



CEE Graduate Resource Guide 2022 - 2023

Welcome to the University of Michigan from the Department of Civil and Environmental Engineering (CEE) Graduate Student Services. As long as you are an active student in CEE, we will be an integral part of your academic career. This resource guide or handbook will help you answer many of the questions you will have over the course of your academic career.

In the pages below, you will find information on our graduate degree programs, course registration, graduate student policies, career resources, wellness and other campus resources.

Always feel free to email, call or stop by the CEE Graduate Student Office located in 2166 GGB, on the upper floor next to the Structures Lab.

CEE Grad Student Services

University of Michigan

[Civil and Environmental Engineering](#)

2166 GG Brown Building | 2350 Hayward Street

Ann Arbor MI 48109-2125

Ph: 734.647.2703

cee-grad-desk@umich.edu



2022 - 2023 Graduate Resource Guide page 2 of 19

GRADUATE STUDENT SERVICES	3
CEE PROGRAMS	3
Master's Program	3
PhD Programs	4
FUNDING	4
General Information	4
Direct Deposit	4
Banking	5
Master's Students	5
PhD Students	5
CEE Graduate Funding Table	6
COURSE ENROLLMENT	6
Michigan Engineering Bulletin	6
Register for Classes	6
Academic Advising	7
Academic Progress and Time to Degree	7
Student Honor Code	8
INTERNATIONAL STUDENTS	8
International Center	8
English Language Institute	8
LIBRARY & COMPUTING RESOURCES	8
University of Michigan Library	9
Computer Resources	9
CAEN	9
Access, Printing and Other Resources	9
Additional Computing Resources and Centers	10
UM ITS ARC	10
UMRCP	10
CSCAR	10
EMPLOYMENT INFORMATION	10
Temporary Employment	10
Current University Employees	11
PROFESSIONAL DEVELOPMENT & CAREER RESOURCES	11



2022 - 2023 Graduate Resource Guide page 3 of 19

Career Services and Resources	11
FORMS AND POLICIES	12
Room Reservations/Requests for use	12
Lab Information	12
CEE Additional Resource Information	12
Travel Registry Requirements	12
No Smoking Policy	13
Lost & Found and Bulletin Board	13
GRADUATION	13
HEALTH & WELLNESS RESOURCES	13
Staying Active: GSAC, UM Student Life and more	13
Maize & Blue Cupboard	14
Child Care/Elder Care	14
The Counseling and Psychological Services (CAPS)	14
C.A.R.E. (Consultation, Assistance, and Resources in Engineering) Center	14
Academic Grievance	15
Other Academic Concerns	15
Non Academic Grievances	15
Problems with other Students	15
Racial Discrimination and Harassment	15
Sexual Harassment	15
Office of the Ombuds	15
Legal Problems	16
FACILITIES & CEE DEPT RESOURCES	16
Civil (Main Office):	16
Environmental	16
Photocopying	16
Office Space	16
Keys	17
Building Access	17
Building Maintenance	17
Tech Support and Building Technicians	17
Department Media Info	17
Miscellaneous Information	18



2022 - 2023 Graduate Resource Guide page 4 of 19

GRADUATE STUDENT SERVICES

Welcome to the University of Michigan from the Department of Civil and Environmental Engineering (CEE) Graduate Student Services. As long as you are an active student in CEE, we will be an integral part of your academic career. This resource guide or handbook will help you answer many of the questions you will have over the course of your academic career.

CEE is a department program inside the College of Engineering at the University of Michigan, Ann Arbor. We are one of 17 departments inside the College of Engineering. CEE offers 2 different masters degrees over 8 different majors as well as two PhD programs.

Professor [Yafeng Yin](#) is currently serving as CEE's department interim chair and oversees all faculty, student and staff policy and procedures. Associate Professor [Krista Wigginton](#) is serving as our CEE Graduate Programs Committee Chair and Associate Professor [Jeff Scruggs](#) is serving as our CEE Masters Programs Chair.

