

TO: New Plant Sciences Graduate Student

RE: Helpful Information

Welcome to the Department of Plant Sciences at the University of Wyoming!

When you arrive, please come to Room 49 in the basement of the Agriculture Building, where you will receive a packet of information to help you settle in, as well as your office assignment, keys, building access, etc. In addition, you will need to do the following:

- complete your **I-9** on or before your first day of work (see the Employee Hire Checklist and the List of Acceptable Documents page in your packet);
- file a Tax Withholding Form (Federal **W-4**);
- submit a **Direct Deposit** Authorization; and
- get your **WyoOne ID** card (their office is located in the IT Building in Room 167, just east of the open computer lab).

Your student **email** account will be accessible through the email icon on wyoweb.uwyo.edu. As an admitted student, you get access to WyoRecords before you get access to your uwyo email, which is assigned by the university. To begin, on wyoweb.uwyo.edu click on the "Obtain Username and Initial Password" blue link toward the top right. This will allow you to set up your login so that you can enroll in classes. You will need a PERC number to enroll, so please contact your advisor for your specific number. After you enroll, it can take up to two days to activate your uwyo email. All Plant Sciences communications will be sent to your UW email address, so be sure to check it regularly.

Once you are settled in, you will need to contact your advisor regarding necessary **trainings**, particularly the following:

- Pesticide Safety Training – for working at Greenhouse/LREC (contact Ryan Pendleton via email at pendletrn@uwyo.edu)
- Laboratory Safety Series (OSHA) Training (4 hours total, offered online - <https://uwyo3.catalog.instructure.com/browse/14/21>):
 - New Employee Safety Orientation (1 hour)
 - Laboratory Safety "Chemical Hygiene & GHS / OSHA" (2 hours)
 - Regulated Waste Management (1 hour)
- Motor Vehicle Access: ([Vehicles](#))

If you are an international student, you will also need to check in with Student Health (<http://www.uwyo.edu/shser/international-students.html>). You must go to Student Health with your medical information prior to registration for classes. You will also need to check in with the International Students and Scholars office in Suite 5 of the Cheney International Center, in the basement of Student Health (<http://www.uwyo.edu/iss/>).

If you are flying to Denver and need a ride to Laramie, there is a bus that travels to and from Denver International Airport called Groome Transportation (formerly called Green Ride). Here is the link and the schedule: <https://groometransportation.com/wyoming/>.

Lastly, if you have not already found a place to live, there are many Facebook groups that you can join that may help you find housing off campus. Some of them are listed on the Additional Resources page. Also included are groups where items are sold, as well as the local

newspaper. If you prefer to live on campus, here is the link to our Housing, Dining and Residence Life Services: <http://www.uwyo.edu/reslife-dining/>.

This is a lot of information, so let us know if you have any questions. We are happy to help. Again, welcome to our department – we are glad you are joining us!

Additional Resources

Sign up for a free Interlibrary Loan account: <https://ill.uwyo.edu/illiad.dll?Action=10&Form=79>

Agriculture Librarian at Coe Library: David Kruger, 766-5623, tseliot@uwyo.edu

Ellbogen Center for Teaching and Learning (ECTL): <https://www.uwyo.edu/ctl/knowledge-base/graduate-student-programs/>

Graduate Teaching Assistant Handbook from ECTL: <http://www.uwyo.edu/ctl/new-gta-handbook3.pdf>

UW Graduate Student Network site: <https://www.facebook.com/gradstudentnetwork/>

UW Student Organizations: <https://uwyo.presence.io/organizations>

Plant Sciences Student Resources (Grad Student Handbook, New Grad Student Packet, and Thesis & Dissertation Guide): <http://www.uwyo.edu/plantsciences/graduate-studies/student-resources.html>

The Writing Center: <http://www.uwyo.edu/ctl/writing-center> (free for consultations and advice – available in person and online)

Link to Transit and Parking Services: <http://www.uwyo.edu/tps/transit/index.html>
(Using the bus is very helpful when you don't have a car to get around campus and Laramie.) Maps for bus routes, bicycle paths, and campus parking are included in your welcome packet. Transloc tracks the buses in real time so you know when they're coming (<http://uwyo.transloc.com/>). There is also an app for your phone.

Laramie Classifieds	https://www.facebook.com/groups/243664642417519/
Laramie Garage Sale	https://www.facebook.com/groups/156647257805056/
Laramie For Sale	https://www.facebook.com/groups/249830871800949/
Laramie Yard Sale	https://www.facebook.com/groups/184668714992867/
Laramie Buy, Sell, and Trade	https://www.facebook.com/groups/1618217368408016/
Laramie UpCycle	https://www.facebook.com/groups/421551414538671/

Laramie Rentals	https://www.facebook.com/groups/149102981955091/
Laramie Apartment Rentals	https://www.facebook.com/groups/1432697093636582/
Laramie WY Housing	https://www.facebook.com/groups/161787767359758/
Laramie Housing Board	https://www.facebook.com/groups/170464426480916/

Laramie's Local Newspaper <http://www.laramieboomerang.com/classifieds/>

Key Contacts for Enrolled Graduate Students

School of Graduate Education, 307-766-6478, GradEd@uwyo.edu

Knight Hall 250

Michele Peck, Executive Business Manager, mpeck@uwyo.edu

Jim Ahern, Vice Provost/Dean, Graduate Education, jahern@uwyo.edu

- [Forming a graduate committee](#) (Nov. 2018)
- [Graduate Appeals](#)

Dean of Students, 307-766-3296

- [Ethics: Code of Conduct](#)
- [Academic Dishonesty \(PDF\)](#)
- [Sexual Misconduct](#)

Registrar, 307-766-5272

Knight Hall, registrar@uwyo.edu

- [Graduate regulations and policies](#)
- [University Catalog](#)

Financial Aid, 307-766-2116, Knight Hall, finaid@uwyo.edu

Campus Resources:

- [Counseling Services](#), 307-766-2187
- [Disability Support Services](#), 307-766-3073
- [Diversity resources](#), 307-766-6672
- [Facilities, IT, Museums](#)
- [Family Friendly Policies](#)
- [Libraries](#), 307-766-3190
- [Multicultural Resource Center](#)
- [Native American Education Research and Cultural Center](#), 307-766-6520
- [Nontraditional Student Resources](#)
- [Rainbow Resource Center](#), 307-766-6463
- [Recreation](#), 307-766-5586
- [Registered Student Organizations](#)
- [Student Health](#), 307-766-2130
- [Student Health Insurance](#), 307-766-3025
- [Veterans Services Center](#), 307-766-6908
- [Women's Resources Center](#), uwma@uwyo.edu
- [Wyoming Union](#), 307-766-3160

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College of Agriculture, Life Sciences
and Natural Resources
Plant Sciences



Graduate Students Directory On-Campus



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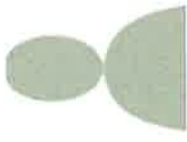
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Department of Plant Sciences



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Department of Plant Sciences



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Institutional Marketing

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MODEL RELEASE

I, _____ (_____), or
Print full name *Age **

their parent/legal guardian do hereby authorize the University of Wyoming, its agents, successors, and assigns, to use and reproduce photograph(s), audio, or video in which I appear in official UW publications or websites, and I waive any right that I may have to inspect and approve said photograph (or any copy that may be used in connection therewith) or to receive compensation for the use of said photograph, audio or video.

