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Welcome to the Civil and Environmental Engineering Department

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING
University of Wisconsin - Madison
1415 Engineering Drive
Madison, Wisconsin  53706

608-262-7242 (phone)
danoyce@wisc.edu

August 2015,

Hello!

I am writing to you as Chair of the Department of Civil and Environmental Engineering (CEE) to welcome you to the CEE family! We are excited that you have chosen the University of Wisconsin-Madison (UW-Madison) to pursue your graduate studies and look forward to working with each and every one of you. The CEE department has a tradition of conducting transformative research and providing quality education in a friendly and encouraging environment.

If you have any questions or concerns, please don’t hesitate to contact me, the associate chair for graduate programs, your faculty advisor, another member of the CEE faculty, the staff in the CEE/GLE student services office, or any member of our department's graduate student committee. Use this handbook as a guide and resource.

I encourage you to become an active member in the CEE community by getting to know students, faculty, and staff both within your area of study and in other areas of CEE. Take advantage of opportunities to participate in brown bag lunch discussions, to attend seminars, and to enjoy CEE department lunches!

On Wisconsin!

Sincerely,

David A. Noyce, Ph.D., P.E.
Arthur F. Hawnn Professor and Chair
Director, Traffic Operations and Safety Laboratory
1.0 South Student Services Center

South Student Services Center Mission, Vision, and Objectives

Mission Statement: The South Student Services Center within the College of Engineering at the University of Wisconsin-Madison provides support to both undergraduate and graduate students. We support undergraduate students who are declared Civil Engineering, Computer Engineering, Electrical Engineering, or Geological Engineering majors and graduate students studying Civil and Environmental Engineering, Electrical Engineering, or Geological Engineering.

Vision: The vision of the South Student Services Center within the College of Engineering at the University of Wisconsin-Madison is to: (1) be, and be recognized as, an effective and efficient student services center for both the students and the academic programs that we serve; (2) provide quality academic advising in partnership with the student's faculty advisor; and (3) continually ask ourselves “is this good for our students?”

Objectives: The South Student Services Center within the College of Engineering at the University of Wisconsin-Madison will strive to attain its vision by...

- creating a welcoming, inclusive, and supportive learning environment for SSSC students
- providing services of the highest quality that help SSSC students to develop and enrich their academic abilities, personal aspirations, and professional goals
- facilitating students’ entry into and success within SSSC graduate programs
- continually improving the recruitment and retention of engineering students by enhancing the COE’s interaction with: (1) UW-Madison students, programs, and student service organizations and (2) prospective SSSC students.
- supporting and collaborating with the student organizations that serve SSSC students
- recruiting, supporting, and retaining the best undergraduate and graduate students, especially women and underrepresented groups
- assessing and evaluating the dual advisor model being piloted by the SSSC
- collaborating with faculty and the appropriate advising and curriculum committees within each program to help students achieve their academic goals
- providing student feedback to the faculty and appropriate committees within each program
- streamlining administrative processes amongst the Civil and Environmental Engineering, Electrical and Computer Engineering, and Geological Engineering programs
2.0 Introduction to the Civil and Environmental Engineering (CEE) Department

2.1 Important People to Know

**William Likos**, Professor and Associate Chair for Graduate Programs
likos@wisc.edu 2226 Engineering Hall Phone: (608) 890-2662

**David A. Noyce**, Arthur F. Hawnn Professor and Chair
danoyce@wisc.edu 2205 Engineering Hall Phone: (608) 265-1882

**Computer Support** civilsupport@engr.wisc.edu

Please visit [http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php](http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php) for graduate student computer support.

**Cheryl Loschko**, Graduate Student Services Coordinator
loschko@wisc.edu 1150 Engineering Hall Phone: (608) 890-2420

**Mary Possin**, Undergraduate Student Services Coordinator
mcpossin@wisc.edu 2304 Engineering Hall Phone: (608) 890-2075

**Liz Funk Smith**, Department Administrator
efunk@wisc.edu 2210 Engineering Hall Phone: (608) 262-7812

**Mandi Kilcoyne**, Financial Specialist 4
kilcoyne@engr.wisc.edu 2250 Engineering Hall Phone: (608) 262-5198

**Jennifer Frisch**, Payroll & Benefits Specialist 4
jfrisch2@wisc.edu 2205 Engineering Hall Phone: (608) 890-1053
3.0 Important Websites

**Graduate School Catalog 2014-2016, Civil and Environmental Engineering**
http://grad.wisc.edu/catalog/degrees_cee.htm

**Civil and Environmental Engineering (CEE) Department** (http://www.engr.wisc.edu/cee)
The homepage of the Civil and Environmental Engineering department contains information for prospective students, enrolled students, parents and families, faculty and staff, alumni, and industry.