The majority of your needs will be handled by the CEE Graduate Programs Staff. The CEE Graduate Programs Coordinator, [Anne Speigle](#), will be your primary contact for all student related services, questions or needs. [Matt Blank](#), CEE Student Services Manager, is responsible for the management of both the Graduate and Undergraduate Coordinators and the many duties associated with each position.

Our office is located at 2166 GG Brown (we face the Structures Lab). During the regular terms, Fall and Winter, we are open from 8:00 AM to 5:00 PM Monday through Friday. As a result of the pandemic, we generally have 2 remote days per week. Email is the most reliable way to contact us. If we miss the chance to meet with you in person, we are nearly always available for virtual meetings.

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.

CEE PROGRAMS

The Department of Civil and Environmental Engineering offers both masters degree programs and PhD degrees. Our Master's of Engineering (MEng) professional degrees are subject to the [College of Engineering's](#) policy and procedures. Our Master's of Science degrees in Engineering (MSE) and both our PhD programs are subject to the policies and procedures of the [Rackham Graduate School](#). The department's CEE [Graduate Committee](#) oversees all policy and procedures for all of its graduate degree programs. The policies for each of these degree programs are found on our department [website](#). Printed copies of each program's degree requirements are available in the Student Services Office, 2166 GG Brown.

Master's Program

The Department of Civil and Environmental Engineering (CEE) offers three Master of Science in Engineering (MSE) degree programs and three Master of Engineering (MEng) degree programs, as well as multiple options for dual degrees in collaboration with other programs at the university. The MSE programs require 30 credit hours of graduate work (typically 10 courses) and include an optional thesis or major research project. The MEng programs require 26 credit hours of graduate work (typically 8 courses and 2 seminars) and do not require a thesis or other major research project.

The Civil Engineering MSE degrees are further broken down into concentration areas. Both the MEng degrees and the MSE degrees have program specific guidelines and course plans of study. CEE's faculty provide master's advising to students in their program's research areas. It is highly recommended that



2022 - 2023 Graduate Resource Guide page 5 of 19

students schedule a brief advising appointment prior to registering for courses each term of planned enrollment. Please visit our website to review our current master's advisor:
<https://cee.engin.umich.edu/about/contact/masters-advising-contacts/>.

PhD Programs

The department of Civil and Environmental Engineering offers two PhD degrees: Civil Engineering PhD and Environmental Engineering PhD. Both our PhD programs adhere to Rackham Graduate School's [academic policy](#), which sets the academic standards across all schools, colleges and departments affiliated with Rackham. In addition to Rackham's academic policy, the department of CEE has established its own [PhD guidelines](#) that outline the departmental requirements and procedures for obtaining a doctor of philosophy in engineering. This document describes the principal requirements that need to be met and the procedures to be followed by students pursuing the doctorate in Civil or Environmental Engineering.

Pre-Candidates: Once admitted to a doctoral program you are classified as a pre-candidate and are assigned to a PhD advisor in your chosen research area. During tenure as a pre-candidate, you will take rigorous coursework and prepare yourself for the preliminary examination. Each research concentration area has its own set of [preliminary exam procedures](#) and expectations. All preliminary exams have 3 to 5 faculty evaluators who make up your preliminary exam committee. Your PhD advisor will be your preliminary exam committee chair and the remaining faculty are serving members. Most preliminary exams consist of a written exam and an oral exam. A few exams are oral presentations only.

It is encouraged that pre-candidates become familiar with the preliminary exam procedures in their concentration area and confirm with the PhD advisor which faculty will be participating in your preliminary exam committee. Pre-candidates are highly encouraged to review the research interests of each participating faculty examiner and should consider registering for one of their courses and/or arrange office hours to meet and discuss faculty member's research. For office hours visits, pre-candidates should be prepared to discuss various aspects of the faculty member's recent research work and publications.

Advancing to Candidacy: Passing the preliminary exam is the final step towards Advancing to Candidacy.