Sign full name

Parent or Guardian

Street or box number

* If under the age of 18, signature of a parent or legal guardian is required to participate.

City, state, zip code

Phone

Date

Sovereign Immunity. The University of Wyoming does not waive its sovereign immunity or its governmental immunity and fully retains all immunities and defenses provided by law.

Status: freshman ____; sophomore ____; junior ____; senior ____; graduate ____; law ____;
doctoral ____; faculty ____; staff ____; administration ____; student family ____;
other _____.

Area(s) of Study: _____.

Home Town: _____.

E-mail address: _____.

Non-Benefited & Student Employee Hire Checklist

__ I-9: Due no later than your first working day or your reporting date.

The Immigration Reform and Control Act of 1986 makes it unlawful for the University of Wyoming to hire any individual who has not complied with the law's verification requirement. All international employees MUST go to International Student Services (ISS), Knight Hall, Room 241, first before completing their I-9. **Complete Section I of the Electronic Form I-9 ON or BEFORE your 1st day worked via our vendor, Sterling Talent Solutions. You will be invited to complete your I-9 as part of your hiring experience or from a Staffing Partner. You may also come directly to HR to complete an I-9. Once Section 1 of the electronic Form I-9 is completed, you have 3 business days to complete Section 2 of the Electronic Form I-9, which is completed by HR at our office - located in Hill Hall room 327.** Please see the [List of Acceptable Documents](#) if necessary. To complete an I-9 form, all employees must submit original documents that establish employment authorization (i.e. passport and I-94). For more information or questions contact the Human Resources Department at (307) 766-2377 or jobapps@uwyo.edu.

International Employees:

__ International Student Services (ISS) Check

All non U.S. citizens and/or permanent residents must first confirm their immigration status and/or employment eligibility with International Student Services (Knight Hall, Room 241) prior to beginning any employment at the University of Wyoming. These potential employees must bring relevant original travel/employment documents (i.e., valid passport, I-94, I-20/DS-2019, Resident Alien Card (Green Card), or I-797 (Approval Notice) to ISS for review prior to initiating the I-9 process.

__ Visa Applications/Fees

Non-immigrants that have questions regarding a change to their current visa status are urged to check with International Student Services (Knight Hall, Room 241) prior to making arrangements for any change in employment. Please Note: Visa fees and immigration petition fees are the responsibility of the individual and not the University of Wyoming.

__ Tax Information

All International Employees must contact the Tax Office, Room 401, Old Main, prior to receiving their first paycheck to determine their status regarding United States taxes. The United States has tax treaties with several countries that reduce tax rates on certain types of income. Tax treaty information is available. Exemption from taxes is not automatic. Make an appointment with Casey Green (307) 766-2821 to review your tax situation and fill out any required paperwork to claim tax treaty benefits you may be entitled to.

__ Social Security Number: Complete ASAP

All UW employees must have a valid U.S. Social Security Number. Applications for a Social Security Number can be obtained from International Student Services (Cheney International Center, Suite 5 |Basement of Student Health). On-line applications are also acceptable, and can be found at <http://www.ssa.gov/>. To get an original number and card, you'll need to complete an *Application for a Social Security Card* (Form SS-5), and show documents that prove your age, identity, U.S. citizenship or lawful alien status.

The process of receiving your permanent number and card can take anywhere from six to eight weeks. In the meantime, you will be assigned a temporary Social Security number by Human Resources, Admissions, or the Campus Express office. It is imperative that you bring your permanent number to Human Resources or Payroll Office as soon as you receive it.

Additional Information

__ WyoOne ID Card

The [WyoOne ID card](#) is your University identification card. It allows you to write checks on campus, use library services, apply for a parking permit, access recreational facilities (purchased separately), and to receive a discount on athletic tickets (restrictions apply). It can also be used as a debit card for on-campus purchases. Spouses and dependent children are eligible for a card. Please contact the WyoOne ID Office in the Information Technology Center (ITC Building) on the Main Floor or (307) 766-5267 with questions. Your first card is free (replacements are not, so don't lose it!).

__ Direct Deposit

Direct Deposit is available for all UW employees. Contact the Payroll Office, Hill Hall, (307) 766-2217. You may also print off the [form](#).

Get paid. The first step to getting paid is to complete your payroll documents. Make sure your [I-9](#), [W-4](#) and [Direct Deposit form](#) are all complete on or before your first day of work. As a full-time, benefited employee, you will be paid once a month and your payday will generally be the last working day of the month. There are occasional exceptions to this, such as the month of December, so please check with your department or with the Payroll Office (766-2217) to verify. You are strongly encouraged to sign up for direct deposit of your paycheck to ensure that you get your money ON payday. If you choose not to sign up for direct deposit, your paycheck must be mailed and may not be received until sometime after the pay date. Paystubs are available electronically through WyoCloud.

__ Parking Permits

Vehicle and motorcycle parking permits are available to employees. Contact Transit and Parking Services @ Hill Hall Room 427, (307) 766-9800 *or* obtain a form for permits online at <http://uwyo.edu/tap>.

__ Know Your Rights and Responsibilities

[The Employee Handbook](#) is an invaluable resource and all employees are encouraged to read it.

__ Get your Email Address

Email is the primary way that UW faculty, staff and students communicate! To get your very own uwyo.edu address, complete the requested fields by visiting the [IT Login Information page](#) and you will be provided with a user name and password.

__ Get Trained

"Harassment and Discrimination Prevention" is a REQUIRED training for ALL employees within 90 days of hire. For more information on this and other opportunities for training and professional development, please visit [Diversity and Employment Practices](#) and/or [Human Resources Training](#) pages.



UW

College of Agriculture, Life Sciences
and Natural Resources
Plant Sciences

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR	AND	
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

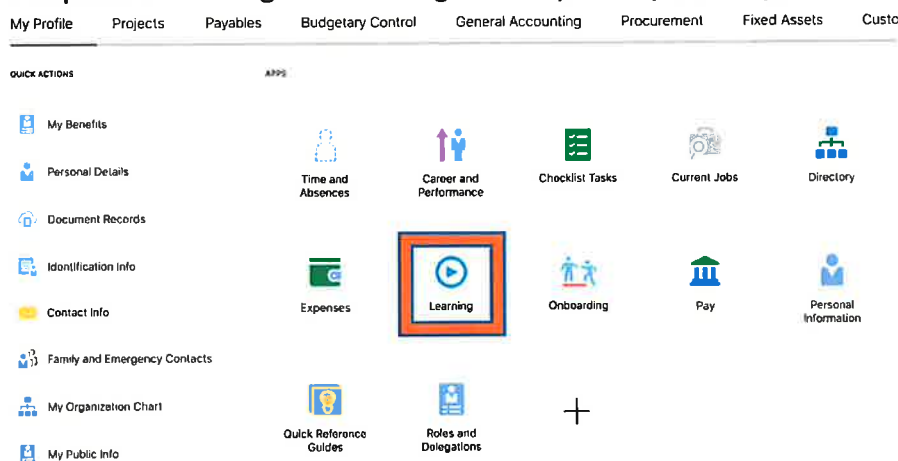
Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Instructions for Graduate Students Needing Expense Reimbursements

If you incur expenses and want to get reimbursed, please complete the following steps:

