



Student Handbook 2015 – 2016

We welcome you to the University of Michigan, to the Department of Climate and Space Sciences and Engineering, and to Ann Arbor!

We are pleased you have chosen to join the Climate and Space Sciences and Engineering Department! We want to make sure your transition into our department is as easy as possible. This booklet was compiled to give you a handy guide to the many resources available through the Climate and Space Department; the College of Engineering; and the University to help you in your academic career.

While many resources can be found on the Web, the Climate and Space faculty, staff and current students are available to assist you in person. The following faculty and staff are the “frontline” when it comes to answering many of your questions. In most cases they will have the answer for you or can refer you to the correct person or office.

- **UNDERGRADUATE ADVISORS**

- **UGRAD Chair**, Prof. Mark Moldwin – Rm 1418, 647-3370, mmoldwin@umich.edu
- **Academic Advisor**: Sandee Hicks – Rm 2237, 764-3282, sandee@umich.edu.

- **GRADUATE ADVISORS**

- **Grad Chair**, Prof. Xianglei Huang - Rm 1541A, 936-0491, Xianglei@umich.edu - PhD and MS students.
- **MENG/SUGS –Applied Climate**: Prof. Ricky Rood – Rm 2525, 767-3530, rbrood@umich.edu
- **MENG/SUGS – Space Engin**: Prof. Nilton Renno – Rm 1531C, 936-0488 nrenno@umich.edu
- **SUGS/MS-Atmospheric Science**: Dr. Frank Marsik – Rm 2543C, 763-5369, marsik@umich.edu

- **OTHER IMPORTANT PEOPLE:**

- **HR Paperwork**, Rachel Long – Rm 2207, 647-3340 rklong@umich.edu
- **Academic Matters, permissions, etc.**
 - **Graduate**- Sandra Pytlinski – Rm 2204, 936-0482, sanpyt@umich.edu
 - **Undergraduate** - Sandee Hicks, Rm 2237, 764-3282, sandee@umich.edu
- **Building, Facilities, etc.,** - Marti Moon – Rm 647-3420, mamoon@umich.edu

Mcards

Your MCard gives you access to the SRB after-hours and to many of the computer labs. Make sure you carry it at all times.

Card Reader Entry

The card readers automatically lock and unlock the front (south) and back entry doors at 6:00PM and unlock at 7:00AM, Monday - Friday. They also remain locked 24 hours/day on Saturday, Sundays and U-M Holidays. You must use your MCard in the card readers located adjacent to these entry doors. Please note that all other SRB exterior doors are locked and unlocked by Building Services to coincide with this time schedule. Contact: Rachel Long, 647-3340, rklong@umich.edu, to make sure you have access.

Computer-Aided Engineering Network

To work on CAEN computers in departmental labs, as well as many other buildings, you will need a CAEN account.

Take your Mcard to the Duderstadt Center (Hot Line Room) and they will set up an account for you.

Sending electronic mail is the easiest way for us to get information to you. Please check your umich email at least once a day.

Health Services

Student health Services, 207 Fletcher, phone 764-8320 is a full service health care center for all students.

Appointments, prescriptions, laboratory testing, and a walk in urgent care clinic are all available.

The International Center

The International Center, at 1500 Student Activities Building, 515 E. Jefferson St. (764-9310), exists to assist our international students with any issues or problems they have. Please visit them and acquaint yourself with their resources.

Safety Training

All students working in a department lab are required to undergo safety training. This Comprehensive Lab Safety training is provided by UM OSEH. Access the Comprehensive Lab Safety course and other safety courses online.

Registration is done by logging in to the MyLinc site:

<http://www.oseh.umich.edu/training/mylinc.shtml> To sign up, you will need your UM ID#.

Miscellaneous

Our entire building is smoke free, including all entrance areas. Your cooperation is appreciated.

The main parking lot next to the Space Research Building is **only** for those faculty and staff with blue, gold and UM business permits. **You will be ticketed if you park there.**

Coffee Rooms – Coffee stations and microwaves are located all around our building. These are for use by all faculty staff and students. Please be courteous to others by cleaning up after yourself.