FUNDING

General Information

The cost of attendance is established each year by the University of Michigan's Office of Financial Aid (OFA). These costs on the [OFA website](#) are updated annually and can assist you in budget planning. It is important to note that the estimates include average tuition for graduate students. Actual tuition will vary by school or college, residency status, and stage of degree (i.e., pre-candidate or candidate). Tuition and fees will vary depending on your residency and which college degree program you are admitted into.

Direct Deposit

A Direct Deposit Authorization permits the University to send an Electronic Funds Transfer to your personal checking or savings account. Your payment information can be seen in Wolverine Access under Employee Business for payroll payments and Student Business for financial aid payments.

Payroll and financial aid payments can be deposited into a personal checking or savings account as long as



2022 - 2023 Graduate Resource Guide page 6 of 19

the bank is a participating member of the National Automated Clearing House Association (NACHA). Most banks, savings and loan associations, and credit unions participate.

Banking

PNC Bank is the official consumer bank of the University of Michigan. PNC makes it easy for both UM international and domestic students to open accounts. Visit PNC Bank for more information:

<https://finance.umich.edu/finops/payroll/student>.

The University of Michigan Credit Union also offers a variety of banking services to UM students with convenient campus locations. More information can be found at <https://www.umcu.org/Home>.

Master's Students

Nearly all of our master's students are self-funded upon admission. The department of Civil and Environmental Engineering has two academic master's programs. The MSE degrees are Rackham degree programs and are charged tuition and fees under the Rackham Graduate School. The MEng degrees are College of Engineering programs and are charged College of Engineering rates. If you add a degree or are admitted into a dual program with a college or school outside your home program, additional tuition and fees may apply (i.e. Ross Business School).

Some master's students do bring in external funding and should refer to the [Guide for Sponsored Students](#) under the University of Michigan's Finance Office. Self-funded master's students who seek employment opportunities are often referred to the University of Michigan's [Careers](#) page or to the University of Michigan's [Student Employment Office](#). There are very few research assistance (GSRA) positions available to master's students and students secure their appointments on their own. GSRA positions are managed and funded by a faculty advisor's grant or sponsored project. If you are interested in finding out more information regarding GSRA appointments, please visit the UM [Academic Human Resources](#) website.

PhD Students

All incoming PhD students are offered full financial support which includes a stipend, full tuition, health benefits and dental benefits while they are active in the program. Support may be offered in the form of a Departmental Fellowship, Graduate Student Research Assistantship (GSRA), Graduate Student Instructorship (GSI) or through External Fellowships (NIH, NSF, etc.).



2022 - 2023 Graduate Resource Guide page 7 of 19

CEE Graduate Funding Table

CEE Graduate Student Funding Table			
TYPE	Graduate Student Instructor (GSI)	Graduate Student Research Assistant (GSRA)	Fellowship
Status	Employee	Employee	Not employee
Source(s)	CEE CoE (ENGR 100) Other departments (e.g. Earth)	Faculty grants	Department College Rackham External (DOD, DOE, DOT, NSF, etc)
Tuition	Waiver posted to student account	Waiver posted to student account	Financial Aid award
Fees	Covered by department	Covered by department	Covered by department
Stipend	Paid through University payroll system Direct deposit recommended	Paid through University payroll system Direct deposit recommended	Paid through University financial aid system Direct deposit recommended
Paydates for Spring/Summer	Last business day of the month May 31, 2022 June 30, 2022 July 29, 2022 August 31, 2022	Last business day of the month May 31, 2022 June 30, 2022 July 29, 2022 August 31, 2022	Typically mid-month* May 16, 2022 June 13, 2022 July 11, 2022 August 8, 2022
Benefits	GradCare**	GradCare**	GradCare**
Enrollment requirement	minimum 6 credit hours in Fall and Winter none in Spring/Summer	minimum 6 credit hours in Fall and Winter none in Spring/Summer	minimum 8 credit hours in Fall and Winter some funding sources (NSF) require 9 none in Spring/Summer
I9s	Required	Required	Not required
Reimbursements	CEE Reimbursement system	CEE Reimbursement system	CEE Reimbursement system
*Rackham fellowship stipends pay more frequently with smaller amounts during the Fall and Winter.			
**Includes health insurance and dental option 1. Additional elections (dental 2 or 3, vision plans) are charged to student account.			

