

# **DEPARTMENTAL GRADUATE STUDENT HANDBOOK**

**2019-2020**

**DEPARTMENT OF PSYCHOLOGICAL & BRAIN SCIENCES**

*Life Sciences 317*

**UNIVERSITY OF LOUISVILLE**

[WWW.LOUISVILLE.EDU/PSYCHOLOGY](http://WWW.LOUISVILLE.EDU/PSYCHOLOGY)

## Department of Psychological & Brain Sciences - FACULTY RESEARCH

<u>NAME</u>	<u>ACADEMIC RANK</u>	<u>DEGREE</u>
<b>Dr. Cara Cashon</b> Infant cognitive and perceptual development, including face perception and language development; early development in William syndrome; parent affect and infant development; eye-tracking	Associate Professor	<i>Ph.D. 2004, University of Texas at Austin</i>
<b>Dr. Judith Danovitch</b> Social cognitive development during early and middle childhood	Assistant Professor	<i>Ph.D. 2005, Yale University</i>
<b>Dr. Marci DeCaro</b> Attention and working memory mechanisms underlying learning and performance	Assistant Professor	<i>Ph.D. 2009, Miami University</i>
<b>Dr. Paul DeMarco</b> Neural coding of visual information, color perception and neurophysiology, neurophysiological correlates of behavioral response	Professor	<i>Ph.D. 1989, Vanderbilt University</i>
<b>Dr. Brendan Depue</b> Neuroimaging (fMRI) of higher-order PFC executive function. Specifically, inhibitory regulation of cognitive (thought and memory), emotion (physiological response), and motor (behavioral response) processes	Assistant Professor	<i>Ph.D. 2009, Univ. of CO at Boulder</i>
<b>Dr. Lora Haynes</b> Cognitive and social/cognitive development with specific interests in effective parenting and interactive reading, achievement motivation, and development of expertise, focus on visual arts	Associate Professor (Term)	<i>Ph.D. 1995, University of Louisville</i>
<b>Dr. Zijiang He</b> Visual Perception and Cognition: Space perception and action in real and virtual environments, binocular vision, visual surface representation, attention and memory, multi-sensory perception, and visual neuroscience	Professor	<i>Ph.D. 1990, Univ. of Alabama, Birmingham</i>
<b>Dr. Nicholas Hindy</b> Memory encoding, consolidation, and retrieval; Neural sources of visual expectation; Computational approaches to fMRI analysis	Assistant Professor	<i>Ph.D. 2012, Univ. of Pennsylvania</i>
<b>Dr. Maria Kondaurova</b> Acoustic-phonetic characteristics of infant-directed speech and language development of normal hearing and hearing-impaired infants/children; the role of tactile information in language acquisition of infants/children with hearing impairment; affect and emotions in infant-directed speech to normal-hearing and hearing-impaired infants/children; perceptual learning/auditory categorization of speech sounds in second language acquisition.	Assistant Professor	<i>Ph.D. 2008, Purdue University</i>
<b>Dr. Melinda Leonard</b> social/cognitive development of children and adults from communities transitioning from political/sectarian violence; combining multicultural peace studies and social/cognitive research to enhance personal, family, and community relations; cross-community engagement influence on psychosocial elements of "peace building"	Associate Professor (Term)	<i>Ph.D. 2009, University of Kentucky</i>
<b>Dr. Cheri Levinson</b> Understanding the high levels of comorbidity between social anxiety disorder and eating disorders and on developing novel interventions for the eating disorders	Assistant Professor	<i>Ph.D. 2015, Washington University in St. Louis</i>
<b>Dr. Richard Lewine</b> The interface of clinical and educational processes in the classroom and in the clinic, with a special focus on thought disorder	Professor	<i>Ph.D. 1975, University of Pennsylvania</i>
<b>Dr. Keith Lyle</b> Memory, including memory enhancement, individual differences in memory, eyewitness memory, false memory, and the cognitive neuroscience of memory	Associate Professor	<i>Ph.D. 2005, Yale University</i>
<b>Dr. Benjamin Mast</b> Clinical Geropsychology. Depression and Dementia; Neuropsychological Assessment	Professor	<i>Ph.D. 2002, Wayne State University</i>
<b>Dr. Suzanne Meeks</b> Mental health and aging, particularly depression, affect, and well-being in long-term care.	Professor	<i>Ph.D. 1985, Catholic University</i>
<b>Dr. Carolyn Mervis</b> Language development, cognitive development, developmental disabilities (especially Williams syndrome, duplications of the Williams syndrome region, and Down syndrome), and genotype-phenotype relations in the Williams syndrome region	Professor	<i>Ph.D. 1976, Cornell University</i>