- Complete all trainings in “Learning” under your WyoCloud profile



- Reimbursement for expenses will go to the same bank account as your payroll direct deposit account (instructions to set up direct deposit below):
<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=74202>
- Add our Accountant (Winter Hansen) as your delegate for expense report:
<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=32770>
- Fill in expense items and attach receipts in your expense report:
<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=32727>
- Meals:
 - For travel > 24 hours with overnight stay:
 - Use per diem calculator – no meal receipts required
 - For travel < 24 hours with no overnight stay:
 - Meal receipts required
 - If traveling for field work, put “Field Work” in the Description section
- Mileage:
 - Using UW vehicle: Fuel receipts required (write UW license plate # on receipt)
 - Using personal vehicle: No fuel receipts required – reimbursed at standard mileage rate
- Conference Travel:
 - Attach an Agenda – deduct the per diem amount of any meal provided as part of the conference from your calculations

- Ask your supervisor which account number to use
- **Email our Accountant** Winter Hansen, winterh@uwyo.edu to give her the number of the expense report you created above and the account number (such as departmental allocation or a particular grant number) to use when it is ready to submit

(PLEASE DO NOT SUBMIT YOURSELF)

- When you receive an email notification that you need to Approve the report, approve it. If it doesn't work from within the email, go back to WyoCloud and approve it from your notifications at the top or from your action items at the bottom of the home page.
- Here are some useful instructions regarding expense reports:
<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/?CategoryID=6894>

Welcome to Graduate Education at the University of Wyoming!

Checklist and deadlines for graduate degree completion (last updated: July 2023)

Financial aid - (U.S. Citizens and Permanent Residents) complete the online FASFA for eligibility for fiscal support from many sources.

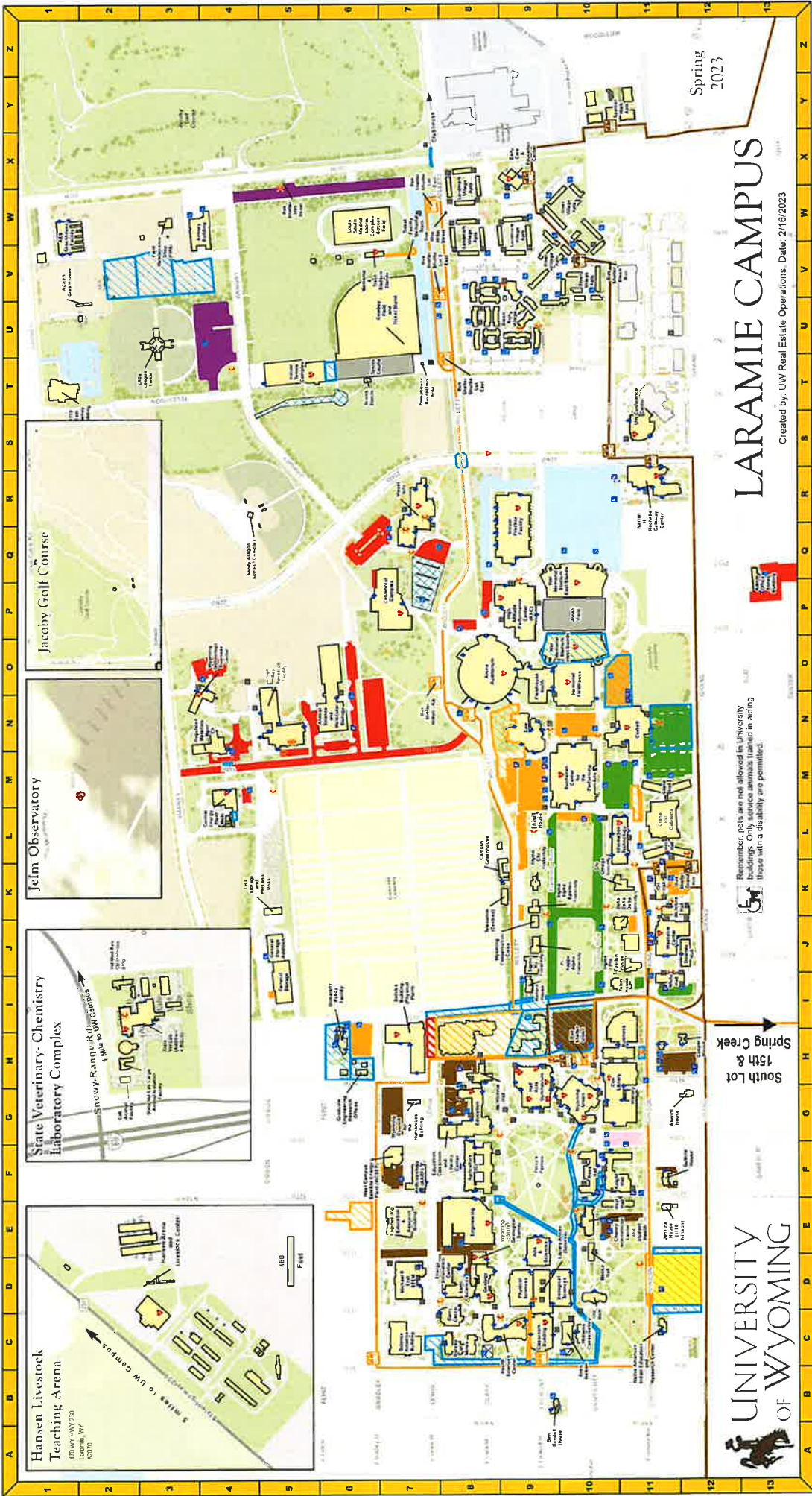
- 1. Committee formation** - submit Committee Assignment form in the first two semesters.
 - Ask your mentor about forms required for your degree.
 - In your first semester, begin discussions with your mentor about your thesis/dissertation and graduate committee members.
- 2. Program of Study** (identifies coursework for degree) - submit Program of Study no later than the beginning of the third semester (or second Summer Session if enrolling only in summers).
 - Submit Program of Study **after** your committee assignment form is approved and on file with the Office of the Registrar.
- 3. Research proposal or project plan** - ideally at first committee meeting in first two semesters.
- 4. Complete coursework**
 - Coursework approved by committee on Program of Study.
 - Must maintain at least a 3.0 GPA in all coursework.
 - Master's students must finish in six calendar years after beginning of first course on the Program of Study; Doctoral students must finish in eight calendar years after beginning of first course on the Program of Study.
- 5. Preliminary exam** (doctoral students only) - submit form to Registrar's office.
 - Minimum of 15 weeks prior to the final defense examination.
 - Doctoral candidates have four years from the semester of the preliminary exam to complete the degree process.
- 6. Completed project or research product** - submit to the committee three weeks prior to the final examination/defense.
- 7. Declare graduation** - log into WyoRecords to declare your Graduation Date the semester before you plan to graduate.
 - Pay the associated graduation fee.
- 8. Commencement participation** - declare semester of your graduation and fill out the survey located on the commencement website.
- 9. Final examination/defense**
 - May not be held until after the beginning of the semester or session in which coursework is completed.
 - Public announcement of time, day, and place of exam (minimum two weeks prior).
 - Oral and/or written examination should be held at least 10 calendar days prior to the end of semester* of graduation. *The last day of finals.
- 10. Thesis or dissertation revisions** - compliance with UW format completed and approved by committee.
 - **Report of final examination** - submit Report of Final Examination form to Registrar's office.
 - **Embargo of research** (optional, but if needed, should be agreed to prior to the defense). Must have previous authorization of the Office of Research and Economic Development and the School of Graduate Education on file in the Office of the Registrar.
- 11. Thesis or dissertation** - upload to ProQuest.
- 12. Survey of Earned Doctorates** (National Research Council) - all Ph.D. students must complete the online survey.