COURSE ENROLLMENT

Michigan Engineering Bulletin

The online [College of Engineering Bulletin](#) reflects the most up-to-date information available and is updated as changes are made to the curriculum.

- [Academic Calendar & Deadlines](#)
- [Introduction and General Information](#)
- [Academic Rules](#)
- [Graduate Education](#)
- [Course Guide](#)
- [Departments & Units](#)

Register for Classes

To register for classes, you will login to [Wolverine Access](#) with your unickname and password. The UM Office of the Registrar sets all enrollment appointments.

You will receive an email notification for your appointment time on Wolverine Access. More specific information is located in the Student Business Help Menu. You only have one registration appointment for the Spring, Spring/Summer, Summer and Fall registration period, and one appointment for the Winter registration period.



2022 - 2023 Graduate Resource Guide page 8 of 19

Academic Advising

Master's students should make at least one [academic advising appointment](#) before each term of study in their program specific concentration area. It is recommended that a master's student complete a course plan of study with their Master's advisor and submit a copy to the CEE Graduate Programs Coordinator, who will upload it to their student file. You can locate your course plan of study by visiting the [CEE Master's Program website](#) and download the appropriate PDF.

PhD students should work closely with their PhD advisor to determine the appropriate course plan for each term of enrollment. It is highly advised that PhD students become familiar with the [CEE PhD guidelines](#). This is especially important for first year PhD students because they are required to complete 18 credits of coursework in residence by their second or third term of enrollment in order to advance to candidacy.

Many PhD students obtain one or more Master of Science in Engineering during their academic careers. There are two main types of master's degree programs for PhD students: embedded and dual degree. An embedded master's degree is a master's degree in your current PhD program. Please contact the CEE Graduate Programs Coordinator (cee-grad-desk@umich.edu) to request an embedded master's degree. A [dual admission/add-a-degree](#) requires a pre-approval form that can be completed with the CEE Graduate Coordinator. More information on Rackham's dual degree programs is located on the [Rackham Website](#). PhD students can apply for graduation and attend commencement for their Master's degree and continue on with their PhD programs.

Academic Progress and Time to Degree

Master's of Engineering Degrees (MEng) are two term professional degree programs administered under the College of Engineering. MEng degrees require 26 credit hours of approved coursework completed with passing grades. Please refer to your specific [MEng program of study guidelines](#) for more information. All MEng students will apply to graduate in Wolverine Access and attend the College of Engineering commencement activities. The College of Engineering will communicate commencement information.

Master's of Science in Engineering Degrees (MSE) are Rackham programs and most students complete the 30 credit hours of approved coursework in 3 terms of study with passing grades. Please refer to your specific [Civil or Environmental MSE study guidelines](#) for more information. All MSE students will apply to graduate via Wolverine Access and are allowed to attend both the Rackham Commencement activities and the College of Engineering commencement activities. Both the Rackham Graduate School and the College of Engineering will communicate commencement information.

CEE PhD Degrees (Rackham) are either 4 year or 5 year degrees depending on your degree level in your first term of enrollment. For PhD students who entered the CEE PhD program with a conferred master's degree, it is expected that you complete your program requirements in 44 months. For PhDs who entered the CEE PhD programs with a conferred bachelor degree, it is expected that you complete your program requirements in 56 months. More information regarding time to your PhD degree can be found on the [CEE PhD Requirements and Procedures](#) document. *Please visit or contact the CEE Graduate Programs Coordinator for any questions you have on your academic record and milestones.* Many students encounter research related difficulties, which can require additional time to complete the program requirements. Any additional time needed to complete the program requirements is a discussion between the PhD advisor and the PhD student.



