



UNIVERSITY of MICHIGAN ■ COLLEGE of ENGINEERING

Civil & Environmental Engineering Graduate Resource Guide

2016 - 2017

WELCOME!

Welcome to the department of Civil & Environmental Engineering. We have developed this Resource Guide to help you learn about the University of Michigan community and the wide variety of services and organizations that are available to you as a U-M graduate student. We hope the information in this guide will help you make the most of your time at Michigan and we also encourage you to contact department faculty and staff with any questions you may have.

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GETTING TO, FROM AND AROUND ANN ARBOR

Check out the Campus Information Center website at [CIC Maps & Directions](#) for directions, links to transportation resources and a guide to visiting Ann Arbor. You can also download the free [Free Campus Life and U-M Information App](#) which can help you navigate campus.

ARRIVAL CHECKLIST

As you prepare for your arrival in Ann Arbor, you may want to do any or all of the following:

Make Housing Arrangements

If you are considering living on-campus, the [Northwood Community Townhouses and Apartments](#), located on North Campus, offers housing for students with families and single graduate students. The Community also offers additional resources for families, such as child care and English classes for spouses, partners, and children. The [Off-Campus Housing website](#) allows you to search for apartments with landlords who have registered with U-M.

Find Parking & Transportation

Information on transportation and parking is available on the [Parking and Transportation Services website](#). Your MCard gives you free access to the [Ann Arbor Transportation Authority's](#) services. Campus parking can be problematic, so many students who live near campus either walk or ride the AATA buses.

Establish a Bank Account

[U-M has partnered with PNC Bank](#) to link your MCard with a checking account at PNC. Additionally, the [UM Credit Union](#) has six locations in Ann Arbor, including a branch in Pierpont Commons, on North Campus. There are also numerous area banks that can provide financial services.

Arrange for Health Insurance Coverage

Students enrolled at U of M receive health insurance coverage from the [University Health System \(UHS\)](#) through tuition payments. UHS recommends that student purchase additional health insurance for fees, such as emergency care, that are not covered. [The Domestic Student Health Plan](#) provides one option for additional coverage.

Graduate Student Instructors and Graduate Student Research Assistants with appointments of 25% or more, and awardees of certain fellowships are eligible for health care coverage with [GradCare](#), which is part of the university employees' health care plan.

If you are an International student, health insurance arrangements can be made through the [International Center](#). **All International students are required to have health insurance.**

International Students

Check in with the [International Center](#). The International Center can assist you with the process of obtaining a Social Security Number; help you set an appointment to take English language proficiency examinations, TB screening and many other useful things. Certain entering international students must be screened for tuberculosis. Free screening is offered on campus. See <http://www.uhs.umich.edu/tbscreen> for more information.

Contact Your Academic Advisor

In the course of your academic program, other questions may arise. There are several sources of information to which you can turn for answers and advice concerning academic progress, or other academic issues. Each program area provides an academic advisor to counsel new students. Incoming students will meet with their advisor before the Department Welcome Event. In addition, there is a “buddy system” in which a current graduate student agrees to serve as a resource for each incoming graduate student. This assignment is made prior to the start of classes in fall term.

Contacts for the areas within the [Civil & Environmental Engineering](#) department are listed below:

Department contact: Phone: (734) 764-8495 e-mail: gradservices@umich.edu

Department Chair: Kim Hayes

Department Assoc. Chair: Sherif El-Tawil

AREA CONTACTS:

Construction Engineering and Management – [SangHyun Lee](#)

Environmental – [Lutgarde Raskin](#)

Geotechnical – [Adda Athanasopoulos-Zekkos](#)

Hydraulics – [Valeriy Ivanov](#)

Infrastructure Systems – [Jeff Scruggs](#)

Structural & Materials – [Seymour Spence](#)

Structural (M.Eng) – [Jim Wight](#)

Graduate Committee Chair: [Lutgarde Raskin](#)

Master’s Program Chair: [Adda Athanasopoulos-Zekkos](#)

Check out the [Engineering Graduate programs website](#)

This site contains a wealth of information on mentoring, professional development, and funding resources.

Obtain a U-M ID card

Regular students will not need a form to obtain their MCards. You will either receive your MCard at the College of Engineering orientation, or you can stop by any MCard station. Please see information here: <http://www.finance.umich.edu/treasury/mcard/get-your-mcard>

The North Campus station is located at B430 Pierpont Commons. Your U-M ID gives you access to computer laboratories, recreational facilities and much more. For more information on MCard benefits go to <http://www.mcard.umich.edu/overview.htm>

Computer Resources

ITS

After you matriculated, you should have received an email or letter directing you to set up a U-M unickname. After your unickname is established, standard U-M computing services would have automatically been set up for you. Additional information on these services can be found on [the ITS website](#).

CAEN

As a member of the College of Engineering Community, you also have access to [CAEN](#) computing resources. Through student registration fees, CAEN provides unlimited use of its resources to all engineering students.

Finally, although you will have access to computing resources on campus, you may wish to purchase a computer for your private use. ITCS provides the U-M Computer Sales Program, which makes computer hardware available to students at discounted prices. [The U-M Computer Showcase](#) has much of this hardware on display in the basement of the Michigan Union, on Central Campus and on North Campus in the main concourse of Pierpont Commons. In addition, due to special licensing arrangements many standard software packages can be purchased from the University for substantially less than from commercial vendors.

Register for classes

The University of Michigan's web-based class registration process ([Wolverine Access](#)) gives you the ability to search for the classes you want. For specific information on class registration procedures, check Wolverine Access Online Help.

To register for classes, you need a University unickname and password. You will also need an appointment -- You will receive an e-mail notification for your appointment time on Wolverine Access.

Welcome Events and Orientation

If you arrive at the beginning of the fall term, you may want to participate in campus-wide events that are designed to both orient students to the campus and answer general questions about programs and services. Welcome and orientation activities are sponsored by the [Rackham Graduate School](#) and the [College of Engineering](#) and take place just prior to the first day of classes. [The International Center](#) conducts additional orientation activities for international students. The [Rackham website](#) also contains additional information for new graduate students.

Civil & Environmental Engineering has a separate departmental welcome in late August/early September. New students are advised on an individual basis by their Faculty Advisor.