**Center for Leadership and Involvement (CfLI)** (http://www.cfli.wisc.edu/)
The mission of the Center for Leadership and Involvement (CfLI) is to cultivate and engage students through practical leadership skill development and involvement experiences. Have a question? Email the office at cfli@studentlife.wisc.edu.

**College of Engineering (COE) Diversity Affairs Office (DAO)**
http://www.engr.wisc.edu/current/coe-dao-diversity-affairs.html
The Diversity Affairs Office provides guidance and support to underrepresented students and women in the College of Engineering. The department offers a variety of programs and services that are designed to enhance the cultural, educational and personal development of all students within the college.

**College of Engineering (COE) Student Shop** (http://www.engr.wisc.edu/groups/css/)
The College of Engineering Student Shop is accessible to all students in the College of Engineering. A Web based reservation system is now available for reserving high use machines. The shop provides hands-on instruction and consultation to students who wish to design and/or construct physical components or systems. Design courses offered by several engineering departments utilize the student shop as a resource. Feel free to check out the College of Engineering Student Shop for any up-and-coming course project.

**Division of Information Technology (DoIT)** (http://www.doit.wisc.edu/)
The Division of Information Technology (DoIT) provides a variety of technology services to the University of Wisconsin-Madison, as well as limited service to UW System and other State entities. Their services span desktop-to-server-to-mainframe computing, networks, telecommunications, Internet connectivity, administrative and academic systems, security, instructional technology, plus many support services.

**Division of Information Technology (DoIT) Help Desk** (http://kb.wisc.edu/helpdesk/)
The Division of Information Technology (DoIT) Help Desk plays a key role in helping DoIT fulfill its strategic direction, “Provide Outstanding Delivery of Technology Services.” The Help Desk is committed to customer service excellence by making support services readily available 24 hours a day, providing an excellent online knowledgebase and well-trained professional staff to answer your questions, and by continuously looking for ways to improve and expand services.

**Division of Student Life** (http://students.wisc.edu/)
There are 11 reporting units that comprise the Offices of the Dean of Students (ODOS) division, located in Bascom Hall, the Red Gym Building, the Memorial Union, 1305 Linden Drive, 714 University Avenue, 21 North Park Street, and 324 North Henry Street. Our main central
administration office is located at 75 Bascom Hall. ODOS serves as students' first resort or last resort when they have concerns -- big or small -- or are in need of assistance.

**Engineering Career Services (ECS)** ([https://ecs.engr.wisc.edu/public/](https://ecs.engr.wisc.edu/public/))
ECS staff provides resources and expertise in the areas of career exploration, resume writing, interviewing skills, corporate site visits, co-ops, internships, summer jobs and permanent jobs. ECS provides services to MS and PhD students. They offer assistance in skills assessment, graduate school decisions and transitioning from student to professional. In addition, we connect employers with University of Wisconsin-Madison engineering students through our online webECS recruiting system (for resume access), Fall and Spring Career Connection career fairs and on-campus interviews. For more information, email mail to: ecs@engr.wisc.edu.

**Graduate School** ([http://www.wisc.edu/grad](http://www.wisc.edu/grad))
The homepage of the University of Wisconsin-Madison Graduate School contains information for administrative staff, current students, faculty and researchers, postdoctoral scholars, and prospective students.

**Graduate School Academic Guidelines**
http://grad.wisc.edu/acadpolicy/
Information, policies, and rules enforced by the Graduate School. Students are responsible for knowing current university regulations.

**Graduate School Catalog** ([http://www.wisc.edu/grad/catalog/intro.html](http://www.wisc.edu/grad/catalog/intro.html))
The online version of the Graduate Student Catalog is considered an official document of record. Students are responsible for knowing current university regulations.

**Associated Students of Madison (ASM)**
http://www.asm.wisc.edu/

**Multicultural Graduate Network (MGN)**
http://grad.wisc.edu/diversity/mgn

**Graduate Student Professional Development**
([http://info.gradsch.wisc.edu/education/gsdp/index.html](http://info.gradsch.wisc.edu/education/gsdp/index.html))
This website contains information on the following items designed to enrich your graduate studies and enhance your professional skills: (a) information for new students, (b) presentation skills, (c) networking, (d) grantmanship, (e) preparing for comprehensives and prelims, (f) careers, (g) mentoring, (h) dissertation help, (i) internships, (j) teaching, (k) Knapp house, (l) research, (m) diversity, (n) travel, and (o) community engagement.