- Dr. Tamara Newton** Professor *Ph.D. 1992, Rutgers University*  
Psychophysiology of stress and emotion, particularly within the broader context of mental and physical health functioning and women's health issues
- Dr. Nicholas S. Noles** Assistant Professor *Ph.D. 2008, Yale University*  
Conceptual development in children, including social cognition, perception, and induction
- Dr. John Pani** Professor *Ph.D. 1985, Univ. of Illinois, Urbana-Champaign*  
Educational Psychology. Mechanisms of learning. Biological and medical education. Development of instructional technologies, with emphasis on effective uses of 3D graphics
- Dr. Paul Rosen** Assistant Professor *Ph.D. 2008, University of Kentucky*  
Emotional reactivity and regulation and ADHD in children and adolescents
- Dr. Edna Ross** Professor *Ph.D. 1975, Kent State University*  
Pedagogical Use of Classroom Technologies
- Dr. Paul Salmon** Associate Professor *Ph.D. 1976, DePaul University*  
How physical activity and relaxation / meditation practices -- reflecting a continuum of activation levels -- may help people manage stress, work with negative emotional states, and enhance psychological well-being
- Dr. Sandra Sephton** Associate Professor *Ph.D. 1995, Brigham Young University*  
Neurobiology of stress and trauma, particularly as related to disease resistance in the context of chronic illness including cancer. Amelioration of stress-disease effects by positive psychological factors and psychosocial interventions (e.g., mindfulness meditation)
- Dr. Barbara Stetson** Associate Professor *Ph.D. 1991, Vanderbilt University*  
Clinical health psychology and focus on risk prevention and health behavior and coping with chronic illness in adults. A particular focus is on diabetes prevention and risk reduction and related behavioral, psychosocial and community issues
- Dr. Christian Stilp** Associate Professor *Ph.D. 2011, University of Wisconsin, Madison*  
Speech perception, auditory perception, perceptual organization, natural signal statistics, computational perception
- Dr. Bernadette Walter** Associate Professor (Term) *Ph.D. 1989, University of North Carolina*  
Director, Psychological Services Center
- Dr. Pavel Zahorik** Associate Professor (Adjunct) *Ph.D. 1998, Univ. of Wisconsin, Madison*  
Auditory perception

## **Ph.D. RESEARCH MENTORS**

<b><u>CLINICAL PSYCHOLOGY</u></b>	<b><u>EXPERIMENTAL PSYCHOLOGY</u></b>	
	<b><u>COGNITIVE &amp; DEVELOPMENTAL SCIENCES AREA</u></b>	<b><u>VISION &amp; HEARING SCIENCES AREA</u></b>
Cheri Levinson Richard Lewine Benjamin Mast Suzanne Meeks Tamara Newton Paul Rosen Paul Salmon Sandra Sephton Barbara Stetson	Cara Cashon Judith Danovitch Marci DeCaro Brendan Depue Keith Lyle Carolyn Mervis Nick Noles John Pani Zijiang He Nicholas Hindy	Paul DeMarco Maria Kondaurova Christian Stilp Pavel Zahorik

## **OFFICE STAFF CONTACTS**

### **GRADUATE PROGRAM INFORMATION (REGISTRATION, RECORDS, ETC):**

**Maggie Leahy**, *Graduate Student Coordinator*

[maggie.leahy@louisville.edu](mailto:maggie.leahy@louisville.edu)

Life Sciences 311

(502) 852-4364

### **PAYROLL, HEALTH INSURANCE, TRAVEL REIMBURSEMENTS, AND TUITION REMISSION MATTERS CONCERNING THE OFFICE OF THE CHAIR (APPOINTMENTS, ETC):**

**Amanda Cunningham**, *Program Coordinator, Sr./Special Assistant to the Chair*

[amanda.cunningham@louisville.edu](mailto:amanda.cunningham@louisville.edu)

