

Summer student registration & audit

Each year we very much look forward to a true avalanche of young scientists visiting Jefferson Lab and working with our users and staff on a variety of science projects. Last summer we again enjoyed having 208 students (ranging from high school to graduate level) work with us, of which about 85% were with the Physics Division.

In order to prepare for these students, and especially to maintain a safe working environment at Jefferson Lab, we are working annually with mentors and university advisors to gather information about our student body, and in particular to update our knowledge about the status of the students, to learn about any new prospective students coming to the lab, and about the anticipated activities of both new and returning students.

For this we need your help. Here is a timeline with information you need to know:

- All advisors: Please have all new students visiting this summer register by **April 19th, 2019**. They should enter anticipated summer working activities in the purpose of their visit on the registration form. For Non-U.S. Citizens: In order to submit your access request registration, you are required to upload your Curriculum Vitae (CV). Your CV must include the following: all of your science and technology specialties, all work positions with no gaps in time, and the current/accurate names of all academic institutions attended.

<https://misportal.jlab.org/jlabAccess>

- Advisors should also notify JLab hosts by **April 19th** with anticipated work tasks for the summer for returning students. One sentence for the foreseen activities will be sufficient.
- For JLab hosts: We will ask you to complete a student audit by **May 3rd** based on the information sent to you by the university advisors. You will also have to assign required training based on the anticipated tasks and locations of the students' projects. For an example of the student survey, please see the link below (CUE account required for log-in).

<https://misportal.jlab.org/mis/apps/physics/studentSurvey/index.cfm>

-You are free to share the content of these pages with university advisors. Also, advisors who are set up in our systems (either in JList or within the student audit application itself) and who have JLab accounts will have view access to their students.

- For students: You must also complete the following two trainings (SAF 100 and GEN 034) online at the following url in order to be eligible for an access badge (more training may be required):

https://www.jlab.org/human_resources/training/webbasedtraining

-In order to complete your process, you must check-in at the SSC Building 28 and present a valid ID (requirements attached) in order to get your badge (undergrads must complete SAF099). For Non-U.S. Citizens, during check-in, you must present proof of your institution affiliation, i.e., access badge, valid student ID, official signed letter from your institution stating affiliation.

Based on this information, we hope to be able to provide all students an enjoyable project and safe working environment this summer.