Libraries

[University of Michigan libraries](#) contain 7.1 million volumes and nearly 70,000 current journals. Over 29 libraries are located at approximately 16 locations on and around campus. [The Art, Architecture and Engineering Library](#), located in the Duderstadt Center, is one of the newest library facilities and is located on North Campus, conveniently close to engineering facilities.

SECURING FINANCIAL ASSISTANCE

Financial Aid

The [College of Engineering](#) makes every effort to ease financial barriers to students' academic progress. Much of the financial aid offered to graduate students may be in the form of an assistantship or a fellowship awarded through your department. Other sources of financial assistance, such as awards, grants, or loans may be pursued through the Rackham Graduate School or the [Office of Financial Aid](#). Students having unusual financial situations may contact their Faculty Advisor, Graduate Committee Chair or the Department Chair. For more information, visit the [Rackham website](#) .

Financial Emergencies

Even with an adequate financial aid package, sometimes emergencies necessitate seeking other assistance. Depending on the nature of the financial emergency, it is usually a good idea to begin by talking with someone in your department. The department may have resources to assist you during an emergency, or may be able to access other emergency funds within the College. Additionally, the [UM Credit Union](#) and area banks may be helpful.

Budgeting

In addition to securing adequate financial aid, many students also must give attention to cutting expenses or developing a budget in order to manage their finances while in graduate school. The [Office of Financial Aid](#) provides confidential budget counseling for all enrolled students. To set up an appointment with a counselor, call (734) 763-6600. There are also several credit and debt counseling services in the community that may be able to assist you.

Child Care/Elder Care

There are many services at the University and in the community that provide child care and elder care for dependents of enrolled students. One of the best ways to find a service that meets your particular needs is to contact the [University's Work/Life Resource Center](#). The Center is a free

finder service available to full-time and part-time U-M faculty, staff and students.

EMPLOYMENT INFORMATION

Current University Employees

If you have a GSRA appointment with the University, **you will be required to certify your employment effort at the end of each term you worked.** Those required to certify will receive an email from the Cost Reimbursement Office asking them to complete the process. The email will provide detailed instructions to follow, requiring only a few minutes of your time. It is extremely important that you respond to this email. Certification of effort is a government mandated policy and failure to comply could result in a fine for the University.

Temporary Employment

While it is not recommended that full-time graduate students seek employment in areas that are unrelated to their field of study, there are sometimes opportunities for temporary and part-time employment. Work Study jobs, as well as other part-time or temporary positions, are generally posted on the [Student Employment website](#). Additionally, part-time or temporary positions may be posted through student e-mail groups.

Students who are hired by a faculty member as an hourly employee must complete the on-line employment application before employment paperwork can be processed. To complete the application, go to **“Wolverine Access”**; **“Student Business”**; **“Student Employment Application”** and follow the instructions. **Approval from your Faculty Advisor is required since your primary responsibility is to your education and research.**

Career Services and Resources

[The Engineering Career Resource Center](#) provides valuable free services to graduate students who are planning or undertaking the transition from graduate study to full-time employment. ECRC services include:

- On-campus recruitment by employers
- Curriculum vitae or resume development assistance
- Workshops on topics including interviewing skills and salary negotiation
- An online job posting system exclusively for U-M Engineering students
- Industry and employer profiles
- International student assistance

[The Career Center](#), on Central campus, also offers services to all University of Michigan students.

[NCEES](#) develops, administers and scores the examination for used for engineering and surveying licensure in the United States leading to the Professional Engineering credential.

GETTING HELP

The College of Engineering strives to be an environment in which students can meet their educational goals without compromising their sense of integrity or identity. However, in an organization as competitive and diverse as the College of Engineering, problems can arise. In the event of such problems, there are places to go for help.

Academic Grievance

If there is justification to question the accuracy of an assigned grade, the student should first pursue the matter with the instructor. The responsibility for the assignment of grades is primarily that of the instructor and should be settled between the student and instructor whenever possible. Further pursuit of a grade grievance should be addressed with the instructor's Department Chair. The final appeal at the College level is by petition. Petitions may be obtained from the Engineering Academic Services Office, 1401 Lurie Engineering Center (LEC).

Other Academic Concerns

If you experience other academic problems, such as difficulty with faculty advising, and are hesitant to seek recourse within the College of Engineering, there are services available in the Rackham Graduate School. The following persons can provide information and/or Assistance:

Office of Conflict Resolution and Student Grievances

Rackham Graduate School
Phone: (734) 936-1647

Director of Graduate Student Life

Rackham Graduate School
Phone: (734) 647-2655

CoE Graduate Student Liaison

Andria Rose
Coordinator for Graduate Education Programs
Office of Graduate Education
Phone: (734) 647-7028

Non-Academic Grievances

Problems with students: [The Office of Student Conflict Resolution](#) addresses non-academically related grievances that involve U-M students. The scope of responsibility of the office is outlined in the [Statement of Student Rights and Responsibilities](#). If you believe a student is in violation of the statement, you may contact the Office of Student Conflict Resolution to learn about resolution actions.

Racial Discrimination and Harassment: Contact [The Office of Student Conflict Resolution](#), or contact the [Office of Institutional Equity](#).

Sexual Harassment: The [SAPAC \(Sexual Assault Prevention and Awareness Center\)](#) provides educational programming on sexual assault, prevention, awareness, sexism, dating violence and the various issues related to these topics. The Center also provides counseling and crisis

intervention services for survivors of sexual assault or sexual harassment and their friends and/or family members. Individual counseling is available in person as well as over the phone through the Center's counseling phone line: (734) 936-3333. Counselors are available to assist at the hospital or with the police or at campus offices on a 24-hour basis. The Center provides all services to any member of the University community: student, faculty and staff

In addition to the services provided by SAPAC, Sexual Harassment Complaint Receivers on North Campus include the following persons:

Debbie Taylor
Director, Women in Science and Engineering Office
273 B Chrysler
Phone: (734) 647-7014

Dawn M. Tilbury
Associate Dean for Research and Graduate Education
1011 LEC
Phone: (734) 647-7030

General

[The Ombudsperson's Office](#) at the University is dedicated to assisting students with problems in any area of the University and cutting through bureaucratic red tape confidentially and promptly. The Ombudsman Office is committed to justice and fair treatment of all members of the University of Michigan community.