Life Sciences 315

(502) 852-0430

### **COPY MACHINE HELP, MAIL, LAPTOP/PROJECTOR SIGN-OUT, COPY PAPER FOR LABS.:**

**Kim Hosburgh**, *Program Assistant, Sr.*

[kahosb01@louisville.edu](mailto:kahosb01@louisville.edu)

Life Sciences 317

(502) 852-6775 or 852-8275

## DEPARTMENT ADMINISTRATION

**Benjamin Mast, Ph.D.**

*Chair*

[b.mast@louisville.edu](mailto:b.mast@louisville.edu)

Life Sciences 353

(502) 852-3280

**Cara Cashon, Ph.D.**

*Experimental Program Director*

[cara.cashon@louisville.edu](mailto:cara.cashon@louisville.edu)

Life Sciences 357

(502) 852-3844

**Barbara Stetson, Ph.D.**

*Director of Clinical Training (DCT)*

[barbara.stetson@louisville.edu](mailto:barbara.stetson@louisville.edu)

Lutz Hall 400

(502) 852-2540

**Judith Danovitch, Ph.D.**

*Undergraduate Program Director*

[j.danovitch@louisville.edu](mailto:j.danovitch@louisville.edu)

Life Sciences 347

(502) 852-4781

## GRADUATE STUDENT REPRESENTATIVES

### Clinical:

Kelly Shryock

[kelly.shryock@louisville.edu](mailto:kelly.shryock@louisville.edu)

Valery Bodziony

[valery.bodziony@louisville.edu](mailto:valery.bodziony@louisville.edu)

### Experimental:

Caroline Greiner de Magalhaes

[caroline.demagalhaes@louisville.edu](mailto:caroline.demagalhaes@louisville.edu)

Megan Norris

[megan.norris@louisville.edu](mailto:megan.norris@louisville.edu)

## HELPFUL INFORMATION FOR NEW STUDENTS

### Department of Psychological & Brain Sciences Office:

Life Sciences 317

(502) 852-6775

*Monday - Friday*

*8:30 am – 4:30 pm*

### Psychological Services Center:

Davidson 210

(502) 852-6782

*Monday 9am – 7pm*

*Tuesday 9am - 8pm*

*Wednesday 9am – 12pm*

*& 4:30pm – 8:30pm*

*Thursday 9am – 7pm*

### Graduate Student Mailboxes:

Life Sciences 313

### Department Mailing Address:

Different addresses and zip codes to be used for USPS and for courier services:

USPS mail should be addressed to:

[Your name]

Department of Psychological & Brain Sciences

Life Sciences Building, Room 317

University of Louisville

Louisville, KY 40292

Courier (UPS, FedEx, etc.) should be addressed to:

[Your name]

Department of Psychological & Brain Sciences

University of Louisville

2301 S. 3<sup>rd</sup> Street

Louisville, KY 40208

## DEPARTMENT COPY MACHINE

*Life Sciences 313*

staff contact: Kim Hosburgh

**Copy machine use:** In order to use the copier, you must first log in with either your username and password (used to log in to your email account) or by swiping your University ID.

If you are using for personal copies: After you have logged in, select the personal account option. you are using the copier for a course you are TAing for, you will need to get a proctor card

(Kim or Amanda will have one you can check out).

Please realize that if you wait until the last minute, there are times the copier will be unavailable or not working. The copier is generally available on a first come first serve basis. Occasionally, you might be asked to allow a staff member to go ahead of you if there is a pressing item to be copied.

## MONTHLY PAYCHECKS

Monthly paychecks are posted on ULink. Log in, click “Faculty/Staff,” then click on “View Your Paycheck.” Monthly payday is the 30th of each month, unless the 30th falls on a weekend, then it is the Friday prior to that weekend. Your pay stub is available for viewing approximately the 26th of each month. You should print this pay stub for your records. It is the only stub you will have when your check is being direct deposited. It is very important that you get in the habit of checking your pay stub each month. You must be a full-time student in order to receive a stipend. For fall and spring, you must be registered for a minimum of 9 credit hours or doctoral candidacy. For summer you must be registered for a minimum of 6 credit hours or doctoral candidacy.