Freight elevator- This is located in the center of the building and is for large freight only. You may use the elevators at the ends of the building.

Helpful Web Sites

CLASP

<http://clasp.engin.umich.edu>

Resources for engineering students

<http://clasp.engin.umich.edu/pages/academics>

Academic Mentoring Program: <http://www.engin.umich.edu/students/mentoring>

College of Engineering: <http://www.engin.umich.edu>

Space Physics Research Laboratory: <http://www.spri.umich.edu>

The International Center: <http://internationalcenter.umich.edu/>

College of Engineering Honor Code:

<http://ossa.engin.umich.edu/honor-council/>

Center for the Education of Women <http://www.umich.edu/~cew>

Student Societies:

http://expectrespect.engin.umich.edu/expectrespect_test1-html/

University Parking Services <http://www.pts.umich.edu>

Grad Housing

<http://www.rackham.umich.edu/grad-life/housing>

Additional information, including web addresses, about the following resources is available on the CLASP web site at:

<http://clasp.engin.umich.edu/pages/current/index>

Community Service through the Ginsberg Center

Counseling and Psychological Services (CAPS)

Intramural Sports

Lesbian, Gay, Bisexual and Transgender Affairs (LGBTQA)

Mental Health Resources

Office of Services for Students with Disabilities (SSD)

Office of Student Activities and Leadership.

Graduate Student Information

Rackham School of Graduate Studies

Rackham is an excellent source for information regarding, procedures, funding, resources, etc. After CLASP, it should be your first stop for information. <http://www.rackham.umich.edu>

GSI & GSRA Appointments

If you have an appointment as either a Graduate Student Research Assistant or a Graduate Student Instructor, you need to see Rachel Long in Rm 2207 SRB to complete paperwork necessary to add you to the payroll.

American citizens: For identification, you **will need to bring (A) a passport, OR (b) a driver's license AND an original social security card or an original or certified copy of your birth certificate.**

International Students: Go to the International Center -1500 Student Activities Building, 515 E. Jefferson St., phone- 764-9310, to complete an "I-9" form.

If you are a GSI, you are also a member of the Graduate Employees' Organization (GSO). Information about the bargaining unit is available at <http://www.umgeo.org>.

GSI Orientation

If this is your first semester as a GSI, you **must** attend an Orientation Session. It will cover issues such as the Honor Code, some

basic situations that you may encounter, and tips from other GSIs. The schedule and registration is available online at http://crlte.engin.umich.edu/gsi_serv/egsinfo/

Graduate and Research Advisors

These are the graduate advisors for the following programs:

- Atmospheric, Oceanic & Space Sciences, PHD & MS, Prof. Xianglei Huang, 936-0491, xianglei@umich.edu
- Space & Planetary Physics, Prof. Justin Kasper, 647-3350, jckasper@umich.edu
- Geoscience & Remote Sensing Prof. Chris Ruf, 764-6561, cruf@umich.edu
- MENG in Applied Climate, Prof. Ricky Rood, 767-3530, rbrood@umich.edu
- MENG Space Engineering, Prof. Nilton Renno, 936-0488, nrenno@umich.edu
- SGUS/MS-Atmospheric Science Dr. Frank Marsik, 763-5369, marsik@umich.edu

These are the people to speak with about any academic questions: credit hours, qualifications, etc. **You must meet with the graduate advisor prior to registering for classes each semester.** If you are a doctoral student this applies until you attain candidacy. Note: that theses are not questions for your research advisor.

If you wish to change your research advisor, please discuss this with your graduate advisor and notify the graduate student coordinator.

Graduate Student Assistant Program Office

The Graduate Student Assistant Program Office (763-8938 <http://www.hr.umich.edu/acadhr>) can give advice and assistance on the policies and procedures of the Graduate Assistantship Program.