Emotional Problems, Stress, Family Conflict

[The Counseling and Psychological Services \(CAPS\)](#) office at the University of Michigan has three areas of focus: clinical services, outreach and liaison, and training and professional development. Services to students include crisis intervention; brief personal counseling and short-term psychotherapy for individuals, couples and groups; consultation; and workshops on various informational and skill building topics. Consultation services are also available to University faculty and staff.

Legal Problems

[Student Legal Services](#) assists students with various legal problems. The staff includes attorneys who advise on legal rights and will represent students in court if necessary. Representation is routinely provided for indebtedness, landlord/tenant issues, housing, divorce, probate, criminal defense misdemeanors/felonies, employment termination, and driver's license restoration. **Representation cannot be provided against another student or the University.**

GRADUATE STUDY AT THE COLLEGE OF ENGINEERING

Today, the College of Engineering at the University of Michigan is consistently ranked among the top engineering schools in the world. All of its undergraduate degree programs are ranked by *U.S. News & World Report* and nearly all of its graduate degree programs are rated in the top ten nationwide. The graduate Civil Engineering Programs is [currently ranked 8th](#) and the graduate Environmental Engineering Program is [ranked 5th](#) in the nation.

Academic Programs

The College of Engineering offers undergraduate and graduate programs through the doctoral level. The undergraduate program consists typically of a four-year schedule leading to a bachelor's degree. There are 14 courses of study that lead to the Bachelor of Science in Engineering degree (B.S.E.) and one that leads to the Bachelor of Science degree (B.S.). By careful planning, an additional bachelor's degree (B.S. or A.B.) can be earned within the College of Engineering or in combination with another college within the University of Michigan in about one year beyond the time required for a single degree. Completion of both an engineering baccalaureate and a master's degree in approximately five years is also possible.

Academic Progress

The time it takes to complete a particular program of study depends on factors such as the number of transfer credits, program options such as thesis or project, and the type of research being undertaken. However, there are some general time frames to which your own academic progress can be compared.

Average Time for Degree Levels

The minimum time to complete the MSE requirements is one calendar year if no credits are being transferred from another program. A more common time to complete the Master's degree is three to four academic semesters. A minimum of 30 credit hours of approved graduate work must be completed for the MSE degree. Nine to twelve hours of credit per term is the usual full-time graduate course load. Graduate students with research or teaching appointments generally elect no more than six to nine credit hours per term.

Since the requirements to complete a PhD involve conducting independent research, it is more difficult to estimate a total time to complete this degree. However, a reasonable estimate is four years for a student entering the program with a Master's degree and five years entering with a BS degree. The milestones for completing the PhD degree include the following:

Completing PhD coursework - general requirements are 18 hours of coursework beyond the Master's degree, subject to approval by the Dissertation Committee. Generally this takes approximately three years for a student entering with a BS degree. Four credits of cognate courses (courses outside the CEE Department) and an advanced mathematics elective are required toward this total. Courses taken as a part of MS studies may be used to fulfill this requirement.

Preliminary Examination - The Pre-Candidate student must pass the Preliminary Examination to be considered for Candidacy. Prior to being considered for the Preliminary Examination, the Pre-Candidate student will have completed at least 18 credit hours beyond the Bachelor's degree (or 9 credits beyond an external Master's degree), have a cumulative GPA of 3.30 or better in graduate course work at the University of Michigan (excluding independent study courses), and have taken at least 3 credits of research or have served at least one term as a Graduate Student Research Assistant (GSRA). Students must also have a GPA of 3.5 or better in CEE courses. Eligibility to take the Preliminary Examination will then be determined by the Graduate Committee after critical review and evaluation of the student's academic performance submitted by the student's academic advisor.

The Preliminary Examination will ordinarily be taken as soon as the student is eligible and should be taken no later than 13 months for students entering with a Master's degree or 17 months for students entering with a Bachelor's degree after admission as a Pre-Candidate. A student may schedule his or her Preliminary Examination during either the first week of January or during the first two weeks of May. The student's advisor may request that the examination be taken at a different time, by submitting a petition to the graduate committee.

Selection of Thesis Topic and Dissertation Committee Chair - As soon as possible after passing the Preliminary Exam, the student should choose a thesis topic in consultation with the faculty member chosen by the student to serve as Chair of the Dissertation Committee. A faculty member with less than a 50% appointment in the Department of Civil and Environmental Engineering cannot serve as the sole Chair, but can serve as the Co-Chair provided that a faculty member with a greater than 50% appointment in Civil and Environmental Engineering is chosen as a Co-Chair. The student's dissertation research must make a significant and important contribution to knowledge in the chosen area of specialization. However, the scope and complexity of the research should not make completion impossible within a reasonable period of time.

Selection and Appointment of Dissertation Committee - The Dissertation Committee must include at least four members of the graduate faculty, including at least two from the Civil and Environmental Engineering Department and at least one from a cognate field outside the Department. A committee member may be appointed from qualified individuals not affiliated with the University of Michigan, but this person may not serve as the Cognate Committee Member. It is also necessary to file an application along with documentation describing the qualifications of any person who is not a member of the graduate faculty to obtain approval for this person to serve as a committee member. When the Dissertation Committee has been selected and each prospective member has consented to serve, the designated Committee Chair requests that the Department recommends appointment of the Dissertation Committee by the Dean of the Graduate School.

Advancement to Candidacy - After most of the course work has been completed, the Preliminary Examination has been passed, the Responsible Conduct of Research and Scholarship (RCRS) requirement has been met, and the Dissertation Committee has been formed, the student may be advanced to candidacy upon request of the advisor through a written memo to the Graduate

Committee. Students and advisors should note that after reaching candidacy, students are allowed to take only one course per semester (unless the advisor commits additional funds beyond candidate tuition). Advancement to candidacy is granted by the Dean of the Graduate School upon recommendation of the Department Graduate Committee. The written recommendation must be received at the Graduate School in accordance with published deadlines for the term for which Candidacy is requested. The student should become familiar with Graduate School time deadlines for admittance to Candidacy. The Graduate School formally recognizes this milestone in the pursuit of the Ph.D.

