

EE NEW STUDENT CHECKLIST Fall 2008

Welcome to the University of Michigan Electrical Engineering Graduate Program. The important information below will facilitate your transition to the EECS 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. Once you have a username and password, you will be able to enroll in Fall classes using the [Wolverine Access online](#) registration.

You may make changes and/or additions to your course selection after you have arrived and have met with an academic advisor. You will receive advisor information when you check in at the EE Graduate Office (#4 below).

AFTER ARRIVING ON CAMPUS:

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

CampusRoost.com – is a new startup run by three CoE students
jason@campusroost.com dheeraj@campusroost.com brent@campusroost.com
The CourtYards - <http://www.myownapartment.com/courtyards> very close to EECS

2. International Students:

- Visit the [INTERNATIONAL CENTER](#) 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 Beth Stalnaker, EE Graduate Program Coordinator, 3403 EECS Building, beths@umich.edu and office phone: 734-647-1758.
- Receive academic advisor information.
 - Receive information regarding EECS computer and email accounts.

- 5. Meet with an Academic Advisor to complete your Plan of Study. Consult the EE MS & PhD Degree Requirements to have a rough draft version of the Plan of Study prepared for your meeting. Return the Plan of Study to Beth for your student file.

Electrical Engineering Major Areas:

(Academic Advisors will be determined in late August.)

Applied EM & RF Circuits

Circuits & Microsystems

Optics & Photonics

Solid-State

VLSI

- 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. Sign up for a CAEN Computer Account at the College of Engineering (CoE) New Student Orientation (#8). If you do not attend the CoE Orientation, refer to:
<http://www.engin.umich.edu/caen/accounts/access.html>
- 8. Plan to attend:

**EE New Student Welcome/Orientation - Thursday, Aug. 28, 10:30 AM-1:00 PM,
1005 EECS**

You should also attend:

- College of Engineering New Graduate Student Welcome
 - Wednesday, August 27th, Register at:
<http://www.engin.umich.edu/admin/adge/students/gradink/newstudentwelcome.html>
- Rackham New Graduate Student Orientation
 - Friday, August 29th., Register at:
<http://www.rackham.umich.edu/GraduateOrientation/>

- 9. Sign up for EECS DCO Computer and Email Accounts.
 - Take signed paperwork received from Beth (#4) to 4401-4403 EECS or 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 Beth (#4) or ask DCO for assistance.

10. Sign up for EE grad email group. **You MUST SUBSCRIBE to this email group.**

To subscribe:

- (a) Send an email to: eseg-request@eecs.umich.edu

This is the primary EE graduate student email group.

It is MANDATORY you subscribe to this email group.

Failure to subscribe and/or subsequently read EE Students emails may result in missing deadlines and information that may have an impact on degree progress, applying for GSI positions, Qual exams, etc.

- (b) Type **SUBSCRIBE** in the subject line.
(c) Hit Send. Do not add a message. Leave the body blank.

11. 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 the class and sign the override sheet, **you must still register** for the class on Wolverine Access.
12. 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.
13. If you have received departmental financial aid, meet with:
- If you received Fellowship: Scott Cederbaum, 3405 EECS
 - If you received GSI: Karen Liska, 3300 EECS
 - 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.

Departmental deadlines will be sent to you via the EE email group (#10) and are also posted on the EE Program Web Page.

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/~regoff/>. Always be sure to check the EECS Departmental deadlines.

All EE graduate students have a mail folder in the filing cabinet outside 3313 EECS. Check it periodically. This is for University mail only.