CRLT and ELI

The Center for Research on Learning and Teaching (764-0505) and the English Language Institute (764-2413) are good sources for seminars, study programs, courses and workshops. To avoid putting their appointment in jeopardy, international students need to demonstrate progress in both spoken and written English

We strongly encourage anyone who feels their command of English needs improvement to contact the CRLT and/or ELI for assistance.

Computer/Technical Support

Please send an email to the CLASP IT group at: claspithelp@umich.edu. They will help you with computer or network questions, projectors in the classrooms, etc.

Health Insurance

After your paperwork has been completed, you will be notified that you may register for health insurance on-line at Wolverine Access. The application MUST be completed within 60 days in order to receive coverage.

You will be uninsured unless you complete the application in this timeframe.

Identification Cards/Social Security Numbers

For International students without social security numbers, the University has issued you a temporary ID number.

You need to apply for a social security number. You cannot be paid without it.

Go to the Federal Building, 3971 Research Park Dr., Ann Arbor, MI 48108, Monday-Friday 9:00am-4:00pm and bring (A) the I-20 for those students with an F1 Visa and (B) the I-94 form which should be stapled inside your passport. Upon receipt of your social security card, please notify Rachel Long (647-3340).

Then take your new SS number to the Entrée Office in Pierpont Commons or the LSA Building on Central Campus to obtain a new student ID, which will have your individual student ID number on it.

Office/Desk

Please see Sandra Pytlinski (Room 2204) for your assigned office and desk.

Pictures

Pictures are taken during the CLASP Welcome Day event. Please see Allison Lyons in room 2239 to have your picture taken if you do not attend the event. We display pictures of our students

Admin. Assistants/Mailboxes

GSRAs- The cluster support staff are excellent sources of information. They can show you where to pick up mail, where notices are posted, where/ how to get supplies, etc. Ask your research advisor who the cluster support person is for your area and introduce yourself to her.

GSIs: Your mailbox will be in the main mailroom on the first floor, Rm 1411E, labeled "GSIs"

Staff Benefits

Any Questions concerning your benefits can be addressed to the Office of Staff Benefits, Phone 936-0258.

Student Accounts

Phone 764-7447. The student Accounts Office will not yet be aware of your appointment as a GSRA or GSI, so the first tuition bill you receive will probably be incorrect. Tuition payments will be made directly to the Student Accounts Office and should not be reflected on your next month's statement. You will receive a monthly statement, DO NOT pay the tuition fee.

If you are a GSRA see Rachel Long in Rm 2207. If you are on a Fellowship, please see Sandee Hicks in Rm 2237.

Telephones

When calling within the University you should only dial the last five digits of the number (i.e., 3-1212). A University number can be recognized by the following prefixes: 615, 764, 763, 647, 936, and 998.

Time Reports/Paychecks

You may wish to have your check directly deposited into a bank account anywhere in Ann Arbor, or the United States. You can find and complete the form in Wolverine Access under "Direct Deposit". Otherwise the check will be sent to your current address, which may be your home address and particularly for international students that may cause some inconvenience. You can download your pay record from Wolverine Access (<https://wolverineaccess.umich.edu>). You should check it each month to be sure you are getting paid the correct amount and that the correct deductions for taxes and health insurance are made.

Informational Fairs

This is a service offered by the Rackham Graduate School to introduce you to helpful University organizations. The fair includes displays put on by different student service areas. Rackham also coordinates convocation to welcome all new graduate students. Check the bulletin board on the second floor.

Miscellaneous

The Graduate and Undergraduate Student Organization (GUSTO) is a CLASP graduate and undergraduate student group. Meetings are held monthly. All students are invited and encouraged to participate. You will be notified by email about meetings.

A GSRA library card gives you staff privileges. Take your Mcard (ID card) to any university library and register for a GSRA library card.

Afternoon Coffee/Tea Break

The department holds a daily coffee/tea break in the Student Lounge from 3:00PM-3:30 PM for all faculty, staff and students. The goal is to meet and greet; discuss and debate; or just take a break.