregonstate.edu/info/spacepolicy/CarrelPolicy.pdf>