All paperwork is due by the last day of classes in the semester you plan to graduate.

- 13. Pay** any outstanding fees and check with WyoRecords to confirm graduation.

Important resources and forms:

- <https://acalogcatalog.uwyo.edu/index.php>
- <http://www.uwyo.edu/uwgrad/enrolled-students/index.html>
- <http://www.uwyo.edu/uwgrad/policies/>
- http://www.uwyo.edu/registrar/graduate_students/graduate_student_deadlines.html
- http://www.uwyo.edu/registrar/graduate_students/Graduate_Student_Forms.html



LARAMIE CAMPUS

Created by: UW Real Estate Operations Date: 2/16/2023

Recreator paths are not allowed in University buildings. Only service animals trained in aiding those with a disability are permitted.



UNIVERSITY OF WYOMING

- ### General Information
- Campus Operator 766-1121
 - Disability Support Services 766-3071
 - University Police 766-5179
 - Visitor Center 766-4075
 - Wyoming Union Information Desk 766-3160
 - ASUW 766-3337
- ### Tickets
- Athletics 766-7120
 - Performing Arts Center 766-6646
 - www.uwyo.edu/our

Legend:

- Emergency Exits
- Ramp
- Access to Stairway
- Walkway
- Access to Building
- Emergency Parking
- Restricted Parking
- Limited Access
- Limited Access

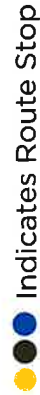
Scale: 1" = 300 Feet

North Arrow: N

This map is provided as a visual aid only and its accuracy is not guaranteed. Dimensions and areas shown on this drawing were generated using digital drafting software and do not reflect or include field survey data. Any depiction of this document is not permitted unless prior written consent.

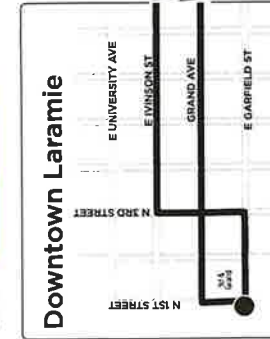
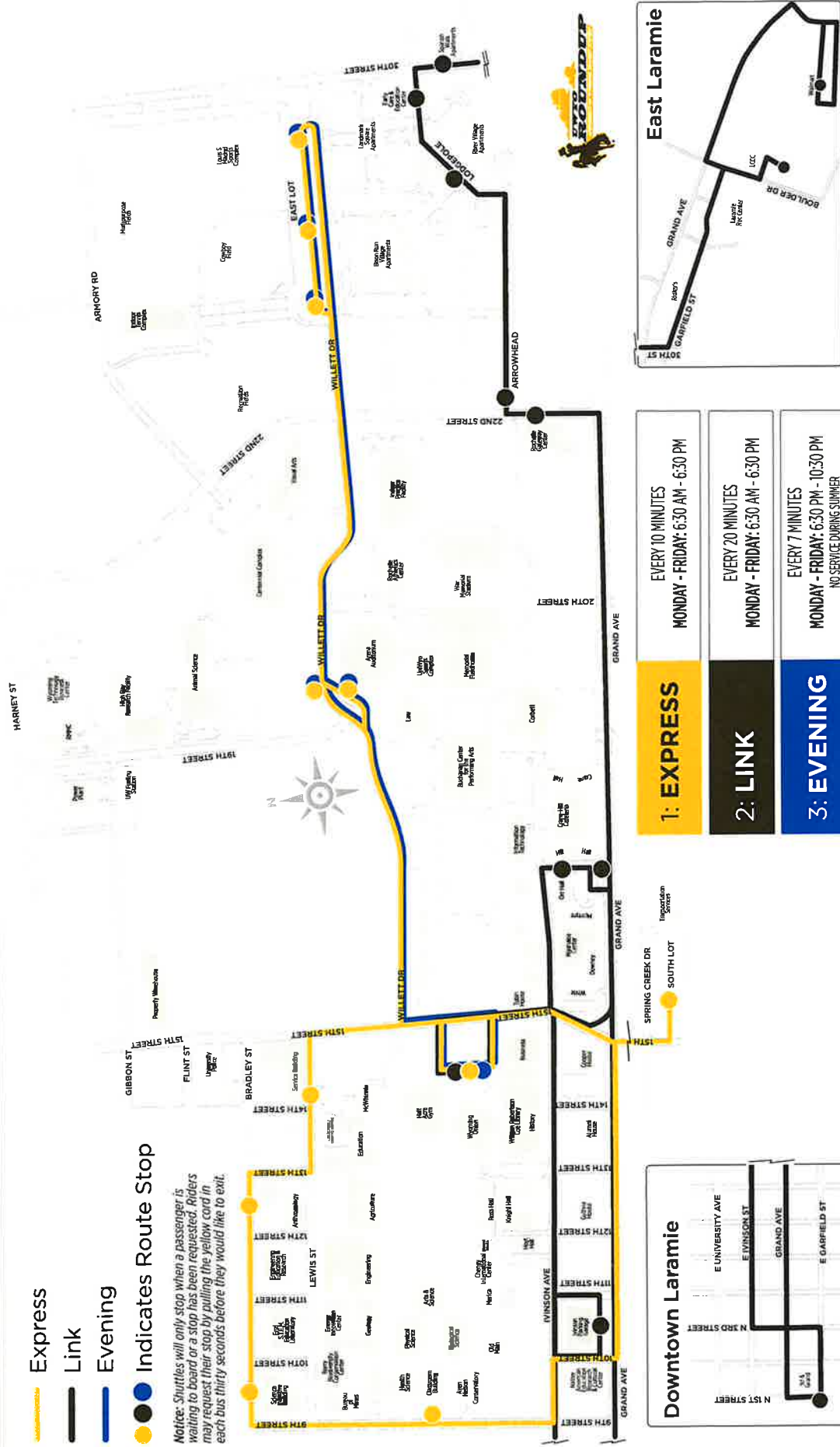
Code	Description	Code	Description	Code	Description
101	Accessibility (ADA)	310	Emergency Exits	601	Emergency Exits
102	Accessibility (ADA)	311	Ramp	602	Ramp
103	Accessibility (ADA)	312	Access to Stairway	603	Access to Stairway
104	Accessibility (ADA)	313	Walkway	604	Walkway
105	Accessibility (ADA)	314	Emergency Parking	605	Emergency Parking
106	Accessibility (ADA)	315	Restricted Parking	606	Restricted Parking
107	Accessibility (ADA)	316	Limited Access	607	Limited Access
108	Accessibility (ADA)	317	Limited Access	608	Limited Access
109	Accessibility (ADA)	318	Emergency Exits	609	Emergency Exits
110	Accessibility (ADA)	319	Ramp	610	Ramp
111	Accessibility (ADA)	320	Access to Stairway	611	Access to Stairway
112	Accessibility (ADA)	321	Walkway	612	Walkway
113	Accessibility (ADA)	322	Emergency Parking	613	Emergency Parking
114	Accessibility (ADA)	323	Restricted Parking	614	Restricted Parking
115	Accessibility (ADA)	324	Limited Access	615	Limited Access
116	Accessibility (ADA)	325	Limited Access	616	Limited Access

UW TRANSIT SYSTEM

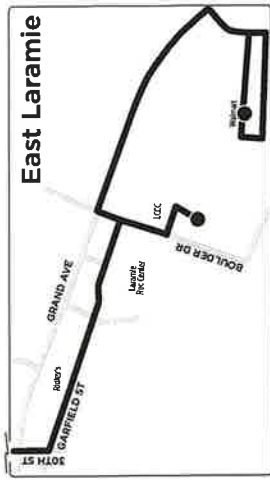


Express
Link
Evening
Indicates Route Stop

Notice: Shuttles will only stop when a passenger is waiting to board or a stop has been requested. Riders may request their stop by pulling the yellow cord in each bus thirty seconds before they would like to exit.