## TUITION REMISSION

staff contact: Amanda Cunningham

*Please* check your online statement of account each semester to make sure your tuition has posted to your account properly.

## HEALTH INSURANCE

UofL contact: Camille Smith

[camille.smith@louisville.edu](mailto:camille.smith@louisville.edu)

(502) 852-6519

If you receive a stipend, your health insurance is automatically paid from that same source as your stipend. For questions regarding this health insurance, the University insurance Student Advocate is Camille Smith. The insurance carrier for fiscal year 2019 is Anthem.

## TRAVEL VOUCHERS/REIMBURSEMENTS

staff contact: Amanda Cunningham

The Department has a small fund of money to support student travel to conferences or other research- or training-related travel. Students will receive their department allotment in the form of a scholarship. They may obtain the money by asking their mentor to send a request to Amanda stipulating the purpose and the mentor’s approval. For any Travel in which you are eligible to be reimbursed from other sources, such as grants or other faculty funding, or any purchases in which you may be reimbursed, *all* receipts must be *original* receipts that state the total amount and show proof of payment by the student. Hotel receipts must have your name listed and must show a balance of \$0. In order for you to be reimbursed, every day of the travel must be listed individually. Any receipt that is not of the size 8 ½” by 11”, must be taped to a blank sheet of paper 8 ½” by 11.” Due to frequent changes in what is allowable for reimbursement, please contact Amanda *prior* to using your own personal funds to make sure that you may

be reimbursed. Please see additional forms and instructions beginning on page 11 for more detailed reimbursement information.

### **STUDENT RECORDS**

staff contact: Maggie Leahy

Please inform Maggie Leahy and Amanda Cunningham *by email* of any changes to your personal status (last name, home address, home phone number, email address). We need to have your most current data on file *at all times*. You should also go to ULink and make changes to your address and phone number online.

### **COURSE REGISTRATION AND TRANSCRIPTS**

staff contact: Maggie Leahy

You will have access to your transcript online throughout your studies at UofL. Please check it on a regular basis for missing grades and deferred grades that have not been cleared in a timely manner. Maggie will need to clear you for most courses each semester, so be sure to contact her with all necessary information in a timely manner.

### **EMAIL CORRESPONDENCE**

#### **FROM STAFF, DEPARTMENT ADMINISTRATION, GRADUATE SCHOOL**

It is *very* important that you read and respond in a timely manner to emails from the above. Take the time to read all your emails from Courtney Kerr in Graduate School. They contain vital information you will need pertaining to Graduate School policies and guidelines. The office staff only uses your university email account.

### **GRADUATE STUDENT LUNCH INVITATIONS**

There will be many opportunities when you will be invited to lunch with guest speakers (e.g., Grawemeyer Award winners, Grawemeyer review panelists, Colloquium speakers). These are excellent opportunities to further your knowledge about psychology, as well as making contacts that may be valuable in the future. Many times those lunches are ordered on a per person basis which requires an RSVP in order to attend. Please remember to promptly reply to each request.

### **INFORMATION FOR GRADUATE TEACHING ASSISTANTS**

**Responsibilities:** GTAs provide support for course instructors. They are expected to schedule and keep regular office hours, attend course meetings as possible, and to assist instructors with their courses as requested. GTAs are funded for 20 hours of work per week. Assignments in excess of 20 hours per week should be discussed with the course instructor, and as needed, with the director of your doctoral program.

**Contact Information:** It is very important you notify your students to contact you via e-mail address. Please put your university e-mail address in your syllabus for the students to contact you to ask questions about the course you are assisting with or experiments you are running. Please do *not* use the main office number for students to leave messages.

**Please see page 10 for Fall 2019 SIGS Graduate Student Orientation Information.**

## **REQUIREMENTS FOR CONDUCTING RESEARCH AT UOFL**

Every graduate student participating in research at UofL is required to complete research integrity training in several areas (see <http://louisville.edu/research/integrity/hometest>). For most labs, graduate students will need to pass the following four training courses:

1. Human Subjects and HIPAA Research- Social, Behavioral, or Educational Research
2. Institutional Compliance Awareness - UofL General Population
3. RCR (Responsible Conduct of Research) Basic Course (to be completed once per career stage)

