

[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.

## **FACILITIES & RESOURCES**

### **Mail**

#### **Environmental**

Environmental and Water Resources Engineering  
Room, 179 EWRE  
1351 Beal Ave  
The University of Michigan  
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, 2340 GGB.**

### **Civil**

The University of Michigan, Department of Civil and Environmental Engineering,  
2340 G. G. Brown Building  
2350 Hayward  
Ann Arbor, MI 48109-2125

### **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](mailto: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 3-3434. 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, 2330 GGB. A deposit must be made in cash at the Key Office. Jessica Taylor, 2332 GGB has keys for most office desks and file cabinets.

### **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 2310 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.

### **CEE IT Requests**

Please contact [Rebi Varghese](#) for department IT assistance.

## **Reimbursement Requests/Concur**

Students who are UM employees (GSI or GSRA) will need to go into Wolverine Access to create Concur profiles. Employed students must enter themselves in the system before receiving any reimbursements. Receipts must be processed within 45 days.

Please visit <http://maislinc.umich.edu/mais/html/index.html> for tips on creating a Concur profile.

### **DELEGATES**

Since anyone from the Admin Team will be processing your expense reports, you should add them ALL as your delegates:

Sherry Brueger (sbrueger), Kimberly Simmons (kasimm) and Nancy Osugi (nrosugi)

Be sure to check all the boxes for your delegates to be able to get receipts, emails, etc.

### **APPROVER**

Add Pat Brainard (pbrainar) as the approver.

### **DEFAULTS**

Add one default shortcode which will typically be the primary grant on which you are working.

Shortcodes can be changed/overwritten on the Expense Report by the delegate (preparer) just as they are on the p-card statements now. You will still need to supply a shortcode with each receipt. The preparer will verify it with the faculty member.

### **HELP RESOURCES**

- “Quick Start” tutorial at <http://maislinc.umich.edu/mais/html/index.html> which will cover all of this information in step by step fashion
- Written instructions can be obtained from Sherry, Kimberly or Nancy upon request
- ITS Help Desk at 734-764-HELP (4357) or [itsadminhelpdesk@umich.edu](mailto:itsadminhelpdesk@umich.edu). They can shadow your computer and see where you are in the system and help navigate you through the steps.
- Nancy, Kimberly and Sherry can help field questions, especially if you bring your lap top to them and enter your profile online while sitting with them. (Remember that they have the entire CEE community to support and cannot go from office to office to provide 1:1 assistance.)

### **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