1: EXPRESS	EVERY 10 MINUTES MONDAY - FRIDAY: 6:30 AM - 6:30 PM
2: LINK	EVERY 20 MINUTES MONDAY - FRIDAY: 6:30 AM - 6:30 PM
3: EVENING	EVERY 7 MINUTES MONDAY - FRIDAY: 6:30 PM - 10:30 PM NO SERVICE DURING SUMMER



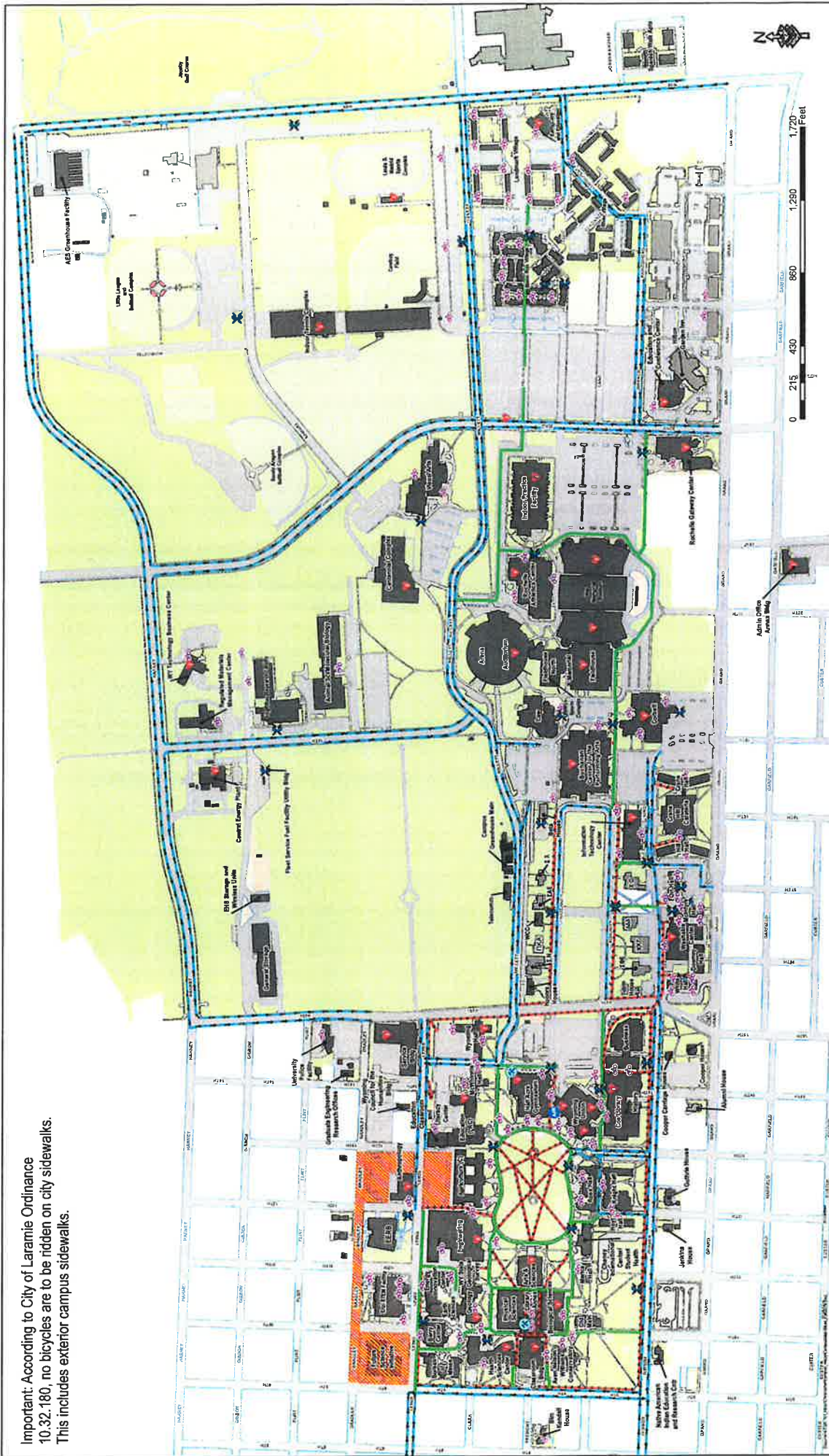
UW PERMIT PARKING LOCATIONS

- Parking Areas for Individuals with Disabilities
- Metered Parking for Individuals with Disabilities
- Metered Parking
- Pay-by-the-Hour Parking
- Gold (Garage) Permit Parking
- Brown Zones Permit Parking
- Orange Zones Permit Parking
- Red Permit Parking
- Purple Permit Parking
- Green (Resident) Permit Parking
- Motorcycle Permit Parking
- Free Parking (no overnight parking)
- Construction Area



Holders of Disability and Temporary Disability permits may park in any lot or zone, or "Accessible" parking space when used in conjunction with a state/city disability placard or license plate.

Important: According to City of Laramie Ordinance 10.32.180, no bicycles are to be ridden on city sidewalks. This includes exterior campus sidewalks.



PREPARED BY:
 UW CAMPUS RECREATION
 AND REAL ESTATE OPERATIONS GIS
 1000 E. UNIVERSITY AVENUE
 LARAMIE, WY 82071
 (307) 766-6488
 Fall 2019

UNIVERSITY OF WYOMING Bicycle Routes and Campus Safety Map

This map is provided as a visual aid only and its accuracy is not guaranteed. Dimensions and areas shown on this drawing were generated using digital plotting software and do not reflect or include field survey data. Any duplication of this document is not permitted without prior written consent.

- Bike Route
- One Way Only Route
- Dismount Zone
- Construction Areas
- Bike Rack
- Air Pump
- Air Pump / Maintenance
- Emergency Phones
- Automated Emergency Defibrillator (AED)

TIPS FOR THE ROAD

Bright, reflective clothing increases visibility. Use a helmet to protect your brain! Your helmet should be snug but not tight. It should sit level on your head (not tilted back) with the front edge no more than a width of approximately 2 fingers above your eyebrows.

Be aware of low angle sun during fall and spring as motorists may not see you.

Use hand signals to let pedestrians, cyclists and drivers know your intentions. Make eye contact with motorists to make sure they are aware of your presence.

Take the full travel lane if the road is too narrow for motorists to pass. Avoid weaving around parked cars. Riding predictably increases safety for all roadway users.

Be aware of your surroundings. Avoid using earphones, texting or talking on a cell phone while riding.

"Sharrows" (shared roadway markings) are placed on roadways that are links in the bicycling network. They indicate where bicyclists can ride safely and alert motorists to the presence of bicyclists.