2022 - 2023 Graduate Resource Guide page 9 of 19

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 Honor Council Administrator located in Suite 273 Chrysler Center, 734-764-4139 or honorcouncil-admin@umich.edu.

INTERNATIONAL STUDENTS

International Center

The [International Center](#) (IC) is responsible for providing advice and counsel to members of the university community regarding U.S. immigration regulations. The IC also guides international students through U.S. culture and encourages them to become involved in campus life. As an international student it is your responsibility to ensure you maintain your legal F-1 / J-1 status. Here are some of the most common links to assist you:

- [Pre-arrival Guide](#)
- [F-1 / J-1 Student Resources](#)
- [IC Student Council](#)
- [F-1 / J-1 FAQs](#)
- [Enrollment Requirements and RCL](#)

English Language Institute

The [English Language Institute](#) (ELI) offers Academic English courses and workshops and also offers Graduate Language Clinics to international graduate students, GSIs, scholars, faculty, and staff with one-on-one language and academic support to provide every student with a high-level of personalized guidance and support.

- [Online Pre-Arrival Course: Preparing for Graduate Success](#)
- [Graduate Student Language Clinics](#)
- [ELI Conversation Circles](#)

LIBRARY & COMPUTING RESOURCES



2022 - 2023 Graduate Resource Guide page 10 of 19

University of Michigan Library

The University of Michigan Library in Ann Arbor is the academic library system of the University of Michigan. The UM Library is housed in 12 buildings and has more than 20 libraries. Accessing the UM Library System will be important, so learn about the various study and research locations available to you. You can also schedule an appointment with [Paul Grochowski](#), CEE Research Library Guide.

[Databases](#): Links to databases for Civil Engineering research.

[Books & Articles](#): Books available online and in the Art, Architecture & Engineering Library.

[Standards](#): A quick guide to finding standards.

[Web Resources](#): Other Internet resources useful in Civil Engineering.

[Professional Organizations](#): Associations/societies that are important for civil engineers.

[Career Resources](#): Information to help you learn more about engineering careers and job hunting.

[Library Resources Guides](#): Research resources and help guides

Computer Resources

CAEN

The Computer Aided Engineering Network ([CAEN](#)) has computer labs located around North Campus. 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](#).

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.

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>)

Access, Printing and Other Resources

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.

As a CoE student you receive a **printing** allocation from both CAEN and ITS. You will also be able to print from your personal machines to lab printers. More information can be found on this [website](#).

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/>.

UM uses the full **Google Suite** for email, calendaring and other collaborating resources. Google sites is recommended to set up your personal website or you can use any of the alternative web hosting services available through our UM ITS services: <https://its.umich.edu/computing/web-mobile/web-hosting>.

When traveling or away, please do not use the Google **away message** because it causes conflicts with our system. We recommend using [MCommunity](#). More information about setting up an away message can be found here: <https://documentation.its.umich.edu/mcommunity/set-your-away-message-mcommunity>.



2022 - 2023 Graduate Resource Guide page 11 of 19

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 **UM Computer Sales Program**, which makes computer hardware available to students at discounted prices. [UM ITS Tech Shop](#) 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 with UM, many standard software packages can be purchased from the university for substantially less than from commercial vendors.

Additional Computing Resources and Centers

UM ITS ARC

Advanced Research Computing (ARC), a division of ITS, provides access to and support for advanced computing resources. ARC facilitates new and more powerful approaches to research challenges in fields ranging from physics to linguistics, and from engineering to medicine.

UMRCP

University of Michigan [Research Computing Package](#) (UMRCP), provided by ITS, is an investment into the U-M research community via simple, dependable access to several ITS-provided high-performance computing clusters and data storage resources.

ARC also provides or facilitates access to systems and services including:

- HIGH PERFORMANCE COMPUTING
- DATA SCIENCE
- SOFTWARE
- ARC STORAGE SERVICES
- U-M RESOURCES FOR RESEARCHERS
- ARC CLOUD SERVICES
- CLOUD STORAGE SERVICES

CSCAR

Consulting for Statistics, Computing and Analytics Research (CSCAR) provides individualized support and training to University of Michigan researchers in a variety of areas relating to the management, collection, and analysis of data. CSCAR also supports the use of technical software and advanced computing in research. Researchers from nearly all disciplines at U-M have made effective use of these services.

