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About this guide

Welcome to Electrical Engineering (EE) program at the University of Michigan! This guide is the third version of the collected experience and memories from the AEEGS (Association of Electrical Engineering Graduate Students) members, our colleagues, and past graduate students. We have tried to include here as much as possible of the information we ourselves found useful when we first came to Michigan for graduate school. For more detailed guidance, we have tried to refer to official sources of additional information whenever possible. If you have any questions, just contact any of the AEEGS committee members. Good luck and enjoy the Michigan life!

There are several publications available that provide lots of information regarding resources for the student in Ann Arbor. The most detailed is the Blue Book, A Handy Guide to the UM Community published annually by SGI Publications. This is available free along with several others at the Information Desk in the Pierpont (North Campus) Commons.

All information in this publication is complete and correct to the knowledge and understanding of the editor at the time of writing. Neither the editor, AEEGS, EECS, the University of Michigan, nor anyone else assumes responsibility for any anachronism or error that may be found. Should the reader find an error, he or she should contact AEEGS for correction in later editions.

This guide can also be found on-line at http://www.eecs.umich.edu/AEEGS/newstudent.html/Guide04.pdf

Acknowledgments

Michael McClennen wrote the first edition of this Guide for CSEG. The following people made significant contributions to previous editions of the Guide for CSEG:
  Monica Brockmeyer
  Andy Poe
  Ted Tabe

For this third edition of the AEEGS Guide, the following AEEGS members made significant contributions for additions and modifications:
  Sang Won Yoon
  Patrick Shea

Thanks are in order to the following staff members for their contributions:
  Beth Stalnaker
  Linda Cox
  Dawn Freysinger
  Karen Liska
  Don Winsor

June 2004
Patrick B. Shea - AEEGS Executive Committee Member
1 What is AEEGS?

AEEGS (pronounced “aegis” or /AGE-is/) is the Association of Electrical Engineering Graduate Students. The principles behind AEEGS are:

- Electrical engineering research and development exists for the betterment of humanity.
- Treating all people with dignity and respect is part of professional conduct.
- Building a collegial community, where individual and collective ideas are valued, is vital for progress and innovation.

The purposes of our organization are:

- To promote and communicate electrical engineering graduate student issues to the departmental and college administration.
- To offer academic and quality of life activities.
- To provide opportunities for social interaction between electrical engineering graduate students and faculty/staff.

Membership is open to any current graduate student in Electrical Engineering at the University of Michigan. To register as a member, send an e-mail to aegis-membership@eecs.umich.edu.

AEEGS representatives sit on a number of departmental committees, acting as liaisons between students and faculty. We also serve as a focal point for student activities and interests. Much of our effort goes into organizing social activities like cookouts, happy hours, and casual sports events, to bring together students with similar interests and goals. For more information on AEEGS, check out: http://www.eecs.umich.edu/AEEGS/.

1.1 AEEGS events

Throughout the year, AEEGS provides a venue for students to get together. AEEGS sponsors a variety of recreational sports, including intramural softball, basketball, and volleyball teams. AEEGS owns some sport equipment and encourages graduate students to organize pickup games of basketball, volleyball, and Ultimate Frisbee.

Each semester we have a general meeting at which our members discuss issues affecting EE students, and our relationship with the faculty and administration. In general meetings, we may also introduce new faculty members, talk about departmental financial aid, discuss new course offerings, and talk with members of the Graduate Employees Organization (GEO).

Events AEEGS has sponsored in the last one-year period include:

- Graduate Info day booth (November, 2003)
- Study Break Event (December, 2002 and April, 2002)
- AEEGS Guide to Graduate Life 2003
• Student Spring/Summer Seminar Series (Spring/Summer, 2003)
• Happy Hours for social mixer (end of each semester, 2002-2003)
• Blood drive (July, 2003)

1.2 The 2004-2005 AEEGS Executive Committee

AEEGS is entirely student-run; a new board of executive committee members is elected each year at our winter term meeting. The elected officers of the committee consists of at least one representative (no more than two) from each of the major areas including Circuits and Microsystems, Electromagnetics (E.M.), Optics, Solid State, and VLSI. Following is the list of current and former executive committee members and their contact information. It is also available on the AEEGS web page.

<Current AEEGS Executive Committee>

<table>
<thead>
<tr>
<th>Name</th>
<th>Major</th>
<th>Office</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Song Won Yoon</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Tsai-wei Wu</td>
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<td></td>
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</tr>
<tr>
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</tr>
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<td><a href="mailto:zhimeiz@umich.edu">zhimeiz@umich.edu</a></td>
</tr>
</tbody>
</table>

The current entire AEEGS executive committee can be reached via e-mail at aeggs@eecs.umich.edu.

AEEGS maintains several e-mail lists. To subscribe these to any of these mailing lists, send an email to <name>-request@eecs.umich.edu, where <name> is the name of the mailing list, with "subscribe" as the subject. To unsubscribe, send "unsubscribe" as the subject.

<table>
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<th>E-mail List</th>
<th>Purpose</th>
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<tr>
<td><a href="mailto:aeggs@eecs.umich.edu">aeggs@eecs.umich.edu</a></td>
<td>AEEGS Executive Committee email list</td>
</tr>
<tr>
<td><a href="mailto:aeggs-general@eecs.umich.edu">aeggs-general@eecs.umich.edu</a></td>
<td>General announcements</td>
</tr>
<tr>
<td><a href="mailto:aeggs-mentor@eecs.umich.edu">aeggs-mentor@eecs.umich.edu</a></td>
<td>Mentorship program</td>
</tr>
<tr>
<td><a href="mailto:aeggs-membership@eecs.umich.edu">aeggs-membership@eecs.umich.edu</a></td>
<td>Register as a member</td>
</tr>
<tr>
<td><a href="mailto:aeggs-GSI-GSRA@eecs.umich.edu">aeggs-GSI-GSRA@eecs.umich.edu</a></td>
<td>GSI/GSRA affairs committee</td>
</tr>
<tr>
<td><a href="mailto:aeggs-quals@eecs.umich.edu">aeggs-quals@eecs.umich.edu</a></td>
<td>Ph.D. Qualify Exam study groups</td>
</tr>
<tr>
<td><a href="mailto:eseg@eecs.umich.edu">eseg@eecs.umich.edu</a></td>
<td>Official ESE department announcements</td>
</tr>
</tbody>
</table>
1.3 Description of AEEGS organization

For a description of the officers and committees, as well as a copy of the constitution, please refer to the AEEGS website at: http://www.eecs.umich.edu/AEEGS. Currently, we have the following committees:

- Mentoring and New Student Orientation Committee
- Qualifying Examination Preparation Committee
- GSI/GSRA Affairs Committee
- Social Activities and Recreational Sports Committee
- Rackham Grad Forum representative
- College of Engineering Graduate Student Committee Member
2 People and Places

Your activities as a student will carry you to a number of different buildings, and will require you to meet many different people.

2.1 The Electrical Engineering & Computer Science Building

This building, located in the northeast corner of North Campus, 1301 Beal Ave., houses most of the EECS department. It has two main entrances, one on the east side of the building and one on the west side. The center of the building is a long open atrium, four stories high, with a glass roof. Walkways cross at each level, connecting the north and south halves of the building. Elevators are located on the south wall of the atrium at the center. There is a map located by the elevators on each floor. Here are some important rooms:

EE Grad Office (3403 EECS)

This is the front office for all business involving graduate students. Each graduate program in EECS (CSE, EE, and EE: Systems) has a Graduate Student Coordinator here who can help you. If you have any questions about school or graduate life, they will either know the answer or know who knows the answer.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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</tr>
</tbody>
</table>

Department Offices

This is a list of several people with whom you will probably do business during the course of your stay here:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor David C. Munson</td>
<td>Chair of EECS</td>
<td>3303A EECS</td>
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<tr>
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<td>Financial Aid Officer</td>
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<td>764-9544</td>
<td>bturansk@eecs</td>
</tr>
<tr>
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<td>Personnel Assistant</td>
<td>3300 EECS</td>
<td>763-9030</td>
<td>liska@eecs</td>
</tr>
</tbody>
</table>

GSI Room (2420 EECS)

Graduate Student Instructors (formerly known as Teaching Assistants) can use the desks in this room, and hold office hours here. Karen Liska issues keys for this room.

Mail Room and Campus Mail (3411 EECS)

If you are faculty, staff, GSI, or student organization, you will be assigned a mail slot in 3411 EECS, the main mailroom for the department. All EECS graduate students will be
assigned a mail folder in the file cabinet in front of 3316 EECS. Most of the correspondence sent to you by the department will be delivered to this folder, so be sure to check it at least once a week. Your mail folder is for department use only, and is not to be used as a personal mailing address.

Campus mail is used to exchange mail between departments. (You can mail your insurance form to the Benefits Office by these methods.) Campus mail envelopes are available in several sizes in the Mail Room (3411 EECS). Once the envelope is completed, including the 4-digit campus zip, place the envelope in the basket marked with “campus mail”.

IEEE Office (1236 EECS)

The Institute of Electrical and Electronics Engineers (IEEE) and the Association for Computing Machinery (ACM) sell bagels, juice and coffee every morning outside the IEEE office. The office is located at the east end of the atrium. IEEE also sells floppy disks and has a fax service. They have membership forms if you are interested in joining IEEE.

HKN Office (1221 EECS)

Eta Kappa Nu (HKN) is the Electrical and Computer Engineering honor society. HKN is an extremely active organization and a good way to make friends. Undergraduates and graduates in the top of their class are invited to join. Every morning, HKN sells donuts, juice, and coffee in front of their office in the atrium across from the elevators.

Rest Rooms

The rest rooms are located in the same place on every floor. The men's room is in the corridor to the east of the elevators, and the women's room is in the corridor to the west.

Phones

There is a public phone located outside of 1005 EECS in the northwest corner of the building. Campus phones can be found near the elevators on each floor and in CAEN labs.

Environmental Health Information

Occupational Safety and Environmental Health (OSEH) surveys conditions related to environmental sanitation, occupational health and accident prevention. They also provide personal protective equipment, handle the disposition of waste chemicals, and coordinate safety efforts including physical exams when required.