When biking in a park or shared use path, be mindful of other path users. Paths are designed for low speed use. Stay to the right when using a path. Pass on the left and use an audible warning when passing. Ride single file during congested conditions.

Cross railroad tracks at a 90° angle (perpendicular). Tracks can be slippery when wet. Ride around storm and sewer gratings.

Securely lock your bike with a U-lock or cable lock. Secure detachable items and leave your bike where others can keep an eye on it.

Bikes operated or parked on UW property are required to have a \$5 permit, which can be acquired through the UW Police Department.

TRAFFIC LAWS

In Wyoming, a person riding a bicycle has all the rights and responsibilities as a motor vehicle driver. Obey all signs, lane markings and traffic control devices.

Stop at stop signs and red lights. Yield to pedestrians. The posted speed limit should be obeyed by all roadway users.

Keep at least one hand on the handlebars at all times.

Persons riding bicycles upon a roadway shall not ride more than two abreast except on paths or lanes of roadways set aside for the use of bicycles.

Avoid bicycling while under the influence of alcohol or controlled substances. Violations are the same for cyclists and motorists.

Every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as practicable (or safe).

Bicycling on sidewalks is prohibited except where the sidewalk is part of a designated and marked bicycle path.

A front white light (emitting >500') and rear red reflector attached to the bicycle are required when bicycling at night.

Every bicycle shall be equipped with a brake which will enable the operator to make the braked wheels skid on dry, level, clean pavement.



HAND SIGNALS FOR TURNING

UNIVERSITY OF WYOMING

See TransPark for detailed route and parking info for campus: uwyo.edu/utps
Additional campus buildings and a full map can be found at: uwyo.edu/bike



BIKE SHOPS IN LARAMIE

All Terrain Sports
412 Grand Ave. (307) 721-8036

Pedal House
207 S 1st St. (307) 742-5533

ACME Bicycles
2900 Grand Ave. (307) 745-3300



A project in conjunction with:



Laramie BikeNet

With funding from:



LARAMIEBIKE.NET.ORG


Laramie

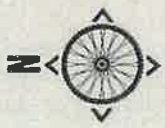
WYOMING

BIKE MAP



Laramie WYOMING BIKE MAP


NORTH  **9TH STREET/ROGER CANYON ROAD RIDE: ~22 miles round trip**



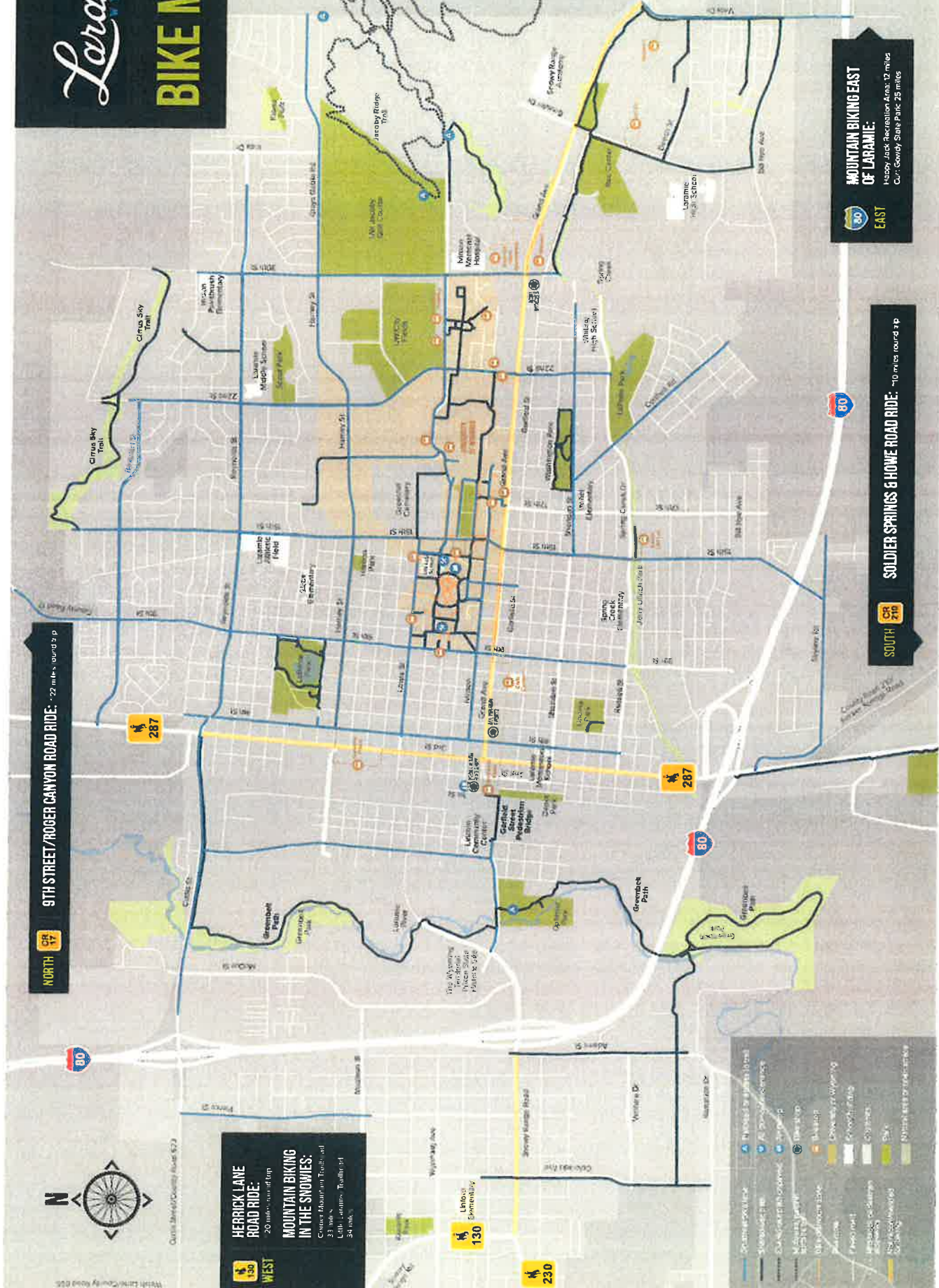
WEST  **HERRICK LANE ROAD RIDE: ~20 miles round trip**

MOUNTAIN BIKING IN THE SNOWIES:
 Circle Mountain Trail, and
 Little Laramie Trail, and
 34 miles

EAST  **MOUNTAIN BIKING EAST OF LARAMIE:**
 Rocky Jack Recreation Area, 12 miles
 C.O. Geary State Park, 25 miles

SOUTH  **SOLDIER SPRINGS & HOWE ROAD RIDE: ~10 miles round trip**

-  Open road bike
-  Closed to bikes
-  Closed to bikes
-  Closed to bikes
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-  Closed to bikes
-  Closed to bikes



TITLE IX COORDINATOR

Anyone with knowledge of sexual misconduct may file a report directly with the Title IX Coordinator. The Title IX Coordinator is available to offer ongoing support in understanding UW's investigative and/or disciplinary processes, as well as options for reporting to law enforcement.

The Title IX Coordinator has the duty to address sexual misconduct and remedy the effects on the victim and the UW community. Depending on the information shared, an investigation may be necessary.

Jim Osborn, Title IX Coordinator Manager of Investigations Equal Opportunity Report and Response

Bureau of Mines, Room 320
Laramie, WY 82071
307-766-5200
reportit@uwyo.edu
www.uwyo.edu/reportit

Persons seeking admission, employment, or access to programs at the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief.