Final Program and Scope of Thesis Research - Soon after the Dissertation Committee has been appointed, the Candidate should arrange for a Committee meeting to present the proposed remaining course work and thesis research program for Committee approval. The Dissertation Committee may establish requirements different from those specified earlier by the doctoral advisor. Having regular Committee meetings will avoid hardships resulting from deferring decisions on the final course program and research direction changes. It is recommended that these committee meetings be organized at least once a year and consist of a presentation by the student and a follow up discussion with the committee. Ideally, all committee members are present at these meetings.

English Language Proficiency - Every doctoral student must satisfy the departmental requirement of demonstrated proficiency in English writing before being advanced to candidacy. It is the responsibility of each Dissertation Committee to ensure that this requirement has been met. Certification by the Dissertation Committee Chair to the Graduate Committee that the Pre-Candidate has demonstrated proficiency in English writing will satisfy this requirement. Otherwise, this requirement must be fulfilled by the successful completion of one of the following courses:

- Technical Communications 610, Thesis, Dissertation Proposal, and Dissertation Writing for Engineers and Scientists, with a grade of "P",
- English Language Institute 620, Dissertation Writing and Writing for Publication I.

In the event that one of the above courses is used to satisfy the English proficiency requirement, the student must have taken the course previously or enroll in the course as soon as possible after advancement to Candidacy is achieved (Winter semester for January exam, Fall semester for May exam).

Research Proposal Defense - The Research Proposal Defense should occur no later than 30 months after enrolling in the Ph.D. program. Students pursuing more than one degree are expected to take no longer than 36 months. The candidate prepares a written research proposal, which identifies the research problem, provides a preliminary literature review of past research related to the problem, describes the student's proposed approach to solve the problem, and includes any preliminary results that have been obtained. The research proposal must be submitted to the Dissertation Committee Chair no later than two weeks before the date of the Research Proposal Defense. If the proposal is not submitted by that date, the Research Proposal Defense may be postponed. The Research Proposal Defense will consist of a short oral presentation of the research proposal by the Candidate and an oral examination of the Candidate

by the Dissertation Committee. All members of the Civil and Environmental Engineering Faculty, advanced graduate students, and postdoctoral researchers may be invited to attend the Research Proposal Defense with permission of the Dissertation Chair. A copy of the research proposal will be filed in the Dissertation Committee Chair's files.

Preparation and Submission of the Dissertation - The dissertation must be prepared in a style acceptable to the Graduate School as given in its current HANDBOOK FOR DOCTORAL CANDIDATES. The several steps in the process of completion, submission and approval of the dissertation are specified in the HANDBOOK. The Dean of the Graduate School approves each dissertation.

Final Oral Examination (Dissertation Defense) - After completion of the dissertation, a final defense is scheduled in which the results of the dissertation research are presented to the Dissertation Committee. Final revisions to the dissertation are recommended by the dissertation committee and after format checks, the application for the degree is accepted by the Rackham Graduate School.

Publication and Dissemination of the Thesis - In addition to publishing the dissertation and making it available through Deep Blue, the Department expects that technical articles based on the dissertation research will be published in technical, peer reviewed journals, and that the work will be presented at professional meetings or conferences.

Student Honor Code

[The Student Honor Code](#) was proposed by the engineering student body in 1915, and approved by the engineering faculty in 1916. It has been in effect since its inception, and is truly a distinguishing feature of enrollment at the College of Engineering. By observing the Code, students do their work in an environment of high standards of personal integrity and professional ethics.

As a basic feature of the Code, students are placed upon their honor during all examinations and written quizzes, and as required by the instructor, for computer assignments, homework, and laboratory reports. Although the instructor is available for questions, the examination may not be proctored. The student is asked to write and sign the following pledge at the end of the examination paper:

"I have neither given nor received unauthorized aid on this examination, nor have I concealed any violations of the Honor Code."

Either a student or the instructor may report a suspected violation to the Associate Dean of Academic Affairs, 2464 Lurie Engineering Center (LEC), (734) 647-7020. The report is then investigated by the Student Honor Council, resulting in a recommendation to the Faculty Committee on Discipline

DEPARTMENT CONTACTS

[Department Staff](#)

Pat Brainard, Department Administrator/Manager (Room 2105B GGB) pbrainar@umich.edu
Pat assists the chair in planning and managing the Department's administrative operations, supervises the departmental staff and coordinates efforts to streamline administrative operations.

Rosalind Perry Martin, Administrative Assistant to Chair (Room 2105 GGB) rpmartin@umich.edu
Rosalind provides administrative support to the Chair and is the central point of organization for the department. She manages the Chair's calendar, coordinates department events, maintains the bulletin boards in GG Brown and oversees the department lost and found.

Sherry Brueger, Faculty Support Coordinator (Room 2105A GGB) sbrueger@umich.edu
Provides administrative support to all faculty and assists with department activities. Sherry also purchases supplies, processes reimbursements for faculty and students as well as HR documentation including I-9s.

Bob Brustman, Marketing and Communications Specialist (Room 2105E GGB)
brustman@umich.edu
Bob adds news and events to the website and creates content for the CEE Facebook and Twitter. He is also involved with planning, promoting, and photographing events.

Susan Carpenter, Administrative Assistant (Room 117 EWRE) carsusan@umich.edu
Susan provides administrative support to the faculty. Susan is responsible for travel and expense reimbursements for faculty and students, p-card reconciling, and managing office supply inventory.

Jessica Randolph, Graduate Coordinator (Room 2166 GGB) jrand@umich.edu
Jessica coordinates all aspects of students' graduate programs in CEE. This includes coordinating admissions and recruiting, scheduling qualifying and preliminary examinations, processing GSI and GSRA appointments, Master's student degree audits, and coordinating the annual PhD evaluation process. Jessica also coordinates various grad student recruiting and informational events.

Matt Blank, Undergraduate Coordinator (Room 2166 GGB) blankm@umich.edu
Matt is responsible for all undergraduate student services including coordinating the department schedule of classes. He assists the Undergraduate Program Advisor. Matt can also help you with a class permission (override) and with reserving classrooms.

Angela Jeon, Student Services Assistant (Room 2166 GGB) angelsoy@umich.edu
Angela assists with administrative tasks associated with both undergraduate and graduate student services. This includes issuing room & building keys, troubleshooting registration issues, grad student photo boards, defense scheduling, and assisting student groups. Grad students should also see Angela if they need a standard letter from the department for any variety of

reasons.