Brian Rice (3112 EECS) is the EECS Safety Officer and conducts short lab safety courses often required for students new to the labs. You will receive e-mail notices when these courses will be held.

Emergency Help - DIAL 911

Dial 911 from any University phone to report emergency situations--security, fire, or medical. Outdoor emergency phones are located throughout campus; they connect directly to the emergency line as soon as the receiver is lifted.

Non-emergency calls may be directed to Campus Security, 763-1131
Important note regarding building safety:

Make sure to familiarize yourself with the exit routes in the building. When an alarm goes off, no matter what time of the day or night, leave the building immediately. Some of the research labs (the chip fabrication lab in particular) deal with highly toxic and flammable materials.

From the first floor, exit through the (west) doors leading toward the Clock Tower.

From the 2nd, 3rd, or 4th floor, exit through the GG Brown Laboratories (GGBL).

Always exit NORTH or WEST, do not leave through the east doors or any door leading to the Automotive Lab.

In the event of a tornado or similar severe weather, seek cover in interior offices/areas with no windows. An example would be the restrooms or the large copy room.

Recently, electronic locks were installed in the EECS building. This system is similar to that installed in the Media Union/Duderstadt, and is designed to monitor and limit entry at night.

2.2 The Pierpont Commons

Located at the center of North Campus, at 2101 Bonisteel Blvd., the Pierpont Commons (http://www.umich.edu/~commons/) is the closest thing we have to a student center. There are quite a few useful services located here, including:

- **The North Campus Information Center**: Features a bulletin board and a person on duty during business hours to answer questions about campus life.

- **Bookstore**: Sells textbooks for most North Campus classes

- **“Entree Plus” office**: Meal plans, issuing/replacing student IDs, basic Mcard service

- **Registrar’s office**: Grade inquiries, enrollment verification, academic reports, name changes, address changes, tuition related questions and problems, withdrawal notices, registration and Drop/Add after the deadline,

- **University Credit Union**: A bank

- **Cashier's Office**: Student account payment and refund, payments for student loans, telephone bills, lab fees

- **Student Outreach Services (CAPS)**: Time and Stress Management, Marital and Couples Enrichment and Parenting workshops are offered throughout the year

- **“Quiet lounge” for studying**

- **Automatic Teller Machines**
• **International Center office:** Immigration advising for persons with F-1 and J-1 visas, U-M international heath insurance enrollment and charges, orientation for new students, scholars and their dependents, assistance with I-9 forms

• **Cafeteria** (second floor)

• **Department of Public Safety** (DPS)

• **Earl of Sandwich, Espresso Royale Cafe, and Commons Cafe Too** (ground floor)

While the scope of activities does not compare to the Michigan Union on Central Campus, the Commons has in the last year hosted a series of art exhibits, several poster and T-shirt sales, and evening concerts.

### 2.3 Buildings adjacent to EECS

The EECS building and the Commons face each other at opposite ends of the North Campus diag. The Herbert H. Dow Building, kitty-corner to EECS at 2300 Hayward St., is the home of Chemical Engineering and Material Science & Engineering departments. The Dow building also contains several large auditoria on the ground floor, which are sometimes used for EECS classes. GGBL, to the north at 2351 Herbert Ave. and housing the Mechanical and Civil Engineering departments, can be reached from the second or third floor of EECS. On the lower floor of GGBL is the Blue Lounge (GGBL 1040), which has several vending machines and is used as a study space.

The Media Union/Duderstadt, or, as it was renamed in 2004, the James and Anne Duderstadt Center ("The Dude") (2281 Bonisteel Blvd.) is adjacent to the Chrysler Building and Commons. It houses the Art, Architecture, & Engineering Library, several multimedia classrooms, auditoria, instructional labs, and some parts of the art and music departments. Mujo, a café, provides coffee, beverages, pastries, and snacks. The menu is available on the website: [http://www.ummu.umich.edu/mujo/index.html](http://www.ummu.umich.edu/mujo/index.html).

The Lurie Building is located to the south of EECS behind the Lay Automotive Laboratory. It contains offices for the Engineering Deans and conference rooms. There is a large reflecting pool in front with benches, which is a nice place to sit in good weather.

### 2.4 Central Campus

The main buildings of the University are located in a cluster off of State Street, on the west side of Central Campus. These include:

**Michigan Union**

The cultural center for the students of the University. This building contains the offices of student organizations, a billiards room, a Ticketmaster outlet, and fast food restaurants in the basement. There is a Campus Information Center on the first floor. (530 S. State St.) [http://www.umich.edu/~munion](http://www.umich.edu/~munion)

**Literature, Science and the Arts (LS&A) Building**

This building is next to the Union, and contains the Registrar's office and the Cashier's office. (500 S. State St.)
Student Activities Building

This is located behind the LS & A building. The student housing office is on the second floor. (515 E. Jefferson St.)

Graduate and Undergraduate Libraries

The main libraries are located on the south side of the Diag. There are two: the Harlan Hatcher Graduate Library (a.k.a. the “Grad Library,” 920 N. University Ave.), where the bulk of the University collection is kept, and the Shapiro Undergraduate Library (a.k.a. the “UgLi”). The Shapiro Library building also houses the Shapiro Science. If you are a Theory student, you will probably be almost as familiar with this library as you are with the Engineering Library.

2.5 Organizational Structure

An organizational for the EECS department can be found on the web at http://www.eecs.umich.edu/eecs/eecs_info/org-chart.html. The EECS department is part of the College of Engineering, which is under the direction of Dean Stephen Director.

All graduate degrees at the University of Michigan are granted by a part of the University called the Horace Rackham School of Graduate Studies. This is usually referred to as “Rackham” or “the Graduate School”, and is headed by interim Dean Steve L. Kunkel. Rackham sets part of the requirements for graduate degree programs. Each department takes these as a minimum and adds to them. The main offices of the Graduate School are in the Rackham building on Central Campus.

Like all graduate students at the University, you will register as a Rackham student. You even get to elect representatives to the Rackham Student Government. As a member of the EECS department, you are also part of the College of Engineering.
3 Dealing with the University

The University of Michigan is one of the largest universities in the country. As such, it has a huge bureaucracy that can sometimes be difficult to deal with. The EECS department tries to shield us from this as much as possible, but there are still times at which you will have to interact directly with the University. Here is some miscellaneous advice:

3.1 Mailing address

As soon as you find a place to live, and every time you move, notify the University about your new address. Do this via the Wolverine Access website (http://wolverineaccess.umich.edu). Note: Don't list a permanent address back home, unless you really plan to go home every summer. If you list a permanent address different from your local address, the University will send its mail to you there during the summer.

Whenever you change your address, you should also give your new address to your Graduate Student Coordinator.

3.2 Getting money from the University

If you will be getting money from the University for any reason (such as getting a scholarship, or being a GSI or an GSRA) then you have two choices as to how to receive the money. First, you can have the University deposit payments directly into your bank account. This is called direct deposit. Karen Liska (3300 EECS) can give you a form to request direct deposit. Second, you can pick up your payment at the University Cashier's Office (there is one in the Pierpont Commons).

3.3 Health care

If you are going to be a GSI or a GSRA with an employment fraction of at least 0.25, or if you have a department-designated eligible scholarship or fellowship, you will get health benefits. The University pays for these from September to April, and it has been the department's practice to continue them over the summer for returning GSRAs and guaranteed financial aid students. This extra summer coverage is not mandated, and the department could change its policy.

If you are a GSI, you will have the chance to pick one of five or six standard coverage plans that are offered to all University employees. It is important that you act without delay, because you can only sign up (or change plans) within 60 days of your hire date and yearly during the month of October. If you miss the deadline, you will lose your coverage until a year from next January! Also, benefits are not retroactive. If you get sick or hurt before you sign up, you are out of luck!

If you are a GSRA, you will be covered under a plan known as GradCare. This is not as complete as the plans offered to GSIs, but still provides coverage for hospital care and doctor visits (you pay a fixed fee called a “co-pay” each visit, and all other costs are covered by the plan). This plan is very similar to MCARE, which is offered to GSIs, but it is not identical, so you should be sure to examine the plan and be aware of the differences in coverage. The same caveat also applies with GradCare: if you do not enroll within your first two months of eligible support here, you are not covered. If you miss the deadline, you will have to wait until the open enrollment period (mid-October), and then your coverage won’t begin until the following January. Even if you are covered on your parents’ insurance, sign up!
If you are on a fellowship, you may or may not be eligible for GradCare (depending upon which fellowship you hold.) Check with Becky Turanski to find out. If you are eligible, you must sign up for the plan. Enrollment is not automatic.

If you are on a non-eligible fellowship, or if you are paying your own way, you are responsible for your own health care. If you are under 25 years old, you may be eligible for coverage under your parents' plan. If you are working part-time, you may be able to arrange health benefits through your job. As a last resort, the Michigan Student Assembly has arranged for a health plan that students may purchase. It does not give very good coverage, but is better than nothing.

**Health plan options**

There are several different health plans available to GSIs. These fall into two main categories:

1) Traditional or “major medical”. Blue Cross is the biggest of these. Under these plans, you can go to any doctor or hospital and Blue Cross will pay most of the bill. The standard arrangement is that you pay 20% of the charges, but no more than $5,000 in a single year. The insurance company pays the rest. They will not cover some kinds of medical care, (i.e. not cosmetic or experimental procedures) so check before hand.

2) An HMO, or “Health Maintenance Organization” requires you to pay less out of your own pocket than Blue Cross does. The catch is, you have to use a doctor from the HMO's approved list. You must select one doctor to be your primary care physician (PCP). You see this doctor first for whatever is wrong with you (unless you are rushed to the hospital in an emergency), and the HMO won't pay for any medical care not approved by him first. You also have to pay a small fee (called a “co-pay”) for each office visit and each prescription. These average $10-15. Most students choose one of the HMOs. The one that is most popular with GSIs is “M-care” or “M-Preferred”, which is affiliated with the University hospital. The “GradCare” plan for GSRAs and fellowship students is similar, and is administered by the same organization.

Make sure that you fully understand your health care options. If you are a GSI or GSRA, and if the staff in the benefits office cannot answer your questions, ask Karen Liska (room 3300 EECS). If you are a GSRA, then GradCare is your only option. GradCare is an HMO plan run by M-care, and contains similar coverage. Verify that your coverage is active by reviewing your pay stub each month.