FOR ADDITIONAL INFORMATION:

www.uwyo.edu/reportit

The ReportIt website is designed to provide students, employees, guests, and visitors with information and resources such as: handouts, definitions, lists of community resources, what to do if assault happens, how to make a report, links to UW policies, ways to learn more or get involved, and other valuable information. An online report form is also available.



SEXUAL MISCONDUCT, DISCRIMINATION, AND WORKPLACE VIOLENCE

Employees, students, and visitors should feel confident that issues relating to sexual misconduct, discrimination, and workplace violence will be given appropriate attention at UW.

It is important for individuals who are experiencing (or know of others who are experiencing) such behavior to immediately report it to a University official. As the University's policy states, such behavior is prohibited and will not be tolerated. It is also important for individuals who are not sure about such behavior to seek advice from whomever they are most comfortable.

Anyone having questions or comments regarding UW policy prohibiting sexual harassment, discrimination, or workplace violence is encouraged to contact EORR.

HEALTH AND SAFETY

If necessary, seek medical attention as soon as possible. Medical examinations are essential to detect injuries, and for protection against possible diseases or pregnancy. SANE nurses at Vinson Memorial Hospital can also help preserve evidence. Medical assistance is available from Vinson Memorial Hospital (307-742-2142 x 2222) or Student Health Services (766-2130).

If you are afraid for your physical safety, it is best to contact law enforcement. They can discuss possible options such as protection orders, trespass notices, etc. While you can contact the University Police Department (766-5179, upd@uwyo.edu), Albany County Sheriff (755-3520), or Laramie Police Department (721-2526) using non-emergency numbers, remember that you can also call 911 in the event of an emergency. If necessary, leave the immediate area or lock yourself in a secure location before calling.

The University ensures non-discriminatory practices in all matters relating to its education programs and activities. We can provide interim measures to enhance your safety, including help with academics, housing, employment, and security; please let us know what measures are necessary for you to feel safe during the course of the review.

OUR ROLE AND SCOPE

Our review is neutral, and we are not on anyone's "side." We are not a court of law, and our reviews are conducted separately from any criminal or legal processes. Our role is to investigate whether there has been a violation of University policies connected to discrimination, sexual misconduct, or workplace violence as described in the following regulations:

- UW Regulation 4-2 (Harassment and Discrimination)
- UW Regulation 4-3 (Title IX and Sexual Misconduct)
- UW Regulation 1-256 (Sexual Misconduct)
- UW Regulation 4-4 (Workplace Violence)
- Student Code of Conduct

Links to the full policies are available on the ReportIt website (www.uwyo.edu/reportit). If we learn about issues not connected to these policies, we can refer those concerns to the appropriate office(s) or process(es).

YOUR RIGHTS/OPPORTUNITIES

- To speak on your own behalf.
- To be accompanied by an advisor or support person who may take notes and advise you, but who may not otherwise participate. (Attorneys may represent a client during hearings that involve possible dismissal.)
- To present evidence on your own behalf. Individuals should retain all evidence which may be relevant, including documents, texts, e-mails, digital messages, and the like.
- To provide names of witnesses who can speak about the alleged conduct at issue.
- To report incidents to law enforcement or appropriate government agencies.
- To not be retaliated against for having filed an incident report or for participating in the investigation.
- To review the written report, or portions of the written report that are relevant to your role, including an explanation of alleged policy violations and the final determination of the investigator, and information about subsequent sanctions and remedies, if any.

CONFIDENTIALITY

Information you provide is confidential to the extent possible, but a written report (assessment memo or report of investigation) is produced about each review. The report will contain information about the allegations, how the review was conducted, and the reasoning used to reach the final determination. Your name may be included in the final report. The final report is typically distributed to the complainant, the respondent, appropriate managers or supervisors, and University Officers. Witnesses do not receive the full report, but may review their statements and any sections of the report directly related to them. If you have concerns about confidentiality, please let us know.

Certain offices on campus offer highly confidential services protected by law. These offices include the University Counseling Center, Student Health Services, and the Stop Violence Program. Information you provide to these offices cannot be shared without your permission, except in extreme cases that involve a minor or immediate danger.

RETALIATION

The University prohibits retaliation against anyone who reports in good faith or participates in the investigative process. Any retaliation may be viewed as harassment itself and may be subject to sanctions as determined by the University. Reports of retaliation are reviewed separately from the original issue[s].

WHEN A REPORT IS MADE

The University is required to respond to all reports of sexual misconduct, civil rights discrimination, and workplace violence in the most appropriate manner. Responding to these concerns does not indicate that there has been a violation of UW policy. After receiving a report, the University will begin an assessment, which normally will start within 72 hours of receipt of the incident report. Typically, this will include the following actions:

- Initial meeting with person filing the incident report (reporting party) to:
 - Review the incident report
 - Collect/request all relevant evidence and documents
 - Review rights and options
- Review relevant interim protective measures
- Initial meeting with the person(s) named in the report (respondent) to:
 - Review the written incident report
 - Collect/request all relevant evidence and documents
 - Review rights and options
 - Review relevant interim protective measures
- Meetings with witnesses who have direct knowledge of events
- Review of all relevant documentation

- Follow-up meeting(s) or contact(s) with the reporting party and the respondent to ascertain additional information, to clarify information, and to update on the status of the investigation process.
- The person conducting the investigation may, except in cases involving sexual violence, seek to resolve the matter informally.
- At the conclusion of the investigation, the person conducting the investigation will retain all records and notes of the investigation. Records are retained for a minimum of seven years.
- The person conducting the investigation shall prepare a written report, including the summary of findings and outcomes. The report is only shared with those who have direct involvement or a need to know.
- Thereafter, a copy of the summary of findings will be provided to the reporting party and the respondent. Witnesses and support persons will not receive the written report, but may review any sections which refer to them.

Depending on the nature of the incident report, the complexity of the issues and events, number and availability of witnesses, the amount of information to be gathered and reviewed, and other factors, UW will attempt to complete the investigation within 60 calendar days. Additional time may be necessary in order to conduct a fair and equitable investigation. The reporting party and the respondent will be informed periodically of the status of the investigation.

While UW will exercise reasonable diligence in complying with the timelines and procedures outlined, deviations may occur in order to meet the intent of the policy or to ensure the fair and equitable resolution of a reported incident. The reporting party or respondent should notify the Title IX Coordinator of any procedural error or deficiency. A procedural error or deficiency shall not require an outcome in favor of the person allegedly disadvantaged by the error.

OTHER RESOURCES

- SAFE Project, 745-3556 (24 hour hotline) *
- SAFE Project Campus Advocate, 766-3434 *
- STOP Violence Program, 766-3475 *
- University Counseling Center, 766-2187 *
- Employee Assistance Program, 800-873-7138 *
- Dean of Students Office, 766-3296
- Psychology Clinic, 766-2149 *
- Student Health Services, 766-2130 *
- Wellspring Counseling Clinic, 766-6820 *
- Ivinson Memorial Hospital, 742-2141
- PEAK Wellness Center, 745-8915 *
- University Police Department, 766-5179

(* denotes a confidential resource)

Free Preschool

for qualifying families

Albany County TANF Preschool Program

Call (307)-742-9332 for more details

❖ **Degreed and certified teaching staff**
offering individualized instruction to meet the needs of
every type of learner

❖ **The Creative Curriculum**
Using Exploration and discovery to develop confidence,
creativity, and lifelong critical thinking skills

❖ **Assessment of your child's progress**
using the Wyoming Early Learning Standards

❖ **Opportunities for parent involvement**

❖ **Supported by the Wyoming Department of Education**

This institution is an equal opportunity provider.