The above training is completed online through CITI and can be accessed on the Human Subjects Protection Program website (see Course Registration links at the bottom of the page):  
<http://louisville.edu/research/humansubjects/InvestigatorInfo/investigator-info/training>

## **ATTESTATION AND DISCLOSURE FORM (ADF)**

To fulfill the Conflict of Interest requirement (see above), the Attestation and Disclosure Form (ADF) must be completed annually on IRIS. Instructions for completing the ADF form on IRIS can be found on the Human Subjects Protection Program website:  
<http://louisville.edu/research/humansubjects/iris-help/completing-attestations-and-disclosure-form/view>

## **ANIMAL RESEARCH TRAINING**

**IACUC Training:** Students working with animals must complete the Level II training provided by the Institutional Animal Care and Use Committee (IACUC). This training is designed to ensure that individuals understand the principles of humane animal care and are qualified to handle the species proposed for study.

This training is offered monthly. Additional information can be found at:  
<http://louisville.edu/research/iacuc/research-staff-qualifications-and-training>

## **SOFTWARE**

Low cost (or free) software and computer accessories for UofL students can be found at Information Technology's IT Xpress store:  
<http://louisville.edu/it/compssoftware/available/>



## **DISCRIMINATION AND HARRASSMENT**

The University of Louisville discrimination and harassment policies can be found at this website:  
<http://louisville.edu/hr/employeerelations/discrimination-and-harassment>

This web page also provides a list of resources for you should you have any concerns or need to discuss issues of harassment or discrimination confidentially with someone in Human Resources who is responsible for enforcing these policies.

## **TITLE IX/CLERY ACT NOTIFICATION**

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.

For more information, see the [Sexual Misconduct Resource Guide](#).

## **BLACKBOARD**

The Department of Psychological and Brain Sciences' Blackboard contains many useful resources for graduate students. The DPBS Blackboard page can be found under "My Organizations" after logging in to <http://blackboard.louisville.edu>.



## BACKGROUND

The \$100,000 Grawemeyer award recognizes outstanding ideas in all areas of the discipline of Psychology. Nominations are judged on the basis of originality, creativity, scientific merit and breadth of impact on the field of Psychology. The first University of Louisville Grawemeyer Award for Psychology was given in 2001. This award is given annually, and administered by the Department of Psychological & Brain Sciences.

Charles Grawemeyer, an industrialist, engineer and entrepreneur from Louisville, KY, had a life-long passion for music, education and religious studies. Consequently, he chose to honor ideas in the arts, humanities and sciences. Rather than rewarding recent or lifetime personal achievements, Grawemeyer wanted to recognize single powerful ideas or creative works.

More information is available at <http://www.grawemeyer.org>

### ***Winners of the Grawemeyer Award in Psychology:***

- 2018: **Robert Sternberg** *“Successful Intelligence”*
- 2017: **Marsha Linehan** *“Dialectical Behavior Therapy: Where We Are, Where We Were and Where We’re Going”*
- 2016: **Steven Maier** *“Strength Through Adversity”*
- 2015: **James McGaugh** *“Emotional Arousal and Memory”*
- 2014: **Antonio Damasio** *“The Somatic Marker Hypothesis in Decision Making”*
- 2013: **Irving Gottesman** *“The Endophenotype Concept in Schizophrenia”*
- 2012: **Mortimer Mishkin and Leslie Ungerleider** *“Two Cortical Visual Systems”*
- 2011: **Walter Mischel** *“The Delay of Gratification and Willpower”*
- 2010: **Ronald Melzack** *“Gate Control Theory of Pain”*
- 2009: **Anne Treisman** *“Feature Integration Theory”*
- 2008: **Albert Bandura** *“Self-Efficacy”*
- 2007: **Giacomo Rizzolatti, Vittorio Gallese, Leonardo Fogassi** *“Mirror Neuron Systems”*
- 2006: **John O’Keefe and Lynn Nadel** *“Cognitive Map Theory of Hippocampal Function”*
- 2005: **Elizabeth Loftus** *“The Malleable Nature of Memory”*
- 2004: **Aaron Beck** *“Cognitive Approaches to Ethno Political Violence”*
- 2003: **Daniel Kahneman and Amos Tversky** *“Judgmental Strategies and Heuristics”*
- 2002: **James McClelland and David Rumelhart** *“Parallel Distributed Processing”*
- 2001: **Michael Posner, Marcus Raichle, Steven Petersen** *“Imaging the Human Mind”*