**3.3.1 University Health Services**

If you just have a cold, or something else minor that won't require extensive treatment, you can go to University Health Services. This is free to all students. Your spouses, dependents and even guests are eligible to use this system, but on a fee-for-services or through billable insurance. However, you may have to wait in line and you have to take whichever doctor happens to be available. So it may be wise to make an appointment in advance (Tel: 764-8325). They also offer prescription drugs at a discount. For more information, you can visit the website: [http://www.uhs.umich.edu/](http://www.uhs.umich.edu/).

**3.4 Dental Coverage**

After you have worked 1 year as a GSRA, you are able to receive dental benefits. GSI’s have the option of purchasing this plan from the eligible date of hire. Information about dental benefits will be mailed to you automatically when you become eligible. During your first year, you may
want to look into services offered by the dental school. As part of their degree program, dental students perform supervised cleanings and checkups at very reasonable rates.

3.5 FICA Taxes

Students do not have to pay FICA taxes when registered for classes. However, central audit will only scan once to see who is registered and who is not. If you register very late, you may get charged FICA taxes and THERE ARE NO REFUNDS. Plan to register on time to avoid this problem. These taxes will be deducted when you are not registered (Spring/Summer term).

3.6 Honor Code

A copy of the College Honor Code is available in the Graduate Office (Room 3310). It is everyone's responsibility to help make the Honor Code effective.
4 Academic and Research Plans

Perhaps the hardest part of life as a new graduate student is the lack of organized guidance. Many students find themselves for the first time in their lives completely responsible for planning and scheduling their progress. Academic requirements, research, and exploration of your new environment will vie with each other for a limited number of hours in each day, while long-term planning must take into account many confusing and conflicting goals.

Many sources of guidance and support are available to you. However, such support must be actively sought out. Everyone assumes that graduate students are able to take care of themselves and that they know when to ask for help. Sometimes no one notices that a student is in trouble until he or she is hopelessly behind. This may sound menacing, but it is also true that the department contains lots of people who are perfectly willing to give you advice and guidance if you just ask.

4.1 What to expect during your first year.

Being a graduate student is quite different from being an undergraduate. In general, you’ll find that there are many more demands on your time, and that you will be expected to do a lot more thinking for yourself and a lot less busy work. Managing your time wisely and getting accustomed to this new sort of education will be a major adjustment.

Most students experience a lot of uncertainty and fear in their first year. If you’re coming from a smaller school, the size of the EECS department can be intimidating. Also, you’re surrounded by a lot of other really bright folks. It’s easy to feel inferior or to think that you don’t belong. Don’t worry; everyone has this feeling at some point. First of all, always keep in mind that it’s not a competition between you and other graduate students. You are all here to do research and get a Ph.D. or M.S. If you see other students as potential allies and resources, rather than competitors, life will be easier. Also, don’t assume that every other student has the answers. Students in EECS classes tend not to ask questions, but instead just sit and nod, even if they’re not following the lecture. If something isn’t clear, it’s probably because it wasn’t explained well. So, raise your hand and ask. Not only will you get a better explanation, all the other students in class will thank you for asking the question they were afraid to ask.

You’ll also find that graduate courses (500 and above) tend to be more thought-oriented than 300 and 400-level classes. Rather than doing lots of homework, often you’ll read papers and do a final project. The emphasis here is not on learning of well-known techniques, but critical analysis of current research in a particular field. While the sheer number of hours spent on 500-level classes is usually less, the intellectual demands are often new to first-year students. The skills learned in these classes (reading and synthesizing papers, evaluating hypotheses, thinking about unsolved problems) are essential for doing your own research.

During your first year, you’ll be looking for an advisor and a research program. (More on this below.) Don’t feel that you have to know exactly what your dissertation will be about. You have a long time to adjust and refine this. Instead, focus on finding an area that has some questions and issues you find interesting. Also, when selecting an advisor, make sure you think about whether this is a person you can get along with. You’ll be spending a lot of time with this person over the next few years, and depending upon them for a lot of guidance and advice, so you want it to be someone you feel comfortable talking to and receiving advice from.

Most students do an independent research project during the summer after their first year. Often, this work is the basis of a prelim paper. During your second semester, it’s a good idea to start thinking about what this project might be and talking with potential advisors. If you know
the area you want to focus on, it can be helpful to take a 500-level class in that area and use the class project as a springboard for your own research. Keep in mind that a summer project is probably not going to be very big; you’re not going to create a computer that passes the Turing test in 2 months, and no one expects you to. The purpose of this project is to learn how to: 1) formulate a hypothesis or a research question; 2) determine a means for testing this hypothesis or answering this question; 3) evaluate and explain your results. The point is not that the results are earth-shattering, but that you are able to get through the process. Faculty view this as a microcosm of the two or three years you’ll spend working on your dissertation.

Finally, graduate school can be very stressful. Your first year will probably be the worst. You’ll have lots of uncertainty about your life, lots of work to do, and quite a few demands on your time. Managing your schedule and dealing with stress are very important, both to succeeding in your program and keeping your sanity. You will often find yourself spending late nights working to get things finished, especially if you are a GSI. Being a GSI is a very rewarding experience, but it can also place a lot of demands on your time. Try not to procrastinate; things will always take more time than you expect. Also, it’s very important to not let school completely consume your life. (It’ll take up a pretty big chunk.) Try to do something fun (athletics, music, social activities) every week to relieve stress. If necessary, schedule this the same way you would a class. It’ll help you keep your focus and maintain perspective. Also, it can be a means of meeting new people.

4.2 Where can I go for help?

- Your advisor: often the best person to ask about research and coursework.
- Other faculty members: be prepared to get a different opinion from each professor you ask.
- The Graduate Student Coordinator: Beth for EE, Linda for EE:Systems, and Dawn for CSE. Always a good person to ask about schedules and requirements.
- Your academic mentor: You will be assigned a graduate student mentor who can answer your questions or help find someone who can.
- Your cultural mentor: For incoming international students, you will find it very helpful to talk with some experienced students who came from your country or region. A list of cultural mentors can be found from AEEGS website.
- Your peers: hang around the department, introduce yourself to students and ask them questions. Go to the AEEGS orientation session and orientation. Most of us are glad to tell you more about graduate life from the inside track.

4.3 Who is this advisor person, anyway?

Incoming students are each assigned a professor in their area of study to be their academic advisor. Your academic advisor will help you choose your first semester classes. Talk with your advisor before you make your final decision of which courses to register for. Once you have decided on a research advisor, they will also likely function as your academic advisor as well.

Advice from current students: the most important criteria in picking a research advisor are whether you can get along with them and whether they respect you and your goals. Don't worry so much about a prospective advisor's exact area of research. Professors are almost always interested in more than they personally have time to investigate. Likewise, don't let money be an
overriding concern. If you can find a good topic to work on, your advisor will be able to apply for a grant.

Finally, remember that you do not have to make a long-term commitment to any faculty member at the start. If you think someone's work is interesting, try doing a “directed study” with them for a semester. If things work out, you can keep going. Most students say that they either knew who their long-term advisor was going to be before they started school here, or else they made their decision sometime between the end of their first year and the end of their second year. Several ended up switching to a different advisor after one or two years. Most ended up switching research topics at least once.

4.4 Planning your program

How you schedule your time is both a personal decision and a very important one. Here are some considerations offered by current students. Different people have differing opinions about the relative importance of each of these.

1) Which program? Even if you plan to stop with a Master’s degree, it is a good idea to keep the doctoral program requirements in mind. A significant number of students change their mind and continue on for their Ph.D. The Master’s degree requirements are a subset of the requirements for qualification in the doctoral program, but the latter are somewhat more stringent.

2) Get requirements out of the way early. Many people think that this is a good idea.

3) Move towards research. The 500-level classes are oriented towards in-depth study and preparation for research. They tend to require less “grinding” and more insight than undergraduate courses. Most of these courses are offered only once a year, some once every other year. Most of them have 400-level prerequisites, which you can skip if you have already taken the equivalent classes. Ask your peers and your advisor for guidance here.

4) Start research early. If you can find a topic that interests you (not necessarily the one on which you'll do your thesis) and a professor you can work with, go for it! After all, that's what you're here for, right?

5) Avoid burnout. Advice from current students is:

- Don't take more than one course with a large project during any given semester.

- Don't take more than two serious classes if you're a GSI or GSRA, or three in any case. You may have to bend this rule a little bit, but be prepared for a tough semester.

- If you are a GSI or GSRA, expect to work at least 20 hours each week.

4.5 Registering for classes

In general, you should register early. Each course has an enrollment limit, with all subsequent registrants placed on a “wait list”. If you are taking only EECS courses, then don't panic: most professors in our department have a policy of giving overrides for all graduate students, enabling them to get into the course. However, if you are taking courses from other departments you may have trouble getting in if you wait too long. The University will charge you a $50 penalty fee if you register after classes have started - so don't wait that long! If you haven't been able to see your advisor before classes start, just sign up for one or two classes you think you might want to take. You can easily change your schedule any time before the add/drop deadline.
Register for classes online using Wolverine Access (http://wolverineaccess.umich.edu). In order to register, you must have a uniqname and password (described below), which are required to log onto the computer system. More information on this will be provided over the summer.

It is very simple to add and drop courses during the first three weeks of class. In fact, it is a good idea to register for more courses than you plan to take, and drop whichever ones you are less interested in after the first few class meetings. If you find out about a good course after classes have already started, sit in on it for a few meetings and ask the professor for a copy of the syllabus. Usually, it is easy to catch up. The drop/add deadline is three weeks after classes start (Fall semester begins September 7, 2004), so you should make all of your course decisions by then. Also you can refer to the academic calendar at the website: http://www.umich.edu/~regoff/calendar.

All classes on North Campus begin at 10 minutes after the half-hour (for example, 8:40 and 9:40). All classes on Central Campus begin at 10 minutes after the hour (for example, 8:10 and 9:10). This is known as “Michigan time”. The class times are staggered this way so that there can be enough time to travel between Central Campus and North Campus between classes.