Stephanie Ford, Research Administrator (Room 2160 GGB) zeeford@umich.edu
Stephanie is primarily responsible for research accounting for the faculty.

Tabitha Rohn, Financial Specialist (Room 2152 GGB) trohn@umich.edu
Tabby works as part of both the Financial & Students Services teams. She assists Stephanie with grants and contracts and assists Pat with general accounting management. Tabby assists Student Services with financial support of fellowships and GSI & GRSA appointments.

Jocelyn Jacobs, Grants Specialist (Room 2156 GGB) jmariej@umich.edu
Jocelyn is primarily responsible for research accounting for the faculty.

Rebi Varghese, Desktop Support Specialist (Room 215 EWRE) rvarghes@umich.edu
Rebi is the main computer support for the department. He provides support to the faculty, staff and students and is the central point of contact with CAEN for the department. He deals with hardware and software questions and is also in charge of the network for the department. Rebi is the main administrator of the CEE website and the main point of contact for A/V equipment questions, and most other computer related technical questions within the department.

TECHNICIANS

Rick Burch, Lab Technician (Room 68 EWRE) rburch@umich.edu
Rick assists students with a variety of technical needs, resolves design problems and malfunctions in specialized equipment. He also performs repair and maintenance work on laboratory equipment. Rick is responsible for determining safe operating procedures for test equipment; and monitoring and enforcing codes.

Bob Fischer, Lab Technician (Room 1302 GGB) rfischer@umich.edu
Bob selects materials, methods and equipment to be used in laboratory experiments and research projects. He provides functional supervision of students in the department labs, including assistance with experiments and safety procedures. Bob is responsible for constructing and facilitating the construction of prototypic structural components.

Jan Pantolin, Technical Services Supervisor (Room 1304 GGB) jpantoli@umich.edu
Jan supervises the teaching and research laboratories in Geotechnical, Hydraulic, Materials and Structural Engineering. Jan is a primary contact for safety as well as a facilities representative for the G.G. Brown building.

Bob Spence, Lab Technician (Room 1304 GGB) bspence@umich.edu
Bob performs complex laboratory assignments and selects materials, methods & equipment for use in research projects. He also provides functional lab supervision to students and manages safety issues and training.

Tom Yavaraski, Laboratory Services Supervisor (Room 209 EWRE) recycler@umich.edu
Tom coordinates the operations of analytical facilities and equipment for the department. He is the first contact for safety issues when working in the laboratory and/or working with hazardous

compounds. He also coordinates the training, operation and repair of the analytical equipment in the environmental laboratories. Tom is the facility representative for EWRE and an emergency response floor marshal.

EXPLORING THE COMMUNITY

U-M Events

Throughout the year, many exciting events take place on the University of Michigan campus. Information on most major U-M athletic, cultural, social and other events can be obtained at the [University of Michigan Campus Information Centers \(CICs\)](#).

Sports fans may want to purchase tickets to U-M athletic events by contacting the [Athletic Department Ticket Office](#). Buy early for the best selection! Please note that there are set deadlines to apply for season passes to certain sports, such as football, hockey, and men's basketball.

Ann Arbor

The University of Michigan is located right in the middle of Ann Arbor; there are no formal boundaries between the campus and the community. University properties and facilities are spread throughout the city, with the four campuses – Central, North, Medical and Athletic – placed among commercial and residential areas. Several of Ann Arbor's shopping areas are interspersed with campus buildings. The downtown area is a shopping and business district which is easily accessible on foot, by bicycle, or by bus. Some of Ann Arbor's attractions, such as the [Matthei Botanical Gardens and Nichols Arboretum](#), and many cultural events, are affiliated with the University. Other events, such as the Summer Arts Festival, are joint ventures between the city and the University. Several medium-sized companies and light industries are located in Ann Arbor. There are also more than 80 industrial research firms and several government laboratories. New industrial and residential areas are thriving on all sides of the Ann Arbor city limits. The city has its own bus system, newspaper, airport, community access television stations, and radio stations. In addition, it serves as the Washtenaw County seat and boasts an active political arena.

The diversity of people at the University makes Ann Arbor a distinctly cosmopolitan place to live. The social, cultural, intellectual, and aesthetic aspects of Ann Arbor mix old and new, conservative and liberal, conventional and experimental. A wide variety of religions, ethnic and national backgrounds, ages, and philosophies are represented in the population. Because of this, Ann Arbor has many well-informed and concerned residents. For instance, support for environmental preservation ranges from city-wide recycling to restrictions on the amount of salt the city may use for snow removal. Ann Arborites are extremely proud and aware of their history and have supported a movement to restore the old downtown area and the "Old West Side." Many older homes have been renovated and decorated, while office buildings have been sandblasted, cleaned, and painted. When the city decided it needed a new downtown firehouse, the original red brick one, long a landmark, became a children's museum, and a modern, low-key addition was built. The old train depot is now a restaurant, furnished with the original waiting room benches, baggage cart, and other memorabilia.

Entertainment and night life in Ann Arbor include much theater and music. New local bands debut weekly in the varied bars and coffeehouses. [The Ark](#) is a familiar stop for seasoned blues, folk, and jazz musicians. [The Michigan Theater](#) offers art films, classic films, and live concerts. [The University Musical Society](#) provides a wide variety of concerts, including famous symphony orchestras from around the world. Discount concert tickets from UMS are available at the beginning of the fall semester. The School of Music, and the Departments of Dance, Musical Theater, and Theater and Drama keep both students and Ann Arbor residents busy with many different performances, from operas to dance concerts to interactive theater. During the summer, [the Summer Arts Festival](#) at the Power Center hosts famous performers and singers, while Top of the Park offers nightly movies outdoors and live bands. To complete your evening on the town, Ann Arbor offers an incredible selection of restaurants - ranging from Prickly Pear Southwest Café, to The Blue Nile's Ethiopian delicacies, to Raja Rani's Indian food. However, the more traditional gourmand has nothing to worry about. Ann Arbor is home to many elegant restaurants with a variety of menus including Italian, French, German, seafood, and international cuisines. Additional restaurant information can be found at [arborweb.org](#)

Detroit Area

The City of Detroit, founded in 1701, is located 40 miles east of Ann Arbor. Its name is derived from the French words "d'etroit" meaning "of the strait." The city was so named because it is on the west bank of the Detroit River, a strait connecting Lake St. Clair and Lake Erie. According to 2013 census estimates, Detroit has a population of approximately 688,701 making it the eighteenth largest city in the United States. The greater Detroit metropolitan area (Wayne, Oakland, and Macomb counties) population is over 3,734,090, making it the eleventh largest metropolitan area in the nation.