EMPLOYMENT INFORMATION

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



2022 - 2023 Graduate Resource Guide page 12 of 19

through student email 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. For PhD students, **approval from your PhD Advisor is required since your primary responsibility is to your education and research.**

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.

PROFESSIONAL DEVELOPMENT & CAREER RESOURCES

Career Services and Resources

[The Engineering Career Resource Center](#) offers comprehensive career development services to College of Engineering students to support a successful transition from campus to career. 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 UM Engineering students
- Industry and employer profiles
- International student assistance

The University [Career Center](#), on Central campus, supports both masters and PhD students as they navigate their career decision making. The Career Center has a dedicated staff for graduate students in all aspects of their career development. The UM University Career Center offers a variety of resources to support your career exploration, internships and job searches, as well as preparation for graduate and professional programs. Additional resources include but are not limited to the following:

- [Clothes Closet](#)—at no cost to you.
- [Resume Resources](#)—tips and resume software available to improve your resume.
- [Networking Resources](#)—Learn how to network and where to find people to network with
- [Interviewing Resources](#)— what to do before, during, and after the interview
- [International Student Resources](#)—tailored resources for exploring options, job searching or continuing your education.
- [Salary & Relocation Resources](#)— competitive salary offers, cost of living expenses involved with relocating to a new area.
- [UCAN](#) – University Career Alumni Network is a platform that enables you to connect with U-M alumni and other professionals for career related conversations/informational interviews.

[NCEES](#) develops, administers and scores the examination used for engineering and surveying licensure in



2022 - 2023 Graduate Resource Guide page 13 of 19

the United States leading to the Professional Engineering credential.

FORMS AND POLICIES

Room Reservations/Requests for use

The student services staff can assist you with any room reservation requests. We recommend at least 2 business days advance notice. This is required for evening events. Please use this [form](#) for all room reservation requests.

When submitting a room requests, we recommend you have the following information handy: meeting or event title, expected number of participants, non CEE students/guests, and if you will need any special accommodations (e.g., lecture capture, microphone, food, any type of accessibility). If you have any questions or need additional information, please email cee-rooms@umich.edu.

If you need technical support for your event, please contact cee-it@umich.edu. Please note that you will need to bring your own adapters for presenting equipment. For reserving conference rooms, other classrooms or event spaces, email CEE-Rooms@umich.edu

Lab Information

Safety training will be required before working in the labs. For information, please visit this page from our [website](#). For lab requests and procedures, please visit <https://cee.engin.umich.edu/resources/lab-requests-and-procedures/>

CEE Additional Resource Information

Please visit our CEE department web page under resources: <https://cee.engin.umich.edu/resources/> to find more information about the following:

- Shipping
- Purchasing
- Reimbursement
- IT Resources
- Lab Safety
- Lab Requests and Procedures
- Room Requests

Travel Registry Requirements

Per University policy, SPG 601.31 <https://spg.umich.edu/policy/601.31>, it requires all faculty and students traveling outside the 50 states for UM business to register their travel. THIS INCLUDES CONFERENCES.

The University Travel Registry is the official source of traveler information for locating and communicating with travelers, responding to emergencies, and managing media and public relations during critical incidents abroad. It also serves as the central source of travel abroad data for institutional reporting.

All Students traveling abroad are required to have travel abroad health insurance coverage from the University's authorized vendor, regardless of whether the Student traveler has other health care coverage. This international insurance includes coverage for emergency evacuation in the event of a medical issue, political instability or natural disaster. The cost is minimal (<\$2/day) and can be reimbursed if you save



2022 - 2023 Graduate Resource Guide page 14 of 19

your receipt.