4.6 How to be a successful graduate student

There are several on-line guides written by graduate students that give advice on how to have a successful graduate school experience. Here are a few:

How to Be a Good Graduate Student/Advisor
http://www.cs.umbc.edu/www/graduate/advice/advice.html

An Insider’s Guide to Choosing a Graduate Advisor and Research Projects in Laboratory Sciences
http://www.cs.umbc.edu/www/graduate/choosing.an.advisor

Graduate Student Survival Guide
http://smi.stanford.edu/people/pratt/smi/advice.html

Advice on Research and Writing
http://www.cs.cmu.edu/afs/cs.cmu.edu/user/mleone/web/how-to.html
5 Avenues of Communication

Unlike the undergraduate curriculum, the majority of graduate education takes place outside of the classroom. Learning often occurs through interaction with faculty members, fellow graduate students, and books. Attending the various seminars, discussion groups, and visiting lectures that are offered each week is a good introduction to the opportunities for research and learning.

5.1 Seminars and Discussion Groups

Seminars tend to be informal lectures, usually ending with a question and answer session. Abstracts are usually provided in advance. Seminars are open to everyone, whether or not they have any background in the subject area. Discussion groups tend to be a more private, and are typically composed of a group of graduate students working on the same project. If a particular professor is working on a topic in which you are interested, they will probably be happy to have you sit in on one of their “working groups” if you inquire ahead of time.

The department plays host almost every week to one or more visiting scholars or industry representatives who give presentations about their research. Some of these are candidates or potential candidates for faculty positions. Their lectures are open to the public, and provide an opportunity to become acquainted with some of the research work going on outside the department.

For more information, check the bulletin boards outside of the Graduate office on the third floor of the EECS building. These are updated every Monday to show all of the scheduled lectures and seminars for the upcoming week. Note that all of these events run on “Michigan time,” just like class meetings. This means that they actually start 10 minutes after the hour.

5.2 E-mail Lists

Much of the communication within the department takes place via electronic mail. It is possible to find out about many of the seminars and lectures mentioned above by getting your name placed on various mailing lists. Shown below are some of the lists of interest as well as the e-mail contact necessary to get your name on each. Anyone may send mail to any of these lists, but please keep it relevant to the intended purpose.

<table>
<thead>
<tr>
<th>List name</th>
<th>Contact</th>
<th>Audience or purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>eseg</td>
<td><a href="mailto:beths@eecs.umich.edu">beths@eecs.umich.edu</a></td>
<td>Announcements to EE students</td>
</tr>
<tr>
<td>cseg</td>
<td><a href="mailto:cseg-request@eecs.umich.edu">cseg-request@eecs.umich.edu</a></td>
<td>Announcements to CSE Students</td>
</tr>
<tr>
<td>system-students</td>
<td><a href="mailto:cox@eecs.umich.edu">cox@eecs.umich.edu</a></td>
<td>Announcements to Systems students</td>
</tr>
<tr>
<td><a href="mailto:SSELUsers@umich.edu">SSELUsers@umich.edu</a></td>
<td></td>
<td>Announcements to Solid State students and facility users</td>
</tr>
<tr>
<td>radlab-grad</td>
<td><a href="mailto:radlab-grad-request@eecs.umich.edu">radlab-grad-request@eecs.umich.edu</a></td>
<td>Announcements to Radlab graduate students</td>
</tr>
<tr>
<td><a href="mailto:chapman@eecs.umich.edu">chapman@eecs.umich.edu</a></td>
<td></td>
<td>Announcements to Optics students</td>
</tr>
<tr>
<td><a href="mailto:WIMS_Grad_Students@umich.edu">WIMS_Grad_Students@umich.edu</a></td>
<td></td>
<td>Announcements to WIMS graduate students</td>
</tr>
</tbody>
</table>
6 Computing Facilities

By some accounts, the University of Michigan has some of the best computing facilities of any university in the country. Whether or not this is true, there are several different computing environments available to you.

6.1 Computing Organizations

There are three major computing support organizations with which you will have contact: CAEN, DCO, and ITD.

6.1.1 CAEN

CAEN (Computer Aided Engineering Network), is responsible for providing computing services to the students and faculty of the College of Engineering. They maintain hundreds of public workstations throughout North Campus, which are available to both undergraduate and graduate Engineering students.

6.1.2 DCO

Most of the machines in the EECS department research labs are maintained by DCO (Departmental Computing Organization). DCO is a part of the EECS department. This is a much smaller organization than CAEN, and usually easier to deal with. They maintain approximately twenty public Linux and Sun Solaris servers. These machines are available for remote login and they handle e-mail, file, and compute service for the department.

6.1.3 ITD

Computing support for the rest of the university is provided by ITD (Information Technology Division). You are eligible for an account with them (useful if you need more disk space), and they also run the X.500 directory service for the entire University.

6.2 Uniqnames

Before you can get a computer account on any of these systems, you must first get your uniqname. This name will be unique throughout the University, and will be your e-mail address and login name on each of the computing systems you will be using. Your uniqname will be chosen by ITD to be some combination of letters from your first and last name. It will be printed on your student ID (Mcard) along with your full name.

Rackham will distribute uniqnames over the summer via email (if you provided a summertime email address) or mail.

6.3 Computing Environments

There are many different computing environments at your disposal. You will probably have reason to access all of these during your stay here.
**DCO Unix workstations**

If you join one of the EECS department's research laboratories, the workstations in the lab will likely be maintained by DCO. These machines all run the X Window System and share a common file system, so you will see the same environment when logging into any of them. The DCO file system is separate from the CAEN file system. DCO also provides e-mail service, and many faculty members and EECS graduate students use this as their primary e-mail address.

The Dept. Computing Services section (DCO) is in charge of most maintenance and problem-resolution on computers. DCO staff includes a CAEN consultant, as well as technicians who can make many repairs on both MAC and PC hardware. Their main office is located on the fourth floor in room 4403. You can e-mail questions and problems to help@eecs.umich.edu

They also maintain most of the communal printers in the building. Printer problems can be directed to printer@eecs.umich.edu

**CAEN Unix workstations**

CAEN maintains several hundred workstations running various flavors of the Unix operating system. Supported hardware includes Sun, Hewlett-Packard, and x86 (Linux). These machines run the X Window System, and they all use the AFS distributed file system. This means that you can create a consistent personal environment across the various machine types. Most classes that involve programming use these machines. They are found in “workstation clusters” in all of the Engineering buildings. Many of these are located in rooms equipped with locks that open to your student ID card once your CAEN account has been set up.

**CAEN and ITD Macintoshes and Windows NT workstations**

There are several CAEN and ITD computer clusters around campus that have high-end Macintosh and Windows NT workstations. The largest of these is located on the 2nd and 3rd floor of the Media Union/Duderstadt library. They are loaded with a variety of software including word processors, graphics and spreadsheet programs, and network interfaces.

**6.4 Accounts and E-mail**

CAEN, DCO, and ITD each provide computer accounts to students. All accounts provide “full service” (remote login, e-mail, personal web page, and file space) and can be used for your work. Using the campus network, you can use any of your accounts to access the files on your other accounts. Most EECS students use their DCO or CAEN accounts as their primary account for e-mail and work. They use their ITD account as a secondary file space.

**CAEN accounts**

Once you have your uniqname, you can fill out a form to obtain a CAEN account. This will allow you to use any of the CAEN machines, including Unix workstations and Macintosh and Dell Pentium PCs. Your uniqname and CAEN password will also allow you to log into the personal computers maintained by ITD (most of these are located on Central Campus).

Your CAEN e-mail address will have the form: uniqname@engin.umich.edu.
You may arrange to have your mail automatically forwarded from CAEN to DCO by sending a request to aliases@engin.umich.edu. Most people pick one of the two systems and have all of their e-mail forwarded there.

**DCO accounts**

Once you have obtained a uniqname and CAEN account, you may get your DCO account. Pick up an application at 4401 EECS. This account (which will also use your uniqname as the login name) will allow you to access the DCO public machines (see 7.1 above). If you are part of a departmental research laboratory, you will be able to use your DCO username on the workstations in that laboratory as well.

Your DCO e-mail address will have the form: &lt;&lt;uniqname&gt;&gt;@eecs.umich.edu.

If you want your e-mail forwarded to another account, send a request to help@eecs.umich.edu.

**ITD accounts**

Your ITD account will give you access to the computers in the ITD public computer labs. You can also use your CAEN password at these computers. Simply use uniqname@engin.umich.edu and your CAEN password to login. The e-mail address of your ITD account is: uniqname@umich.edu. You can forward your e-mail to another place by modifying your entry in the X.500 server.

### 6.5 Campus-wide X.500 directory

The University maintains an X.500 directory service that contains information about all University students and employees. You can modify your directory listing to tell people how to contact you.

The directory allows everyone to have an e-mail address alias of the form uniqname@umich.edu. Your X.500 entry determines to which of your computer accounts this e-mail address alias points.

You can access X.500 at http://directory.umich.edu

The Office of the Registrar updates the name, title, address, and phone fields in your X.500 entry each month. If you do not want them to do this, you can set the “batch updates” field to OFF in your entry.

You can view your X.500 information (or anyone else's) by typing “finger name@umich.edu” at any Unix prompt. The name can be either a uniqname or part or the entire full name of the person whose entry you wish to view.

### 6.6 Connecting from home

You can connect your home computer to the campus network. You have two options for dial-in service. You can dial-in to the University through the MichNet network operated by Merit Network, Inc., or you can use DCO’s dial-in line. If you need software (PPP, Netscape, Telnet,
FTP, etc.), you can obtain a CAEN connectivity kit from the CAEN Hotline (2320 Media Union/Duderstadt).

**MichNet**

Through your ITD account, you are eligible for 100 hours of peak-time access and unlimited off-peak access to MichNet over each 4 month period. Peak time is defined to be from 3:00pm to midnight. A small fee (40cents/hour) will be charged to your account. In Ann Arbor, you can access MichNet at 489-2222, a private modem number that is restricted to UofM students and staff. Many other public numbers throughout Michigan and the U.S. are also available, some requiring a fee to use. See the ITD web page for details.

**DCO**

The DCO dial-in lines were disconnected May 30, 2003. Information on an alternative is found at http://www.eecs.umich.edu/dco/services/dalin.html

### 6.7 Printing

DCO has one public printer in 3411 EECS (the mailroom). The printer's name is *laser3*. The mailroom can be accessed at any time.