Detroit is known as the "Motor City" because of its international automobile manufacturing and trade industry. Twenty-two percent of the nation's cars, trucks, and tractors are made there. World headquarters for General Motors Corp., Ford Motor Co., and Chrysler Group LLC are located in metropolitan Detroit. Detroit is also a steel and aluminum producing center that furnishes both raw metal and finished products for the automotive industry. In addition to the machine-tool and metal-stamping industries closely allied to automobile manufacturing, the Detroit economy is a leader in the production of paints, non-electrical machinery and automation equipment, pharmaceuticals, rubber products, synthetic resins and garden seed.

Detroit is an international center of transportation and trade. The opening of the St. Lawrence Seaway in 1959 allowed Detroit to become a major port. Today, 60 steamship lines operate out of the city, shipping materials worldwide. [Detroit Wayne County Metropolitan Airport](#) is among the world's largest air transportation hubs.. Located 18 miles southwest of downtown, the airport and its regional partners offer service to more than 160 non-stop destinations around the globe. Detroit is served by six interstate highways and additional limited access expressways, making the freeway system one of the most efficient in the country. The city is connected to Windsor, Ontario, by the [Ambassador Bridge](#) and by the [Windsor-Detroit Tunnel](#). Visitors traveling to Windsor from the United States are required to present an approved travel document in order to cross the border.

As a major metropolitan area, the greater Detroit area has many attractions. Among the institutions of higher learning located there are Wayne State University, the University of Detroit, the Detroit Institute of Technology and the University of Michigan, Dearborn. Among Detroit's cultural highlights are its musical organizations and museums. [The Detroit Symphony Orchestra](#) is one of the nation's premier musical organizations.. Also, a distinctive, popular musical genre that had its beginning in the Detroit recording industry is known as the "Motown" sound.

Museums such as the [Detroit Institute of Arts](#), the Historical Museum, the Detroit Science Center, the Museum of Contemporary Art Detroit, the Charles H. Wright Museum of African American History, the Cranbrook Academy of Art (in Bloomfield Hills) and The Henry Ford (in Dearborn) are nationally acclaimed. [The Detroit Zoo](#) is outstanding, and there are many municipal parks, beaches, and marinas. In the athletic arena, Detroit is home to professional teams in major league baseball ([the Tigers](#)), football ([the Lions](#)), ice hockey ([the Red Wings](#)), and men's basketball ([the Pistons](#)).

You can learn more about the Metropolitan Detroit Area at <http://www.visitdetroit.com/>.

Michigan

Michigan was admitted to the Union in 1837 as the 26th state. Since then, Michigan has granted constitutional autonomy to its public educational institutions. This has helped establish its flagship institutions of higher education as some of the strongest in the nation. Geographically, Michigan is comprised of two perpendicular peninsulas which are surrounded by four of the five great lakes: Lake Superior, Lake Michigan, Lake Huron, and Lake Erie. The state has varied topography and contains highly developed urban areas, as well as protected wilderness areas. Each region of the state has its own cultural flavor and economic base. You can find out more about travel and tourism opportunities in Michigan by contacting the [Michigan Parks and Recreation Division](#).

APPENDIX

Campus maps can be found at <http://campusinfo.umich.edu/mapsAndDirections>

ABBREVIATIONS AND ACRONYMS

Engineering Departments

AERO	Aerospace Engineering
BME or BIOMED	Biomedical Engineering
CEE	Civil and Environmental Engineering
CHE	Chemical Engineering
CLaSP	Climate and Space Sciences & Engineering
COE	College of Engineering
EECS	Electrical Engineering & Computer Science
IS+D	Integrated Systems & Design (formerly InterPro)
IOE	Industrial & Operations Engineering
ME	Mechanical Engineering
MSE	Materials Science & Engineering
NAME	Naval Architecture & Marine Engineering
NERIS	Nuclear Engineering & Radiological Sciences

Campus Buildings

CCRB	Central Campus Recreation Building
GGB	G. G. Brown Laboratories
EPB	Engineering Programs Building
ERB I/II	Engineering Research Building
EWRE	Environmental and Water Resources Engineering Building
LEC	Lurie Engineering Center
MEPO	Minority Engineering Programs Office
NCIC	North Campus Information Center
NCRB	North Campus Recreation Building

Other

A2	Ann Arbor
CAEN	Computer Aided Engineering Network
CEW	Center for the Education of Women
CIC	Campus Information Centers
ITS	Information Technology Services
GEO	Graduate Employees' Organization
GSRA	Graduate Student Research Assistant
GSI	Graduate Student Instructor
WISE	Women in Science and Engineering

HELPFUL ORGANIZATIONS

The University community includes many helpful organizations and groups. If you have a problem, or are looking for a group with which to affiliate, there is probably at least one group or resource for you. This list is not exhaustive. If you are looking for something that is not here, ask someone in your department, at the International Center, or at Campus Information Centers at 764-INFO or (734) 764-4636.

Numerous **engineering professional and honor societies** can be located through the [College of Engineering websites](#)

The Environmental and Water Resources Engineering Program has a Graduate Student organization with the acronym [GrEENPEAS](#).

ASCE, and Chi-Epsilon, [American Society of Civil Engineer \(Student Chapter\)](#) and [Chi-Epsilon](#) are located in Room 175 EWRE. ASCE will have luncheons, periodically, on Fridays.

Information on other CEE student groups can be found [here](#).

