

COMPUTER SCIENCE AND ENGINEERING NEW STUDENT CHECKLIST Fall 2009

Welcome to the University of Michigan Computer Science and Engineering Graduate Program. The important information below will facilitate your transition to the Department and the University.

BEFORE ARRIVING ON CAMPUS:

After Rackham has completed all admission processes, you will receive an email from the Registrar's Office giving instructions on how to create your U-M "username" and establish computer access.

AFTER ARRIVING ON CAMPUS:

1. Locate housing. <http://www.housing.umich.edu>

If seeking a roommate, there is a link on the housing page that you should connect with.

2. International Students:

- Visit the [INTERNATIONAL CENTER](http://www.umich.edu/~icenter/intlstudents/new_index.html) at 603 E. Madison on Central Campus for SEVIS Check-in. http://www.umich.edu/~icenter/intlstudents/new_index.html
- If your letter from Rackham indicated you need an [Academic English Evaluation \(AEE\)](#), make an appointment through the English Language Institute (ELI), Room 3004 North University Building. You may register for an appointment online at <http://websvcs.itcs.umich.edu/eli-bin/main> or call 734-764-2413.

Note: Rackham determines whether or not an international student will be required to take the AEE. Rackham notifies those required to take the test in their admission letter.

3. Obtain an MCard--your official University of Michigan Identification card.

On North campus, go to the Registrar's Office, Room B430, lower level Pierpont Commons. Bring a photo ID. On Central Campus, go to the MCard Center, 100 SAB.

4. Meet with Dawn Freysinger, CSE Graduate Program Coordinator, 3909A CSE Building. You may stop by the office weekdays (7:30 AM to noon, 1 to 4 PM)

- Receive academic advisor information.
- Receive information regarding EECS computer and email accounts. (Dawn's signature required)

5. Meet with an Academic Advisor.

- Contact your Academic Advisor for an appointment.
- Prior to your meeting, consult the CSE Graduate Study Manual and prepare a rough-draft version of the Plan of Study.
- You will need to turn an approved (signed by advisor) plan of study to Dawn by the end of your first term.

6. Using Wolverine Access, complete registration for your Fall courses.

- **You must register for at least one class before the first day of classes to avoid paying a late fee.**
- If a class you wish to take is closed, put yourself on the waitlist.

7. Attend orientation/welcome sessions:

You must attend:

- **CSE New Student Orientation** (no registration necessary)
 - **Tuesday, Sept. 8, 4:30 pm, 1670 CSE**
 - CSEG cookout will follow.

You may also attend:

- College of Engineering New Graduate Student Welcome- September 2, 10 AM-3 PM Register at: <http://www.engin.umich.edu/students/graduate/newstudentwelcome.html>
- Rackham New Graduate Student Orientation- September 4, 8:30 AM-12:30 PM http://www.rackham.umich.edu/new_students/

8. Sign up for EECS DCO Computer and Email Account.

- Take signed paperwork received from Dawn (see #4) to 2917 CSE.
- You will have two email accounts: U-M ITCS and EECS. Make a decision regarding how you wish to receive emails from your two accounts. In order to avoid having to check two accounts, we recommend forwarding one account to the other. Refer to handout from Dawn (#4) or ask DCO for assistance.

9. Attend all classes the first day the **lecture** meets.

- If you are on the waitlist for a class, this is when you will receive an override to register for the course.
- After you attend a class and sign the override sheet, **you must still register** for the class on Wolverine Access.

10. Check your course registration information on Wolverine Access.

Be sure the courses showing on your class list on Wolverine Access are the classes you are attending.

11. If you have received departmental financial aid, meet with:

- If you received Fellowship: Dawn Freysinger, 3909A CSE, hours 7:30-4pm M-F
- If you received GSI: Karen Liska, 3609 CSE, hours 1-4 pm M-F
- If you received RA: Your faculty advisor and his/her lab administrator

MISCELLANEOUS:

Keep your personal information (address, phone number) up to date on Wolverine Access.

For information concerning changes in course elections, late registration, fee adjustment, withdrawal, financial holds, etc., please see the *Office of the Registrar* <http://www.umich.edu/~regofi>
Always be sure to check the CSE Graduate Program deadlines on the Program website.
<http://www.eecs.umich.edu/eecs/graduate/cse/csegradpage.html>

All CSE graduate students have a mail folder in the files under the mailboxes in 3644 CSE. Check it periodically. This is for University mail only.