ITD and CAEN have laser printers at each computer lab. CAEN provides color printing for a fee.

### 6.8 How to Get Help

#### 6.8.1 Help from DCO

E-mail: help@eecs.umich.edu
Web: [http://www.eecs.umich.edu/dco/help/contact.html](http://www.eecs.umich.edu/dco/help/contact.html)
Office: 4401-4403 EECS

DCO is helpful at supporting nonstandard, customized Sun hardware configurations and Linux (especially RedHat and Debian)

#### 6.8.2 Help from CAEN

Phone Hotline: 764-CAEN (2236) between 8:00 A.M. and 5:00 P.M.
Walk in: 2320 Media Union/Duderstadt between 8:00 A.M. and 5:00 P.M.
On-line: [http://www.engin.umich.edu/caen/support/](http://www.engin.umich.edu/caen/support/)
Classes: CAEN offers computer classes at the beginning of each semester. Schedules are posted outside the CAEN labs.
Handbook: The CAEN handbook is available at 2320 Media Union/Duderstadt and at CAEN labs.
Newsletter: CAEN publishes a monthly newsletter. You can get a copy in the CAEN labs or in the EECS mail room.
Tip Sheets: Available outside 2320 Media Union/Duderstadt.
6.8.3 Help from ITD

Phone: ITD's help line operates 24 hours a day. Dial 764-HELP (4357).
E-mail: online.consulting@umich.edu
Walk in: The larger ITD sites have counselors on duty during the day.
Web: http://www.itd.umich.edu
Newsletter: Every month ITD publishes *Information Technology Digest*. Copies are available at ITD labs and in the EECS mail room.
7 Bookstores and Libraries

7.1 Libraries

The University of Michigan Libraries are spread all over campus; the two branches you will probably use most are the Media Union/Duderstadt and the Graduate Library. The Media Union/Duderstadt contains the entire collection of engineering-related books and periodicals in a special compact shelving system. The Harlan Hatcher Graduate Library is the hub of the university library system, containing books from almost every academic discipline.

If you are a GSI or GSRA, you are entitled to have a “GEO account”, in addition to your “student account”. Books may be checked out under either account using your Mcard, but books checked using the GEO account usually have a longer due date, and you will not be charged a fee if you return the books late.

If you live in Ann Arbor, you can also get a free library card to use at the Ann Arbor District Libraries (http://www.aadl.org). The main branch is at the corner of Fifth Ave. and East Williams downtown (343 Fifth Ave.). There is a northeast branch at 2713 Plymouth Rd. (in the Plymouth Shopping Center); a west branch at 2503 Jackson Rd.; and a Mallets Creek branch at 3090 East Eisenhower Pkwy. In addition to the usual books and periodicals, branches have videos, tapes, and compact discs available for checkout.

7.2 Textbooks

Your staff ID card (for GSIs and GSRAs) may get you a discount from some of the bookstores that sell textbooks. Several of the stores that used to do this have stopped, so ask at each store. There are three major stores that sell textbooks in Ann Arbor.

Barnes & Noble

There are two of these: in the Pierpont Commons and in the basement of the Michigan Union. The Commons store is fairly small, but carries most of the textbooks used in classes on North Campus (Engineering, Computer Science, Art, Architecture, Music). It also sells newspapers, art supplies, and some snack foods. The store in the Union is much bigger, and carries textbooks for all of the courses offered at the University.

Ulrich’s Bookstore and Electronics

Located at the corner of E. University and S. University (549 E. University Ave., to the southeast of Central Campus), Ulrichs has textbooks for all University courses (including Computer Science). It also carries a large selection of souvenir clothing, school and art supplies, and general-interest books. There is an annex next door that sells computers, software, and calculators.

Michigan Book and Supply

This store carries much the same selection of textbooks and merchandise as the other two, but offers more clothing and art supplies and fewer general-interest books. Michigan Book and Supply is located at the corner of State St., and North University (317 S. State St.)

All three stores buy and sell used textbooks, with special buy-back drives at the end of each term. If you have time, it pays to shop around for used books. One more warning: try not to buy books during the first week of classes – it takes hours to get through the long lines.
Student Book Exchange

This is a student organization that runs a used book exchange during 2 days at the beginning of each term. Prices for buying and selling books are usually better than the bookstores. Look for flyers announcing the time and location of the book exchange when you arrive on campus. Go early and expect long lines.

7.3 Course Packs

Dollar Bill Copying

Expect very long lines. Go early in the morning or after the first few days of class. (611 Church Street)

7.4 Book dealers (new)

There are many bookstores around Ann Arbor, both new and used. We list a few here:

Borders Books and Music

This is the best bookstore in Ann Arbor. They have a wide variety of books in many subjects, and a well-informed staff to help you. Borders has the largest selection of computer books of any bookstore in the area. They also have a complete music, video, and software section. (612 East Liberty and Arborland Mall on Washtenaw and U.S. 23)

Barnes & Noble

This is the other large bookstore in Ann Arbor. They also sell software. (3245 Washtenaw at Huron Parkway)

Shaman Drum

A great bookstore for independent and alternative books. It is located on South State just down from the State Theater.

7.5 Book dealers (used)

If you're looking for used books, here are some good places to start:

Afterwords

Located at 219 S. Main Street. Most of their books are overruns and returns.

Books in General

Books in General is one of the few used bookstores in town that tries to get technical books. Occasionally they'll also get special shipments of like-new books, which sell for 60-75% of retail. (332 S. State Street)

David’s Used Books

Located next to Border’s on E. Liberty at S. State, David’s has a large selection of used paperback and hardcover books of all genres.
Dawn Treader

The biggest used bookstore in Ann Arbor (514 E. Liberty Street). Good selection here too.

Friends of the Public Library

Located in the basement of the public library, at 343 Fifth Ave. Only open on Saturday and Sunday, from 1:30 to 4:00, and only during 9 months of the year.

7.6 Online cheap textbooks

There are many cheap textbooks (generally new) available for buying online. Check out the following web sites if you are interested. Please allow extra time before the semester starts for delivery.

http://www.textbookx.com/
http://www.addall.com/
http://www.ecampus.com
8 Study spaces

Quiet space in which to study is a rare commodity on campus. Here are some of the favorite places of EECS students:

- The Blue Lounge in GGBL is pretty quiet and has vending machines.
- The Media Union/Duderstadt has a number of study rooms on the second floor, as well as plenty of tables in the stacks for quiet study. Tends to be packed during the last weeks of class.
- If you really need absolute quiet, try the Reading Room or the carrels in the Harlan Hatcher Graduate Library or the Reading Room in the Law Library on Central Campus.
- The library of the School of Music and some places in Art and Architecture Building are also worth trying.
9 Housing

Ann Arbor offers a large variety of accommodations. The Housing office (+1 734-763-3164) in the Student Activities Building (SAB) provides detailed information on both University-owned and private housing, including maps, bulletin boards and listings. This office is also a good place to find advertisements for roommates and sublets. The University Housing office web page is http://www.housing.umich.edu. Graduate housing options are specifically discussed on http://www.housing.umich.edu/graduate/

9.1 Location

Many students feel that North Campus is too far away from the center of campus social life. Others like the peace and quiet of North Campus. The area between Kerrytown and the Hospital is recommended as a good balance between these. Housing is expensive close to either campus.

Places outside Ann Arbor offer better prices than those within the city. The apartment complexes in the neighboring city of Ypsilanti are a convenient 10 - 25 minute drive to campus. While a typical two-bedroom apartment within walking distance of campus might cost more than $800 per month, an equal-sized apartment in the Barrington Heights complex in Ypsilanti is about $650.

9.1.1 Residence Halls

University residence halls have both single and double rooms, but are small and cramped. Several different meal plans are available. The Vera Baits complex is a 10 minute walk from EECS, and there are other residence halls in the Central Campus area. The University's rent is high compared to a shared two-bedroom apartment. Rooms in the residence halls are connected to the campus network via Ethernet.

9.1.2 Cooperative Living

The Inter-Cooperative Council is a federation of over a dozen cooperative living houses. The North Campus Cooperative consists of Rennaissance and O’Keeffe Coops. They are a 10-minute walk from EECS. The residents are primarily graduate students from a variety of disciplines, but there are some undergraduates. In addition, there are many international students and non-students. Dinner is served every night and there is brunch on the weekends. The amenities include TVs, VCRs, a pool table, a music room with a piano, Ping-Pong table, and computer room. During the school year rent is under $550/month for small, furnished singles. Over the spring and summer the cost is much less. Housing, food, electricity, water and usage of all recreational facilities are included in the rent. Residents are required to contribute 4 hours of labor (cooking and cleaning) each week. Call (734)-662-4414 or email icc.info@umich.edu

9.1.3 University Family Housing

Housing a family can be quite expensive in Ann Arbor. A comparatively cheap alternative is the University's family housing complexes. There are about 1700 units, ranging in size from efficiencies to 3 bedrooms, both furnished and unfurnished. In general, the larger units are reserved for students with families. When there are vacancies, single students may apply for smaller units, but they have a lower priority than families. Most of the family housing is in the North Campus area. The Northwood I, II and III complexes contain apartments, and Northwood IV and V have townhouses. Northwood I-IV are within 5 to 10 minutes walking distance of EECS, and Northwood V is served by a free shuttle bus. University Terrace is near the Medical School, and Observatory Lodge is in Central Campus. Parking is free at all locations except
Observatory Lodge. At University Terrace, you may not get a parking permit immediately, as space is quite limited. At the Observatory Lodge you have to pay for a parking permit, and demand always outstrips supply.

9.1.4 Apartments

There are several large apartment complexes near North Campus. Most of them are unfurnished 1 and 2 bedroom apartments. Three bedroom apartments are rare, with a few in Huron Towers, Traver Ridge, and Island Drive. Prices range from about $700-800 for efficiencies to $850-1300 for 2 bedroom apartments. All of the apartment complexes near North Campus have adequate parking space.

Most of these places give a significant bonus to current residents who recruit new residents. You can probably find someone living there with whom you can split the bonus. Shop around for good deals.

Also, make sure to check out the Homestead Tax credit in the Michigan income tax forms. It can give you a substantial refund (hundreds of dollars) based on the amount of rent you pay and your income.