Women:

[Center for the Education of Women \(CEW\)](#)
[Women in Science and Engineering Office \(WISE\)](#)
[Graduate Society of Women Engineers \(Grad SWE\)](#)

Multicultural Students:

[Center for Engineering Diversity & Outreach](#)
[Office of Academic Multicultural Initiatives](#)

International Students:

[International Center](#)

Students Considering Work or Study Abroad or an International Minor for Engineers

[International Programs in Engineering](#)

Students with Disabilities:

[Office of Services for Students with Disabilities](#)

Student Instructors:

[Graduate Employees Organization \(GEO\)](#)
[Center for Research on Learning and Teaching \(CRLT\)](#)
[English Language Institute \(ELI\)](#)

LGBT Students

[The Spectrum Center - Lesbian, Gay, Bisexual, and Transgender Affairs \(LGBTQA\)](#)
[Michigan AGEP](#)
[Faculty Pride Pages](#) (login required)

RECREATIONAL ACTIVITIES

[The Department of Recreational Sports](#) offers a wide range of activities for students, faculty, staff and their families. Recreational Sports Members are now using the Mcard to gain access to facilities. Opportunities are available for participation in Intramural and Club sports, personal exercise, swimming and the Outdoor Adventures Program.

[Outdoor Adventures \(OA\)](#)

UM Outdoor Adventures is an Outdoor Education Program at the University of Michigan. It is a component of the Department of Recreational Sports and offers recreational and instructional opportunities focusing on outdoor activities. Each year hundreds of people come to OA as participants on trips, to learn new skills in clinics, and to rent outdoor equipment. Trip Leaders and Clinic Instructors are knowledgeable and experienced in the subjects they teach. The Outdoor Adventures office is located in the North Campus Recreation Building.

Parental Accommodation Policy

Please see here for more information: <https://www.rackham.umich.edu/current-students/policies/parental-accommodation-policy>

FACILITIES & RESOURCES

Mail

Environmental

Environmental and Water Resources Engineering
Room, 179 EWRE
1351 Beal Ave
The University of Michigan
Ann Arbor, MI 48109-2125

Civil

The University of Michigan, Department of Civil and Environmental Engineering,
2105 G. G. Brown Building
2350 Hayward
Ann Arbor, MI 48109-2125

Mailboxes for Environmental graduate students are located in EWRE Graduate Student Lounge, room 173 EWRE, and for Civil graduate students in the copy room, 2105 GGB.

Photocopying

The department copiers are for Faculty, Staff, and GSIs only. Students can obtain copies from the Art and Architecture Copy Center or the Duderstadt Center.

Office Space

Very limited office space is available to fellowship students, GSRAs, PhD, and Master's students. GSI office space is located in room 153 EWRE.

Please ask your advisor to contact Associate Chair Sherif El-Tawil (eltawil@umich.edu) to request office space for you if you fall into one of these categories and were not assigned an office upon arrival.

Maintaining office space is the responsibility of the individuals assigned to that office. Please do not leave open food containers, empty pop cans, and trash lying around as this will attract pests. There are university funded cleaning personnel who vacuum and empty the trash and recycle containers once a week. All excess garbage-and ALL food-should be disposed of in the corridor waste receptacles.

Building Maintenance

Building maintenance issues (flooding, pest control, climate control, etc.) during normal business hours can be reported directly to Building Maintenance at 7-2059 or inform any staff personnel of the problem and they will call for you. Building maintenance issues after normal business hours should be reported directly to Building Maintenance at 7-2059 or the Department of Public Safety (DPS) at 3-1131 or 3-8391. If it is an emergency, please dial 911 to report the situation. Please do not assume that the problem has been reported by someone else. It is better to have the problem reported multiple times than not reported at all.

Keys

A key request form is needed to obtain keys for your office and the labs. Forms will only be given for access to rooms the student directly needs. Key forms must be taken to the Key Office on main campus, 525 Church Street, Room 1103; (734) 764-3481. Key request forms may be obtained from Angela Jeon, 2166 GGB. A deposit must be made in cash at the Key Office. Office desk and file cabinet keys can also be obtained from Angela Jeon.

Computer facilities

The Computer Aided Engineering Network (CAEN) has computer labs located around North Campus. <http://www.engin.umich.edu/caen/computers/index.html>. A valid Student ID card gains access to these facilities. You need a CAEN account to use CAEN-supported lab machines and receive storage space on the AFS file servers. Most new and/or incoming College of Engineering students receive their CAEN account during orientation. However, if you are a currently enrolled College of Engineering student and have not yet received your CAEN account, you must visit the [CAEN Hotline](#). Computer facilities can also be found in 2517 GG Brown.

Building Access

The entry doors to GGB, Dow, EWRE and EECS remain unlocked during normal business hours. Building entrance doors of these buildings will be locked between 10:00 p.m. and 7:00 a.m., M-F and 24 hours on Saturdays, Sundays, and U-M holidays. Entry during these times will be via card readers using your M-Card. Signs are posted on all entry doors to GGB, Dow and EECS with information about entering these buildings while the card reader is operational and telephone numbers to call if problems arise. Expired M-Cards as well as those that are worn out by normal wear and tear may be turned in for a free replacement. This can be done at the Entrée Plus/M-Card Office in B430 Pierpont Commons as well as other locations on campus.

Department Media Info

Please join us by following us on social media and also retweeting information. Here are a few ways you can stay in touch with what's happening at CEE.

- 1) Follow us on Twitter (<https://twitter.com/UMCEEFA>)
- 2) Follow us on Facebook (<https://www.facebook.com/UMCEEFA>)
- 3) For any news items to post, please contact Bob Brustman (brustman@umich.edu)
- 4) You can connect with alumni by joining the LinkedIn group:
(https://www.linkedin.com/grp/home?gid=2856795&trk=my_groups-tile-grp)

Computing Resources

- 1) As a College of Engineering (CoE) student you got a CAEN account. CAEN is the computing group dedicated to the CoE. There are many valuable resources that can be found through CAEN that will allow your classroom and research experience to go smoother. More info on CAEN account found here: (<http://caen.engin.umich.edu/accounts/overview>)
- 2) You will have 24 hour access to CAEN labs. The CAEN labs are stocked with powerful machines with many popular software titles that you will use as you continue on in your research. (<http://caen.engin.umich.edu/computers/overview>)
- 3) As a CoE student you get printing allocation from both CAEN and ITS. You will also be able to print your personal machines to lab printers. More information can be found on the this website: (<http://caen.engin.umich.edu/printing/overview>)
- 4) U of M uses the full Google suite for email, calendaring and other collaborating resources. Google is a powerful tool for collaboration and this relatively new resource will help you in working with your class, or research groups. (<http://google.umich.edu/>)
- 5) You can use one of the three wireless networks here to connect your personal devices. Information on our wireless networks can be found here: (<http://www.itcom.itd.umich.edu/wireless/>)
- 6) Use Google sites (<http://google.umich.edu/google-sites>), to setup your personal website or you can also use your umich webspace to create a site (<http://services.it.umich.edu/hosting-website-services>).
- 7) If you were out of town, you may leave a vacation notice, by using your Mcommunity away message tool. More information re: this can be found here: (<http://www.itcs.umich.edu/itcsdocs/s4380/#awaymessage>). Please do not use the google away message, because it causes conflicts with our system.