Please visit <http://global.umich.edu/travel-resources/register-your-travel/> for more information and to register.

No Smoking Policy

All of The University of Michigan buildings are smoke-free. The UM 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. can be found on the bulletin board in the hallway outside of the main office and also various information on the boards outside of the Student Services office (hallway overlooks the structures lab).

If you would like to add any information to the bulletin board, please contact a member of the student services team (cee-studentservices@umich.edu) or the front office at 2105 GG Brown.

GRADUATION

Degrees are awarded three times a year, at the end of the fall, winter, and summer terms. Commencement exercises are held at the end of the fall and winter terms only. Students completing in spring/summer may participate in a future commencement.

When you complete your academic program, you are expected to apply for graduation. All students will apply to graduate in Wolverine Access, under the [Student Help Menu/Apply to Graduate](#). If you have any questions about graduation deadlines, you should check with the CEE Graduate coordinator. Both Rackham and CoE MEng students must register to participate in commencement activities. Eligible grads receive an email invitation with instructions and a link to register. If you have any additional questions, please contact the CEE Graduate Coordinator at cee-grad-desk@umich.edu.

HEALTH & WELLNESS RESOURCES

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.

Staying Active: GSAC, UM Student Life and more

During your graduate career, it is important that you stay healthy and active. Our [Graduate Student Advisory Council](#) (GSAC) hosts many social events during the academic year and during the summer months. Joining GSAC or simply participating in their hosted events is a great way to engage with other CEE graduate students and CEE faculty and staff.

[Exploring Engineering Student Organizations](#) at the College of Engineering provides support for all 150+ engineering-affiliated student organizations. You do not need prior experience to join a student organization. We encourage you to read more about the student organization by visiting the college's [website](#) for more information. For more information about how to get connected, please contact



2022 - 2023 Graduate Resource Guide page 15 of 19

coe-studentorgsupport@umich.edu.

University of Michigan's [Student Life](#) is a great way to become part of a community if you are looking for ways to meet other students around the UM Campus. Whether you're looking to attend a fun event, become a volunteer, or join a student organization, there are many opportunities for students to build relationships and contribute to the community. You can also visit the events calendar, [Happening @ Michigan](#), to see what's going on all over campus.

Maize & Blue Cupboard

College students and staff are experiencing food insecurity at alarming rates. The [Maize and Blue Cupboard](#) provides an immediate and comprehensive response for the U-M community. By offering resources, educational opportunities, compassionate support and more, they help students develop the skills to make informed decisions.

The mission at [Maize and Blue Cupboard](#) is to ensure all members of the University of Michigan community have access to healthy, nutritious, and nourishing food, including the skills and tools to prepare it. With just a swipe of your MCard, MBC provides free ingredients, kitchen and cookware, personal and household supplies, and quick connections to other campus resources. Please read the [FAQs](#) to learn more about the Maize and Blue Cupboard.

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 UM faculty, staff and students.

The Counseling and Psychological Services (CAPS)

The [Counseling and Psychological Services \(CAPS\)](#) CAPS is committed to creating an environment based on our values of multicultural, multi-disciplinary and multi-theoretical practices that allow our diverse student body to access care, receive high quality services and take positive pathways to mental health. Every day, CAPS is involved in activities and services that strengthen our campus to be supportive, engaged and, ultimately, connected around student mental health. Services included but not limited to the following:

- [Mental Health Support Options](#)
- [When Can I Be Seen](#)
- [Urgent Support](#)
- [Peer Counseling](#)
- [Clinical Service Delivery](#)
- [Prevention and Education](#)
- [Mental Health Wellness](#)
- [research and data work](#)
- [training a new generation of professionals](#)
- [video about CAPS Services](#)

C.A.R.E. (Consultation, Assistance, and Resources in Engineering) Center

The [Michigan Engineering C.A.R.E. Center](#) is the central hub to assist engineering students by providing genuine and practical support, both inside and outside the classroom. The C.A.R.E. Center works with all



2022 - 2023 Graduate Resource Guide page 16 of 19

College of Engineering students to assess individual support needs, help navigate problem-solving options, and connect them to relevant resources across the University. CRLT-Engin

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 to the Associate Dean for Undergraduate Education or the Associate Dean for Graduate and Professional Education: <https://bulletin.engin.umich.edu/rules/standing/>

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 Recruitment and Graduate Student Engagement

Rackham Graduate School Phone: 734-615-3692

Non Academic Grievances

Problems with other Students

[The Office of Student Conflict Resolution](#) addresses non-academically related grievances that involve UM 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.