Here are some evaluations of local apartment complexes. Many have a pool, tennis courts, and common rooms. The list is not intended to be comprehensive:

- The Highlands on Broadway St. is a 10 minute walk from EECS. Apartments have dishwashers. Laundry is available in each building. You get a parking sticker for each bedroom in your apartment (1 or 2) and there are usually extra available. There is a small pool and picnic area. (734) 769-3672.

- The Willowtree apartments on Plymouth Road are about a 10-minute walk from the EECS building. Close to grocery store. Swimming pool and tennis courts. People have been complaining about bugs and bad smells within the apartment buildings. (734) 769-1313.

- The Parc Pointe apartments are also very close to EECS. They are very nice, but expensive. Each apartment has laundry hookups for your own washer and dryer. There is also a separate laundry building. Call (734) 769-1450 for leasing.

- Traver Ridge is on Plymouth Rd. about a 15-minute walk from campus. The apartments are nice and the rent is reasonable.

- Broadview apartments are near north campus, next to the Highlands. It is in a convenient location, within 10-minute walk from North Campus and across the street from Wendy’s and Subway.

- Greenbrier is a little further from campus, about 1.5 miles. Olympic size swimming pool. Exercise room with treadmills and weights. (734) 665-3653.

- Huron River Plaza is about ten minutes from EECS. (734) 996-4992.

- Huron Towers is close to campus, next to the Arboritum and Mitchelle Field. (734) 665-9161.

- The Island Drive Apartments are about a 25-minute walk from EECS. Their location is scenic (near a river and park), and they are very quiet. +1 734 665-4331.

- Medical Court Apartments is next to Island Drive Apartments.

- Windemere Park Apartments, 2820 Windwood Drive, located between Nixon Rd. and Green Rd., featured with spacious 1 and 2-bedrooms. Call +1 800 266-7080 x 74558.
Central Campus

Closer to downtown, you can find houses that have been split up into apartments, or whole houses that are rented to groups of students. These get mixed reviews; depending upon the landlord, the experience can either be a blast or a disaster. There are also regular apartment complexes near Central Campus, and they usually have adequate parking space. Most apartments in the Central Campus area are furnished, and tend to be much more expensive than comparable apartments near the North Campus.

9.1.5 Other Options

There are many small houses and condos that even graduate students may be able to afford. Rent in Ann Arbor can be more expensive than the corresponding mortgage payments. If you plan to be in Ann Arbor for a while, you may actually save money by having an apartment (property values in Ann Arbor have been climbing).

9.1.6 Advice

It's very expensive to live by yourself in Ann Arbor: expect to pay at least $700 for a one-bedroom. Unless you are in a big complex, pay careful attention to parking.
10 Transportation

Getting to and from the University is one of the first challenges that you will face. This task can be complicated by the fact that there are two campuses, a little over a mile apart, but most of your classes will be on North Campus. You will also have to travel the Central Campus in order to visit the main libraries, University offices, and most of the bookstores, restaurants, and bars. If you choose to live near Central Campus, you will be closer to these things but will have to commute to North Campus every day.

10.1 University Bus

The University provides transportation between the campuses free. Blue shuttle buses run every 10 minutes from the C.C. Little building on Central Campus to the Pierpont Commons. From there, one set of buses goes up the hill to the Bursley-Baits dormitory complex, while the others travel along Bonisteel Blvd. and up the hill behind EECS toward the Northwood housing units and the commuter lots. The best place to wait for a bus to Central Campus is the corner of Bonisteel and Murfin, right outside the Pierpont Commons.

If you travel to Central Campus by shuttle bus, you should get off at the main stop by the C. C. Little building (you can recognize it because there are permanent bus-stop shelters.) From here you can walk west down N. University Ave. to State street, and then turn left to get to the Union and the administration buildings. To get to the libraries, walk between Chemistry and Natural Resources and cross the “Diag”.

Bus maps are available on board buses as well as at the Campus Information Center in the Pierpont Commons. The University buses run less frequently at night.

10.2 City Bus

The Ann Arbor Transit Authority (AATA) runs the city buses. City buses run about every half hour, and travel from the main terminal downtown out to the various parts of the city. One route goes through Central Campus, and another (the #3) goes through North Campus. Rides cost $1.00 dollar, and a 30 day Flex Pass is $37.50. Schedules and information may be obtained at the terminal at Fourth Avenue and Williams streets, downtown. The AATA web page is http://theride.org.

10.3 Biking

This is a very popular option. Ann Arbor is a relatively bicycle-friendly city. Most of the major streets have bike paths or bike lanes. There is a bike path between the two campuses, running along Fuller road.

Even though the winters are fairly cold, there are only a few days each year when the roads and paths are too icy or snowy for safe biking. If you plan on riding a bike through the winter, it's good to get knobby tires and to clean and lubricate your bike frequently against damage from road salt. Lock your bike with a good U-lock, because thefts are quite prevalent. It is also recommended that you wear a helmet at all times, and reflective clothing at night.

If you don't have a bicycle, there are several stores selling both new and used bicycles and equipment. Your best source of information is to ask around the department to find out which shops people prefer. Consider buying a mountain bike or “hybrid” instead of a road bike. This will give you an advantage on hills and in snow and mud.
10.4 Cars

If you have a car, or choose to buy one here, your main problem will be on-campus parking. Soon after your arrival and after you have obtained a student ID, you should visit the University Parking Services (UPS) office at 508 Thompson Street (764-8291). They will give you a parking map and rulebook. When you go to UPS, be sure to take the following with you:

1) Student ID Card
2) License Plate Number(s)
3) Driver's License
4) Vehicle Registration(s)

10.4.1 Parking Options

For parking on North Campus, if you desire to be a law-abiding commuter, there are basically three options:
• Buy a student parking permit which permits you to park in special student lots.
• Feed the parking meters at metered parking spots.
• Use the park-and-ride lot on Green Rd (Lot NC37). Parking is free without permit, but overnight parking is not allowed. The AATA bus will take you to north campus for free if you show your student ID.

Warning: The city and University aggressively enforce parking regulations. If you park illegally, you risk getting a parking ticket. Tickets are $20 for parking illegally in the blue lots, but only $10 for an expired meter.

Parking Permits

• All student permits must be purchased from the Parking Services office located at 508 Thompson Street. Office hours are Monday, Wednesday, Thursday and Friday, 7:30 am to 4:30 pm; Tuesday, 7:30 am to 11:30 am and 1 pm to 4:30 pm. If you cannot visit the office to purchase your permit, please contact a customer service representative for assistance at 764-8291. Payment options include: cash, check, Visa, MasterCard and Discover. A student ID must be presented at the time of purchase. Visit http://www.parking.umich.edu

1. Student Orange Permit (Junior, Senior and Graduate Students only)
   Approximately 2,000 parking permits will be available. Permits will be valid for daily parking only; they may not be used for "storage" parking. Permits will be honored at any North or South Campus Orange lot, except for Lot NC40 on North Campus (Stearns Building) and the Orange lots on Medical Campus. Valid Orange parking lots are SC6, SC7, SC17, SC36, NC46, NC51 and NC78. Orange lots are located on the perimeter of campus and are serviced by University or AATA buses. The cost and value of the permit prorates down on an established schedule the first and 15th of each month. Annual Parking Fee: $57

2. Graduate Students have the following additional parking options. However, they are limited to one parking option.
   a. Student Yellow Permit (Graduate Students Only)
   The Student Yellow permit is valid in any North or South Campus Yellow lot. It is not honored on Medical Campus, i.e. Lot M71 (Fuller Road), Lot M76 (Wall Street) or the Fuller Pool lot. Yellow parking lots are SC4, SC5, SC9, SC35 and NC53. Permits are valid for daytime parking only; they may not be used for "storage" parking. The cost and value of the permit prorates down on an established schedule the first and
15th of each month. Permits are also honored at any North or South Campus Orange lot, except for Lot NC40 on North Campus (Stearns Building). Annual Parking Fee: $115

b. After Hours Parking - (Graduate Students Only)
Two permit styles are available - Hangtag or Decal. Both are valid in Blue parking from 3 p.m. to 5 a.m., Monday through Friday, and 24 hours on the weekends. The hangtag is for those seeking only after hours parking. The decal is used in conjunction with either a Student Yellow or Student Orange permit; it is permanently adhered to the permit at the time of purchase. The cost and value of the After Hour parking option (hang tag or decal) prorates down on an established schedule the first and 15th of each month. Annual Parking Fee: $44

Non-permit parking (metered spots)

If you don't drive to campus all that often and don't mind feeding some meters, there are metered spaces at Pierpont Commons, behind the ATL, or on top of the hill behind the Naval Architecture building. The meter rates generally vary from 80¢ to 95¢ per hour.

Central Campus Parking

The faculty/staff garages are sometimes free after 6:00 P.M., but some are restricted until after 10:00 P.M. Be sure to check the hours before entering — they seem to change with dizzying frequency! In some of the neighborhoods around campus (such as south of Hill on Church & Forest) you can find on-street parking, but you have to be willing to look around. If you park at a metered spot, feed the meter diligently. The city derives a lot of revenue from parking tickets! A After Hours or Graduate Student permit can be very helpful for parking on Central campus after 3 pm.

Registering your vehicle

If you are making this state your permanent residence, you can register your car and get a Michigan driver's license at the local branch office of the Secretary of State (2121 West Stadium Blvd., 665-0627). This is located on Stadium Blvd., just south of Liberty — about three miles west of Central Campus. If you are already a resident of Michigan from another part of the state, it's probably a good idea to inform them of your move and get an updated driver's license.
11 Activities

When you've had enough of school and paperwork, there is plenty to do in Ann Arbor to take your mind off of your academic career. Here is a sampling of the favorite pastimes of some current EECS students:

11.1 Social Scene

One of the easiest ways to meet new people is to start talking to the other students in your classes. Many of them will also be new students who are similarly interested in meeting people. Many of the first year classes require group projects, which give you an opportunity to spend many hours with your classmates. The AEGS happy hours are a good place to meet new and old graduate students, as well as a professor or two.

Rackham also hosts an interdepartmental happy hour on Friday afternoons. It is a good way to meet students from outside of EECS. For more information check out [http://www.rackham.umich.edu/StudentInfo/social.html](http://www.rackham.umich.edu/StudentInfo/social.html) (which also lists other Rackham social events) or social_grads@umich.edu.