SCAN ME FOR
ENROLLMENT
APPLICATION



Albany County TANF Preschool Partnership

3520 Garfield Street Laramie, WY 82070 307-742-9332

April 7, 2022

Thank you for your interest in the Albany County TANF Preschool Partnership! We are once again applying for the continuation of this grant-funded project from the Wyoming Department of Education through the 2022-2023 and 2023-2024 school years. Attached is the application for child enrollment that will be required. Please note that we have 4 locations for TANF preschool in Laramie:

- Basic Beginnings North
- Basic Beginnings South
- Linford Elementary School
- Slade Elementary School

All four locations have the benefit of highly qualified teaching staff and an intentional curriculum that supports children's development and preparation for the world of kindergarten. **Please indicate your preference of location on the application, as well as your second choice, should your desired location be full to capacity.** Each preschool location offers a morning session and an afternoon session. There are a limited number of enrollment slots in each session. Most of these slots are reserved for children whose family qualifies according to the income requirements noted in the application. These applications will be given priority.

Proof of income for one full month must be included with your application and must reflect earnings within 30 days of the date on the application. This proof is required for every adult over the age of 18 who resides in the home. If any of these adults have no income, a "Zero Income Statement" (also attached) must be completed, signed, and included with your application. If it appears that your application is complete and that you qualify for the program, you will receive notification of CONDITIONAL approval from us. Once we receive final approval for our grant, your application and supporting documentation will then be sent to the Wyoming Department of Education for final approval.

If you do not qualify, there are still options available to you. Basic Beginnings offers additional enrollment slots at our preschool tuition rates. Linford and Slade have a very limited number of slots that are available to over-income families at no charge. **We are unable to answer questions regarding the enrollment of Linford or Slade families who do not qualify.** Those decisions are made by Linford and Slade, so applications that do not qualify will be turned over to the program of your choice for consideration.

If you have questions, you may call (307)742-9332 or email me at laramietanfpreschool@gmail.com. I look forward to receiving your completed application!



Jan Lawrence, Albany County TANF Preschool Partnership

TANF Preschool Name: _____ TANF Preschool Location _____

TANF PRESCHOOL ENROLLMENT APPLICATION 2022-2023

*Your child is applying to participate in a state preschool program. The information being gathered will be kept confidential and only used for the purpose of the TANF Preschool Reporting to the state. Thank You!
As a reminder: Proof of income must be attached and incomplete forms cannot and will not be accepted.*

Household Information

1. Name of Parent(s) or Guardian:		
2. Mailing Address:		
City:	State:	Zip Code:
3. Telephone: () - 		Email:
4. Child's Full Name:		
5. Child's Social Security Number - - 		
6. Date of Birth: (mm/dd/yyyy) - - 		
7. Place of Birth: city:		state:
8. Income: (circle) a. Annual b. Monthly c. Bi-weekly d. Weekly		
9. Income Verified through: (circle) a. Wage stub b. 1040 or W-2-only for self-employed c. Other: _____		
10. Are you currently homeless yes or no		

Income, except from self-employment, must be **gross** (before any deductions) including taxes and Social Security). Income from self-employment, such as child care, should be **net**. Tax forms should be used for **self-employed persons only**.

To convert income to monthly: weekly income x 4.33; bi-weekly x 2.15; twice a month income x 2

Pay periods must be on income that shows 1 month of pay. If no income is reported, a written, signed and dated statement of no earned income must accompany this form.

Please print the first and last names of everyone living in your household, including all adults and children. Put a <input type="checkbox"/> next to the name of each child who will be claimed on the food program. You may attach an additional sheet if needed.	age	monthly earnings from work	monthly child support, welfare, alimony	monthly SSI, Social Security, Retirement, pension	monthly all other income (specify source)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Certification Statement

I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of federal funds; that agency officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal laws. The signature on this application is that of an adult household member.

Signature _____ **Today's Date (mm/dd/yyyy)** _____

Have you completely filled in ALL sections, attached pay stubs and signed this form?	Yes	No
Is your child covered under KidCare?	Yes	No
Would you like to enroll to receive child health insurance services?	Yes	No

Preschool Administrators: All Forms may be sent electronically and are due to C/O Amy Reyes at the Wyoming Department of Education no later than September 15, 2022. Thank You!

Eligibility Guidelines for TANF Money (Non-Assistance)

- TANF money shall only be used for one (1) or more of the following:

TANF Preschool Name: _____ TANF Preschool Location _____

1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
 2. End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
 3. Prevent and reduce out-of-wedlock pregnancies; and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
 4. Encourage the formation and maintenance of two parent families.
- Contractor shall be specific on what TANF purpose their program/service is addressing.
 - Participants served shall be families with a child(ren) with income below 185% of the Federal Poverty Level (FPL).
 - Participants also shall meet citizenship/eligible immigrant and residency criteria to be served.

Following are the 185% FPL monthly income guidelines effective 4/1/2022:

	185% FPL	185% FPL
Household Size	Potential TANF eligible Monthly Income	Potential TANF eligible Yearly Income
1	2,095	25,141
2	2,822	33,873
3	3,550	42,605
4	4,278	51,337
5	5,005	60,069
6	5,733	68,801
7	6,461	77,533
8	7,188	86,265

For families/households with more than 8 persons, add \$8,732/ year for each additional person.

- Programs will be operated on a cost reimbursement basis.
- Administrative costs are limited to 10% of the program cost. Program costs are costs associated with the delivery of the service.
- Performance measures are required. The Contractor shall address how performance measures and data collection will occur to validate the program success.
- Reporting is also required when utilizing TANF funds. The following reports shall be required:
 - Monthly/quarterly program performance reports will address program outcomes, successes, challenges and client tracking;
 - Monthly/quarterly fiscal reports;
 - List of clients served each month; and
 - Final summary report.
- TANF funds shall not be used to provide individuals served by the projects with cash or check(s) payable directly to the individual(s) or credit card company gift cards.

TANF Preschool Name: _____ TANF Preschool Location _____

I would like information on:

- Transportation
- Child Screenings Untitled event
- Child with Disability
- Child Care
- Chronic Health Problems/Disability
- Child Care Subsidy
- Depression/Mental Health Issues
- WIC (Women, Infants and Children Food Program)
- Domestic Violence
- Public Health
- English Language Learner
- Dental Services
- Counseling
- CLIMB (Training program for single Mothers)
- Food Stamps
- Parent Education
- GED
- Single Parenting
- Child Development
- Kindergarten Readiness
- Child Behavior
- Family Literacy or English Language classes
- Job service
- Other: _____

-This information may be shared for the purpose of data collection and will not be used to identify you or your child.

Zero Income Verification Statement

Child's Full Name _____ Parent/Guardian: _____

I am signing this letter to declare that I currently do not have any income from any source. My financial support comes from:

I also receive assistance from:

SNAP

Medicaid

WIC

Other: _____

I understand that by completing, signing and dating this form, I declare that I have no income and that the information I am providing is correct. I understand that providing false information may result in denial of services.

Parent/Guardian Signature

Date