UNIVERSITY OF LOUISVILLE

FALL 2019

## **NEW GRADUATE STUDENT & GRADUATE TEACHING ASSISTANT ORIENTATION**

- All new graduate students are invited and encouraged to attend new graduate student orientation.
- All new graduate teaching assistants are required to attend the GTA orientation session along with a new graduate student orientation
- Whether you are a part-time or full-time student, relocating or local, older or younger, with a family or single, pursuing your master's or doctorate degree, new graduate student orientation is designed to assist you in your transition to graduate study at the University of Louisville!
- Network with faculty and students
- Learn about our new professional and academic development plan
- Learn about campus, academic and community resources

### **NEW GRADUATE STUDENT ORIENTATION**

FRIDAY, AUGUST 9TH, 2019

1:00-4:00 PM

STRICKLER HALL

**REGISTER HERE:**

[HTTP://LOUISVILLE.EDU/GRADUATE/FORMS/GRADUATE-STUDENT-ORIENTATION-REGISTRATION](http://LOUISVILLE.EDU/GRADUATE/FORMS/GRADUATE-STUDENT-ORIENTATION-REGISTRATION)

### **GRADUATE TEACHING ASSISTANT ORIENTATION**

TUESDAY, AUGUST 13TH, 2019

1:00-4:00 PM

CHAO AUDITORIUM (EKSTROM LIBRARY)

**REGISTER HERE:**

[HTTP://LOUISVILLE.EDU/GRADUATE/FORMS/GRADUATE-TEACHING-ASSISTANT-ORIENTATION-REGISTRATION](http://LOUISVILLE.EDU/GRADUATE/FORMS/GRADUATE-TEACHING-ASSISTANT-ORIENTATION-REGISTRATION)

## **Travel Funding Instructions**

*Department Travel Funding: \$100  
(will be deposited into student financial aid account)*

### **Prior to Conference**

#### ***Apply for Funding (from department, GSC, & GNAS, if funds are available)***

- Send an email to your mentor requesting department funds, if available, and designating what they will be used for. You will also need to include what other funding you have been approved for (GSC, GNAS, GNAS, etc.). Your mentor will forward your request with their approval. (Up to \$200 available)
- Apply for GSC funding (Up to \$350 available, if presenting)
- Apply for GNAS funding (\$100)

***Printing posters:*** You may use the department funds (your \$100) for printing your poster prior to leaving for the conference. When you are ready to print your poster, Amanda Cunningham will give you a department speed type number that will cover the cost of your printing. The cost of your poster will be deducted from your \$200 department funds. You will not be retroactively reimbursed for poster printing after the conference.

***Flying versus Driving:*** Travel costs are reimbursable. If you plan on driving to a conference out-of-state, you must include a flight price comparison into your final documents for funding approval. The flight price comparison is a printout of flight costs for the days of travel and it must be printed prior to the conference. The department uses this cost to determine how much of the mileage you can be reimbursed for post-conference. This step must be completed prior to conference travel. The driver of the vehicle is the only person that can claim mileage for reimbursement.

***Registration:*** You can request reimbursement for conference registration.

### **While at the Conference**

***Food while attending conferences:*** Food costs can be reimbursed up to a certain amount per meal/per day. This is a section of the TEV and can be completed post conference. You do NOT need individual receipts to be reimbursed for food.

***Hotel:*** If you share a hotel room with other students in the program, each person must have their own individual receipt that lists their name and the amount paid towards the room with their credit card. If you are not listed as an occupant, and you do not have a receipt with your name/credit card, you will not be reimbursed; you need both for reimbursement.

*\*\*All receipts towards conference costs must have your name, an itemized list of costs (i.e. parking/hotel/registration) and the method of payment listed (i.e. credit card's last 4 digits)\*\**

### **After the conference**

- You must meet with Amanda as soon as possible following the reimbursable travel so that she can fill out the online reimbursement request form. Bring your receipts with you. If you fail to submit your receipts to Amanda within 60 days from returning from the conference, taxes will be taken out of the reimbursement. If you receive funds from GSC, they will be in the form of a scholarship. If you owe any financial aid, it will be taken out of the reimbursement.