Roommates are a good way to broaden your horizons. Room with someone outside the department or choose cooperative housing. There are usually many advertisements from people via email posting or the bulletin boards in the EECS building.

How about table tennis or folk dancing? Religious groups, political groups (including the GSI union), sports clubs, art and music societies, clubs for students from different countries, and dozens of other special interest groups provide places to interact with people both within and completely outside of your academic world. There is sure to be one that matches your interests. For a listing of all student group activities on a given day, check out the U-M Calendar on page 3 of The Michigan Daily, or [http://www.umich.edu/UM-Clubs.html](http://www.umich.edu/UM-Clubs.html).

11.2 Fun and Games

There is plenty to do in Ann Arbor, most of it inexpensive. The Ann Arbor Observer (a local news magazine) has monthly entertainment listings, and The Ann Arbor News and The Michigan Daily both have entertainment sections near the end of each week. Below are several ideas that we have come up with.

Athletics

There are often pickup games of volleyball, ultimate frisbee, etc. on the green in front of EECS. The North Campus Recreation Building, up the hill from the Pierpont Commons at the corner of Hubbard and Murfin, offers basketball, volleyball, and badminton courts, a weight room, and a pool. They also rent sporting and camping equipment to students. If you want to get a locker there, you have to show up at about 6:00 A.M. on the announced day and stand in line for several hours.

Parks and Gardens

- Matthaei Botanical Gardens
- Arboretum (near the Medical campus along Huron river, great place for a romantic walk)
- Gallup Park (good place to try out roller blading)
- Huron River (Canoe from Argo Livery to Gallup Park)
Concerts and Performances

There are many student performance groups on campus, many of which are open to grad student performers as well as undergrads. Some of the more popular shows include the Halloween Concert given by the Orchestra and the Monsters of A Cappella put on by several informal singing groups.

Besides the usual concerts and performances by student bands, orchestras, theater and dance companies, the University owns two large auditoria which book touring performances. These are Hill Auditorium and the Power Center.

There are also several performance venues in Ann Arbor which are run by non-profit community organizations. The Michigan Theater, restored to the glory of its heyday, shows classic movies, art films, and live acts of various kinds. Performance Network (408 W. Washington St.) shows out-of-the-ordinary productions, by several local theater companies. One of Ann Arbor's best kept secrets is The Ark (637 S. Main St. between Liberty and Williams). Here you can find live folk music, jazz, progressive, world-beat, and much more. You can volunteer to usher at any of the places mentioned in this section, which often gets you in for free.

The University Musical Society has a half-price ticket sale for students at the beginning of each semester. This is a great way to get cheap tickets to the big name shows that come through Ann Arbor.

College Radio

Ann Arbor is lucky to have one of the more prominent freeform college radio stations left in the nation, WCBN FM, 88.3. They play a variety of freeform, electronic, and jazz shows during the work week, with public affairs shows in the early evening. The weekends feature a variety of specialty shows, ranging from folk and blues, to African and Indonesian music. You can listen on your radio or on the web at www.wcbn.org. WCBN is a student-run organization and is a great group to meet new people, both students and non-students alike, as well as a chance to be exposed to a lot of new music. Email training@wcbn.org if you’re interested in being involved.

Movies

- Michigan Theater (foreign, esoteric, film festivals, classics)
- State Theater (independent, cult classics)
- Quality 16 (first run)
- Showcase Cinema (first run). Showcase does not offer student discounts.
- Village Theater (second run, very cheap)
- Film societies on campus (cheap or free – usually at Angell Hall or the MLB on Central Campus)
- Ann Arbor Summer Festival (“Top of the Park”) - Free outdoor movies in June and early July

Farmers' Market

Every Wednesday and Saturday, local farmers gather at the municipal market at Catherine and Fifth Avenue. You can find good fresh fruit, vegetables, baked goods and plants.
Bars
- Arbor Brewing Company (brew-pub)
- Ashley's (huge beer selection)
- Blind Pig (live music, cover)
- Casey's (townie)
- Connor O'Neal's (Irish themed, cheesy)
- Del Rio (townie, free Jazz on Sunday nights)
- Dominick's (The original CSEG hangout. Beer served in canning jars. Restaurant)
- Full Moon (best beer selection)
- Good Time Charlie's (collegey, late-night drink specials, restaurant)
- Grizzly Peak Brewing Co. (brew-pub, restaurant)
- Leopold Brothers' (brew-pub)
- Old Town (townie)

11.3 Places to Eat

Ann Arbor has approximately 200 restaurants that provide a wide variety of American and ethnic specialties ranging in price from $5 to $50 or more for a meal. For a complete listing of restaurants in the area see the phone book or the Discover the Greater Ann Arbor Area guide published by The Ann Arbor News. The Ann Arbor Observer and the City Guide also have good restaurant listings.

11.4 International Students

The International Center (603 E. Madison St., +1 734 764-9310), adjoining the south side of the Michigan Union on Central Campus, is a wonderful resource. This should be one of your first stops as soon as you get to campus. There is now a North Campus International Center as well, located at B510 Pierpont Commons. The web page is http://www.umich.edu/~icenter. There are several international student organizations. The International Center can put you in contact with them.

11.4.1. KEECS (Korean Electrical Engineering and Computer Science Student Association)

The KEECS is a Rackham-registered organization for Korean graduate students in the EECS department at the University of Michigan. The purpose of the KEECS is to help Korean students overcome cultural difference and adjust their life in Michigan and to encourage their social activities within and outside of the department. Any Korean graduate students of the EECS department can join us. For more information, then please visit the website: www.eecs.umich.edu/KEECS.

11.5 Other Sources of Information

This guide is not big enough to hold all of the information that you will need. Here are some places you can look for more:
Fellow graduate students

Ask your fellow graduate students for recommendations.

University sources

A good place to start is the Campus Information Center. The main center is on the second floor of the Michigan Union. A smaller one is at the Pierpont Commons. They can be reached at 763-INFO, and are usually able to answer even your strangest questions.

Pick up a copy of Rounding out $A^2$ (in case you don't already have it). Copies are usually available at Rackham (the Graduate School office) and at the International Center. It will also be available in 3310 EECS after classes begin. This is a very detailed book with lots of information about Ann Arbor and is a very useful reference.

Local publications

The Ann Arbor News is Ann Arbor's only mainstream newspaper, and is your best source of information on local events.

Current is a complimentary entertainment monthly, with information on concerts, cinema, etc.

The Ann Arbor Observer is a monthly publication. It has a detailed restaurant section, and lists shows and events in the surrounding area. In addition, it is a good source of information about local history, politics, and personalities. The City Guide edition is published in the fall. It has excellent information about living in Ann Arbor and includes maps, listings of shops, restaurants, and things to do.

The Michigan Daily is the student newspaper, and has listings of various campus events.

The Metro Times is a weekly newspaper that lists entertainment events in Detroit.

http://aa.mlive.com lists restaurants and entertainment events in Ann Arbor.
12 How to Get to Campus

By air:

Fly into Detroit Metro Airport (Airport code: DTW). Currently, taking a TAXI is the only commercially available way to get to Ann Arbor. The cost for one-way TAXI is around $40-$50. You may want to contact your friends at Ann Arbor ahead of time to see if they can pick you up at the airport.

There are several local cab companies in the Ann Arbor area, including:

- Ann Arbor Metro - 734 507-9220
- Ann Arbor Taxi - 734 214-9999
- Blue Cab - 734 547-2222
- Veterans Cab - 734 485-7797 or 734 662-4477
- Yellow Cab - 734 663-3355

From Ann Arbor to Metro Airport:

- Ann Arbor Taxi $38 flat rate
- Blue Cab $45 on the meter
- Veterans Cab $48 on the meter
- Yellow Cab $40-$45 on the meter

By car:

Plan your driving itinerary ahead of time by visiting: http://www.mapquest.com/. The address of our EECS building is: 1301 Beal Avenue, Ann Arbor, MI 48109

Please keep in mind that the College of Engineering (including EECS) is located in North Campus, which is 5min drive from Center Campus. To get back to main campus from North Campus, just take Bonisteel down the hill from the Pierpont Commons and turn right onto Fuller. As it passes the hospital, the road becomes Glen. Take Glen until it ends at Washtenaw, and turn right. Then turn immediately left onto Fletcher.

On campus:

The University operates free shuttle buses that run every ten minutes between Central Campus and North Campus. The buses are blue and have the word “Michigan” painted in gold on the sides. These buses travel along Fuller road between the campuses, and stop at the Pierpont Commons before continuing on to the North Campus dormitories and housing complexes. For additional information, please visit: http://www.transportation.umich.edu/
### 13 Acronyms

Here are some acronyms that you will want to know.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEEGS</td>
<td>Association of Electrical Engineering Graduate Students</td>
</tr>
<tr>
<td>CAEN</td>
<td>Computer Aided Engineering Network. Computing services for School of Engineering.</td>
</tr>
<tr>
<td>COE</td>
<td>College of Engineering</td>
</tr>
<tr>
<td>CNCT</td>
<td>Center for Neural Communication Technology</td>
</tr>
<tr>
<td>CSE</td>
<td>Computer Science and Engineering. A division of EECS.</td>
</tr>
<tr>
<td>CUOS</td>
<td>Center for Ultrafast Optical Science</td>
</tr>
<tr>
<td>DCO</td>
<td>Departmental Computing Organization. Computing services for EECS.</td>
</tr>
<tr>
<td>EECS</td>
<td>Electrical Engineering and Computer Science Department</td>
</tr>
<tr>
<td>EES</td>
<td>Electrical Engineering: System, sometimes called SSE.</td>
</tr>
<tr>
<td>ECE</td>
<td>Electrical and Computer Engineering. A division of EECS.</td>
</tr>
<tr>
<td>GSI</td>
<td>Graduate Student Instructor. Also called teaching assistants.</td>
</tr>
<tr>
<td>GSRA</td>
<td>Graduate Student Research Assistant.</td>
</tr>
<tr>
<td>HKN</td>
<td>Eta Kappa Nu. Student honor society for computer and electrical engineers</td>
</tr>
<tr>
<td>IEEE</td>
<td>Institute of Electrical and Electronics Engineers. Professional society.</td>
</tr>
<tr>
<td>ITD</td>
<td>Information Technology Division. Computing services for all UoM.</td>
</tr>
<tr>
<td>KEECS</td>
<td>Korean Electrical Engineering and Computer Science graduate student association</td>
</tr>
<tr>
<td>OSL</td>
<td>Optical Science Laboratory</td>
</tr>
<tr>
<td>RADLAB</td>
<td>Radiation Laboratory</td>
</tr>
<tr>
<td>SSEL</td>
<td>Solid State Electronics Lab</td>
</tr>
<tr>
<td>UoM</td>
<td>University of Michigan</td>
</tr>
<tr>
<td>WIMS</td>
<td>Center for Wireless Integrated Microsystems</td>
</tr>
</tbody>
</table>
14 General Checklist

Starting graduate school can feel like being run through a maze. You have to introduce yourself to at least half a dozen different people, run around to various offices on campus, and sign many pieces of paper. Here is a checklist, as complete as we could make it, to help you out.

