

University of Michigan

June 2009

Information for New Computer Science and Engineering Financial Aid Recipients

Computer Science and Engineering Department
We're on the Web! <http://www.eecs.umich.edu/cse>

We look forward to seeing you in September! The information below will answer questions regarding financial aid payments and reiterate what is expected of an CSE financial aid recipient.

Pay Dates:

Fellowship recipients receive stipend payment on the last Monday of the month. (NOTE: Rackham Merit Fellows (RMF) recipients are the exception to this rule and will receive details about their stipend payment from the Rackham Graduate School.)

RA (Research Assistant) and GSI (Graduate Student Instructor) positions receive employment paychecks on the last working day of the month.

Note that your first payment will not be until the end of September. Plan on covering your expenses through the month.

Tuition and registration fees:

Payment of tuition and fees is applied directly to your U-M account. On occasion September billing statement is sent prior to the posting of the tuition/fee payment. If that occurs, you may ignore the tuition/fees portion of that bill. All other charges, however, are your responsibility. Your October statement should reflect payment of your tuition and fees. If it does not, please contact me.

Direct Deposit:

Students are encouraged to use direct deposit for their checks. You may download the format <http://www.finops.umich.edu/payroll/forms/directdepositauthorizationform>, or you may pick up a form at my office. Once you have completed the form, return it to me so we have record of it being completed. I will then forward it to the Payroll Office.

If you do not wish to sign up for direct deposit, your checks will be mailed to you. **It is very important that you update Wolverine Access with your local Ann Arbor address, or your checks will be sent to your permanent address.**

Taxes:

Fellowship stipends are considered reportable income. However, taxes are not withheld for US citizens. You will need to report these monies as income when filing your taxes in April. Please take this into account and adjust your budget and spending accordingly.

Fellowship income for non-citizens may fall under a tax treaty. If you are an international student, please see me to determine if you are exempt. If you qualify as exempt, you must complete a form to avoid taxes being taken from your check. Tuition/fees payment is not taxable income. Books qualify as a tax deduction; save your receipts.

Health Insurance:

Fellowship recipients must sign up for GradCare on the U-M benefits site <http://www.umich.edu/~benefits/jobgroups/grads.htm>.

Students who will be a GSI or RA are U-M employees and will receive information regarding health insurance from Karen Liska (GSI) or the lab administrator (RA).

CSE @ U of M

Health Insurance Con't.

Lab Administrator's:

Artificial Intelligence: Cindy Watts, Rm. 3816 CSE cwatts@eecs.umich.edu

Hardware: Denise DuPrie, Rm. 4824 CSE duprie@eecs.umich.edu

Software: Mindy LaRocca, Rm.4820 CSE westrick@eecs.umich.edu

All GradCare enrollment must be completed within 30 days of the start of classes.

Upon arrival, international students will be required to enroll in health insurance through the International Center. That coverage may be cancelled when coverage by EECS begins.

Email:

U-M and EECS utilize email extensively. You must obtain a U-M unique name. Be sure to check your email regularly.

Mail Folders:

Each student will have a mail folder under the mail slots located in Room 3644 in the CSE building. Check your folder periodically. Do not use the university address for personal mail delivery.

Expectations:

The CSE Department expects all students receiving funding to: Enroll in a course schedule approved by an academic advisor and take enough credit hours to maintain full-time status; Maintain a 7.0 GPA; Find a research advisor; Achieve academic milestones within program deadlines.

Summer 2010 funding:

As you become acclimated and learn more about professors and research projects, you will want to begin planning for 2010 summer support. To receive first summer funding, financial aid and benefit recipients are expected to remain in Ann Arbor working on research with a faculty member. It is your responsibility to find a research advisor. In March I will contact you regarding locating an advisor and finalizing your summer research plans.

Resources:

The University of Michigan has many resources available to its students. Please don't hesitate to use them. The following list of resources for students on the College of Engineering web page is a good starting point: <http://www.engin.umich.edu/students/graduate/>

GSI's and RA's will be receiving additional information: GSI's from Karen Liska and RA's from the lab administrators. If you need help determining your lab administrator, let me know.

GSI's:

All incoming GSI's will be required to attend EECS training/information sessions. Karen Liska will contact you beforehand with exact times and locations (tentatively Sept. 2, 3:30-5. Additionally, the College of Engineering is holding a mandatory training session on Thursday, September 3rd. Information on the agenda, registering, mandatory practice teaching sessions and other related items can be found at the following link:

<http://www.engin.umich.edu/students/graduate/gsiinfo/gsittraining/index.html>

All GSI's need to attend an EECS session and the CoE session.

I hope this information is helpful as you begin your time at the University of Michigan. I look forward to working with you during your time here at University of Michigan! Feel free to contact me by email at dawnf@eecs.umich.edu or phone at 734-647-1807.

Best regards,
Dawn Freysinger

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Financial Aid
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