Office of the Ombuds

[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.



2022 - 2023 Graduate Resource Guide page 17 of 19

Here are some examples of issues students bring to the Office of the Ombudsman. Students visit the Ombuds with all sorts of issues and concerns, so ANY issue is a good one to talk about. These are some common issues but in no way a definitive list:

<https://ombuds.umich.edu/article/examples-how-i-can-help-you>.

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.**

FACILITIES & CEE DEPT RESOURCES

Civil (Main Office):

The University of Michigan
Department of Civil and Environmental Engineering
2105 GG Brown Building
2350 Hayward Street
Ann Arbor, MI 48109-2125
Phone: 734-764-8495
Fax: 734-764-4292

Environmental

The University of Michigan
Environmental and Water Resources Engineering
117 EWRE
1351 Beal Avenue
Ann Arbor, MI
48109-2125
Phone: 734-764-6024

Photocopying

The department copiers are for Faculty, Staff, and GSIs only. Students can print or make copies through the following [resources](#) or through [CAEN](#).

Office Space

Office space is available to all CEE PhD students. Very limited office space is available to Master's students. Please ask your PhD advisor to contact the CEE-Grad-Desk (cee-grad-desk@umich.edu) to request office space if you were not assigned an office upon arrival. For our Graduate Student Instructors, a common GSI office space is located in room 153 EWRE. Maintaining office space is the responsibility of the individuals assigned to that office. There are university funded cleaning personnel who vacuum and empty the trash and recycle containers once a week.



2022 - 2023 Graduate Resource Guide page 18 of 19

Keys

To obtain keys for your office and labs, please visit the CEE Graduate Programs Coordinator in 2166 GGB or email CEE-Grad-Desk@umich.edu for this request. The CEE Grad Coordinator will complete an online form for you and you must physically go to the [Key Office](#) to pick up your keys. The Key Office will require a refundable \$20 cash deposit for each key. The Key Office will issue you a receipt for each key. Please keep this receipt in your files. The Key Office will request the receipt for any cash refunds.

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 UM 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.

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.

Tech Support and Building Technicians

If you need any computing assistance with department owned research machines or your personal computing account, please contact cee-it@umich.edu.

Rebi Varghese, Desktop Support Specialist/IT Manager (Room 215 EWRE) rvarghes@umich.edu

Steve Donajkowski, Mechanical Technician (Room 1171 GGB) cee-techs@umich.edu

Ethan Kennedy, Electronics Technician (Room 1171 GGB) cee-techs@umich.edu

Jan Pantolin, Technical Services Supervisor (Room 1171A GGB) cee-techs@umich.edu

Tom Yavaraski, Laboratory Services Supervisor (Room 209 EWRE) cee-techs@umich.edu

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.

Twitter: https://twitter.com/UM_CEE



2022 - 2023 Graduate Resource Guide page 19 of 19

Facebook: <https://www.facebook.com/UMCEEFA>

Instagram: https://www.instagram.com/um_cee/

LinkedIn: <https://www.linkedin.com/groups/2856795/>

For any news items to post, please contact Michele Santillan at cee-marketing@umich.edu

Miscellaneous Information

[Pierpont Commons](#), located on the corner of Bonisteel and Murfin, contains a cafeteria, deli, several commercial eateries, business offices, a housing office, University Registrar, I9 office, MCard office, Office of Financial Aid a branch of the University Credit Union, a bookstore, UM computer showcase, and an information desk.

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