People you should meet

Beth Stalnaker, the EE Division Graduate Student Coordinator. Her office is in room 3403 EECS. Beth can tell you who has been assigned to be your academic advisor. If you don't already have requirements for the Master’s and Ph.D. programs and instruction sheets for course registration, Beth will have them. For new students, Beth will also give you your uniqname and password. She will also direct you to the appropriate offices, DCO and CAEN, for your computer accounts.

Karen Liska, Personnel Assistant, room 3300. Tax forms, help with social security number forms for international students, TOEFL exam, parking permit paperwork. See Karen if you are a GSRA, GSI, or if you want to work as a grader. She handles much of the paperwork involving those positions. If you are a GSI, she will give you your staff ID card.

Becky Turanski, Financial Aid Officer, room 3311, financial aid and billing issues. If you have been given financial support, or want to apply for it, introduce yourself to Becky.

Make an appointment to see your academic advisor. Prepare for this by reading the requirements for your chosen degree program as well as the course schedule for the upcoming year. Try to have some idea of what courses you want to take during your first two semesters.

Orientation sessions

This schedule is subject to change. Check the bulletin board in front of the Grad office.

**Wednesday, September 1, 2004**
10:00 AM - 4:00 PM – Engineering Welcome Day  Everyone  Cheseborough Auditorium

**Thursday, September 2, 2004**
3:30 PM  EE Orientation  New EE Students  1200 EECS
3:30 P.M. – 5:00 P.M.  EECS GSI Orientation  New EECS GSIs  1001 EECS

**Friday, September 3, 2004**
9:00 AM – 4:00 PM  Rackham Orientation  Everyone  Rackham Auditorium

**Saturday, September 11, 2004**
8:00 A.M. – 5:00 P.M.  CoE GSI Orientation  All new GSIs  TBA
Registering for Classes

Review the EECS course schedule for Fall 2004. See the EECS class schedule on the web for the most recent class information,
http://www.eecs.umich.edu/eecs/undergraduate/adobeinst2.html

Talk to your advisor about your short and long-term academic plans. At this point, you should already have some idea of which courses you would like to take your first term. Also chat with your mentor or other graduate students to get their opinions.

Register -- You must register online using Wolverine Access.
http://wolverineaccess.umich.edu

You will need your uniqname and password, web access, a time schedule of classes for reference, and complete information on the classes for which you wish to register. Wolverine Access gets very slow due to heavy use during the last week before semester starts. Try at a non-peak time for registration. Make sure that you check your schedule for correctness once you have finished registering. For additional information, read the University Time Schedule at the website of the Office of the Registrar:
http://www.umich.edu/~regoff/schedule

If a class is full, place yourself on the waitlist. Then go to the class and ask the professor if they will accept additional students. If they say yes, ask the department to issue an electronic override to register for the “closed” class. Once the override is accepted, you have 24 hours to register for the class on Wolverine Access. If you have any problems registering for the class, including problems with waitlisting, go to the Registrar’s office in the North Campus Pierpont Commons.

Make sure that you register for the minimum number of credit hours (6 for Ph.D. pre-candidate; 8 for master’s students; 8 for Ph.D. candidates) if you are a full-time graduate student. Check with Beth if you have any questions.

Rackham has a requirement of 68 “fee credits” for the PhD, see Chapter 9 of the Rackham Handbook, “Rackham Fee Total Requirements”.

You must register BEFORE the first day of classes, or the University will charge you a late fee of $50.00. If for some reason you have not met with your advisor or are uncertain about what classes to take, be sure to register for at least one class by the end of the day September 6, 2004. You can always drop/add to correct your schedule later.

Computer accounts

Get your ITD account. You may already have an ITD account if you filled out the forms in the summer mailing. If not, go to the computing center in the basement of the Michigan Union.

Set up your CAEN account online at https://changepw.engin.umich.edu/fypwch.shtml

Get your EECS (DCO) account forms from Beth Stalnaker.

Visit each CAEN lab in the EECS building.

Check out the CAEN lab in the Media Union/Duderstadt.

Login to each of your accounts to see if they are working.
Getting Keys

Get keys for your office and the mailbox room - Once you have the paperwork authorizing a key for the office and/or mailbox room, see Karen Liska. Then go to the Church St. parking structure on Central Campus. The key office is on the first floor of the structure. Its entrance is on Church St. There is 15 minute parking on Church St., or you can take a bus to get there. They require a $5 deposit for each key. They have odd office hours; check with Karen Liska before you go.

Parking and Transportation

See the Parking Operations web pages at http://www.parking.umich.edu/

Look at the 2004-2005 Faculty & Staff and the 2004-2005 Student parking links. Parking permits are available from the Parking Options and Permit Sales office on Thompson St., 764-8291. There is metered parking very close to their office, or you can take the bus.

Getting around - The Northwood, North Campus and Commuter university buses run past the Hayward/Hubbard parking lots, and the Commuter bus serves the Commuter lot. They also run past the North Campus Commons, as do the Bursley-Baits buses. The campus buses are free and cover most of the ground on all campuses, and have routes between the campuses. For bus maps, see: http://www.parking.umich.edu/transport/Bus_Routes/

International Students

The International Center has Central Campus and North Campus offices. Central – 603 E. Madison, suite 1370, (Tel) 764-9310. North – Pierpont Commons, Lower Level, (Tel) 936-4180. Check out http://www.umich.edu/~icenter

A good contact for international students is the Rachel Persico (rpersico@umich.edu), who is International Student/Scholar advisor for North Campus.

Libraries and Museums

Visit the Art, Architecture, & Engineering Library in the Media Union/Duderstadt.

Visit the Harlan Hatcher Graduate Library and the Shapiro Library ("UgLi") on Central Campus. You can take the shuttle bus to get there. While on the bus, pick up a free bus schedule.

Check out the art museum across from the Michigan Union, and the museum of Natural History by the Central Campus shuttle bus stop.

Miscellaneous advice

Public CAEN computing labs in EECS include rooms 4440, 4321, 2331, 2340, 2341. Also, see the Media Union/Duderstadt.

The Media Union/Duderstadt has extensive computing facilities as well as most scientific and engineering journals and books. To search for material, access the Michigan Library Research Network, or MIRLYN, via the web at http://www.lib.umich.edu/mirlyn/mirlynpage.html

You can use a search engine using titles, authors or keywords, or you can access the database for publications on specific subjects. Another useful web site for research is http://www.lib.umich.edu/eresources/
In particular, check out the ISI Citation Indexes and Current Content (under general or engineering) in the networked electronic resources of the university library. There are quiet study “work” rooms in the Media Union/Duderstadt also, if you just need a quiet place to work.

Check out http://www.rackham.umich.edu/StudentInfo/ for online versions of the Rackham Graduate Student Handbook, also “Rounding Out A2: A Guide to Campus and Community for Grad and Professional Students”, and other helpful publications and resources.
15 A list of useful web pages

15.1 Online Academic Information

U-M http://www.umich.edu
Web page for the University of Michigan.

Rackham http://www.rackham.umich.edu/StudInfo
Information for new graduate students. Graduate Student Handbook. Academic calendar.

EECS http://www.eecs.umich.edu
EECS Department web page. Contains information about the courses, activities, people, offices, and laboratories that make up the EECS Department.

AEEGS http://www.eecs.umich.edu/AEEGS
The AEEGS web page has pointers to some useful information about how to succeed in graduate school. The online version of this guide is also there.

ECE http://www.eecs.umich.edu/ece
Contains information on the undergraduate and graduate ECE curriculum.

CSE http://www.cse.umich.edu
Contains information on the undergraduate and graduate CSE curriculum.

University Library http://www.lib.umich.edu/

MIRLYN http://mirlyn.web.lib.umich.edu/
The University library catalog.

Wolverine Access http://wolverineaccess.umich.edu/
Access your class schedule, get transcripts, or change your address.

Academic Calendar http://www.umich.edu/~regoff/calendar/calmenu.html

OARD http://www.rackham.umich.edu/OARD/
Office of Academic Records and Dissertations

Radiation Lab http://www.eecs.umich.edu/RADLAB/

Solid State Electronics Lab http://www.eecs.umich.edu/ssel/

CUOS http://www.eecs.umich.edu/CUOS/
Center for Ultrafast Optical Science

WIMS http://www.wimserc.org/
Center for Wireless Integrated Microsystems

15.2 Online Non-Academic Information

International Center http://www.umich.edu/~icenter
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<thead>
<tr>
<th>Service</th>
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<tr>
<td>Campus-wide X.500 directory</td>
<td><a href="http://directory.umich.edu">http://directory.umich.edu</a></td>
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<tr>
<td>Transportation and Parking</td>
<td><a href="http://www.parking.umich.edu/">http://www.parking.umich.edu/</a></td>
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<tr>
<td>University Housing</td>
<td><a href="http://www.housing.umich.edu/">http://www.housing.umich.edu/</a></td>
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<tr>
<td>Clubs, Sports and Greek Life</td>
<td><a href="http://www.umich.edu/UM-Clubs.html">http://www.umich.edu/UM-Clubs.html</a></td>
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<tr>
<td>Recreational Sports</td>
<td><a href="http://www.recsports.umich.edu">http://www.recsports.umich.edu</a></td>
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