CEE IT Assistance

If you need any computing assistance with department owned research machines or your personal computing account, please contact Rebi Varghese (rvarghes@umich.edu).

Lab Information

Safety training will be required before working in the labs. For information, please visit [this website](#).

To request machining/fabrication from the shop technicians, the following procedure must now be followed:

- 1) You will need to supply a drawing with dimensions (in inches). These drawing should be clear so that the required parts can be manufactured from them. They should be machine drawings consisting of a minimum of two views, but in most cases three views are necessary. The quantity and material required should also be clearly defined on the drawing.
- 2) A short code and the project that the short code belongs to will be required.
- 3) A time frame in writing for your work to be. Be aware that it takes time to look over drawings and to order materials and receive them, as well as the actual work to complete the parts. A good rule is to bring the job to the shop two weeks before needed to be sure it can be completed on time. Also, other projects that are in process can have a major effect on when your project may get started and completed.
- 4) Your contact info. This should consist of your name, email address and phone number.
- 5) The contact info for your advisor will also be needed. This will also consist of their name, email address and phone number.

The drawings and all other information will be kept in the shop records.

Purchasing within CEE

At times you may need to order supplies if you are on sponsored research in the department. Information on how to do that can be found here:

<http://cee.umich.edu/sites/default/files/PurchasingwithinCEE.pdf>

Outgoing Shipping Options

There are several options for out-going packages available to the CEE community.

1. GG Brown Loading Dock located off Beal Ave.
2. UPS Drop Box located across from the CEE main office
3. UPS On-Call pickup - scheduled when the labels are printed
4. UPS Store located at 3588 Plymouth Rd (Busch's shopping center)

If you have questions about UPS shipping, please see Sherry Brueger (sbrueger@umich.edu) or Rosalind Martin (rpmartin@umich.edu) or via a group email: CEE-AdminTeam@umich.edu.

Travel Registry information:

All U-M faculty, staff and students traveling abroad for university-related purposes are required to register their travel with the University. Domestic travel may be registered, as well as personal and leisure travel. Faculty and staff travelers may list accompanying family or friends who are not directly associated with the University. The travel registry is the University's official means for sharing urgent health, safety and security related information. Other benefits include access to U-M Travel Abroad Health Insurance, which includes coverage for emergency evacuation in the event of political instability or natural disaster. Please visit <http://global.umich.edu/travel-resources/register-your-travel/> for more information and to register.

Reimbursements within CEE

-Requested reimbursements will be reviewed and submitted within 2 business days **AFTER** approval from the faculty advisor has been provided.

Reimbursements for GSRA/GSI U-M Students or Research Fellows

-Requestors who currently have Concur capabilities to process reimbursement requests will use the following reimbursement system to process his/her business travel or business expense report. The system can be found at:

<https://me-web2.engin.umich.edu/thr/index/newform?dept=215000>

Required fields for the Standard Reimbursement

Uniqname
Purpose of Purchase
Education Related (Yes or No)
Estimated Reimbursement Amount
Shortcode(s)
Attach receipts

Required fields for Travel/Hosting Request

Uniqname
Purpose of Trip/Hosting Event
Destination (City/State)
Trip/Event Duration
Education Related (Yes or No)
Received Rackham Grant (Yes or No) *If yes, attach copy of award notice
Shortcode(s)
Travel/Hosting Breakouts (complete as needed)
Attach receipts and attendee list (if applicable) for hosting

Attached are sample screen shots highlighting the required information.

Reimbursements for Fellowship Students

-Fellowship students incurring business expenses on behalf of the University are eligible for reimbursement. Included, are the necessary steps in submitting expenses for reimbursement.
-Complete the fillable Reimbursement Request Form.
-Scan the form, receipts and include any supported documentation to confirm the purpose for the purchase and enclose the faculty advisor approval notice and email to cee-AdminTeam@umich.edu.

***Approval notification from the faculty advisor needs to be included so not to delay the reimbursement process.** -The Finance Team will process the reimbursement accordingly.

- If a vendor number is on file, the request will be processed without delay.
- If a vendor number needs to be requested, the process may be delayed by an additional 3-4 days.

-If you have direct deposit, the reimbursement will be deposited into your personal bank account. Otherwise, a check will be mailed to the address on file.

Michigan Daily Newspaper, Bus Schedule, and Map

The paper can be obtained from the lobby at the Hayward Street entrance. The bus schedule is also there in the case. Free U-M buses to main campus run approximately every 10 minutes. Schedules are available on the Internet at <http://pts.umich.edu/>. The nearest pick-up location is near the corner of Beal and Hayward. There is also a map of GG Brown offices and laboratories on the wall next to the doors facing the parking lot.

No Smoking Policy

All of The University of Michigan buildings are smoke-free. The U-M campus is completely smoke free as of July 2011.

Lost & Found and Bulletin Board

The Lost & Found is located in Room 2105 GG Brown. Announcements of jobs, scholarships, graduate schools, seminars, weekly meetings, student registration information, graduation information, etc. are found on the bulletin board.

Miscellaneous Information

The Civil & Environmental Engineering Department has a Faculty, Staff and Student Lounge located in 173 EWRE.

Pierpont Commons, located on the corner of Bonisteel and Murfin, contains a cafeteria, deli, several commercial eateries, business offices, a housing office, University Registrar, a branch of the University Credit Union, a bookstore, and an information desk.

College of Engineering Academic & Administrative Offices are located in the Lurie Engineering Center, 1221 Beal Ave.