**Grants Information Collection**
The Memorial Union has a Grants Information Collection. This library collection of print and online resources assists students in finding external funding, grants, scholarships and fellowships. Students may make individual appointments with a grant librarian to customize their fellowship search. Please visit [http://grants.library.wisc.edu](http://grants.library.wisc.edu) for more information.
Guide to Graduate Life (http://grad.wisc.edu/studentlife/)
This ten chapter guide to graduate life is published by the Graduate Student Collaborative (GSC) and contains information about the following: (a) University of Wisconsin-Madison, (b) student services and organizations, (c) international students, (d) city of Madison, (e) transportation, (f) housing, (g) finances and employment, (h) shopping and services, (i) living well, and (j) recreation and entertainment.

The Guide: Graduate Student Stories
https://kb.wisc.edu/images/group156/shared/GUIDEstudentstories.pdf

GradConnections Weekly Newsletter (tips for grads, deadlines and announcements, professional development, and funding opportunities for graduate students and post-doctoral scholars) http://grad.wisc.edu/pd/gradconnections

International Student Services (ISS) (http://iss.wisc.edu/)
The homepage of International Student Services (ISS) contains a wealth of information for new, current, and graduating international students.

Libraries (http://www.library.wisc.edu/)
The homepage of the University of Wisconsin-Madison libraries provides the following: (a) search engine shortcuts, (b) books/articles/databases, (c) information about library services, (d) information about the libraries, and (e) a help and guidance section. (See also “Wendt Commons” below.)

McBurney Disability Resource Center (http://www.mcburney.wisc.edu/)
The homepage of the McBurney Disability Resource Center provides the following information for students: (a) how to become a McBurney client, (b) prospective student information, (c) services, (d) scholarships, (e) Verified Individualized Services and Accommodations (VISA), (f) request core services, and (g) referrals for students with temporary impairments.

Office of the Registrar (http://registrar.wisc.edu)
The homepage of the Office of the Registrar contains the following information for students: (a) admission, (b) academic records, (c) email address requirements, (d) enrollment, (e) fines and holds, (f) forms, (g) general enrollment information, (h) graduation/completion of degree requirements, (i) official lists of certificates, departments, degrees, majors, and options, (j) personal information record, (k) timetable information, (l) tuition and fees, (m) residence for tuition purposes, (n) undergraduate and graduate catalogs, and (o) veteran’s information.

Office of Student Financial Services (http://www.finaid.wisc.edu/)
The Office of Student Financial Services serves as a clearinghouse for all student financial matters on the University of Wisconsin-Madison campus.

University Health Services (UHS) (http://www.uhs.wisc.edu/)
University Health Services (UHS) is the health clinic on campus, open to any current UW-Madison student. The team of experienced professionals combine routine health care (and you can choose to see the same general-medicine clinician throughout your UW years) with specialty clinics that focus on key health concerns. As experts in college health, they provide services such as: (a) medical treatment of injuries and illnesses, flu and allergy shots, and travel check-ups; (b) counseling for stress reduction, smoking cessation, nutrition, mental health
crises, and more; (c) specialized care in our Dermatology, Sports Medicine, and Women’s Clinics; and (d) the Blue Bus Clinic for confidential testing and treatment of STDs.

**University of Wisconsin-Madison (UW-Madison)** ([http://www.wisc.edu](http://www.wisc.edu))
From the homepage of the University of Wisconsin-Madison (UW-Madison), students can access their My UW, WiscMail, WiscCal, My WebSpace, and Learn@UW accounts.

**Visitor & Information Programs (VIP)** ([http://www.vip.wisc.edu](http://www.vip.wisc.edu))
Your gateway to campus, Visitor & Information Programs (VIP) serves as the central access point for visitors, students, faculty, and staff for answering questions, locating information, and navigating UW-Madison and the surrounding community.

**Wendt Commons** ([http://wendt.library.wisc.edu](http://wendt.library.wisc.edu))
The Engineering Learning Center, Engineering Media Services and Wendt Library are consolidated under the name “Wendt Commons.” Location: 215 N. Randall Avenue.

**Teaching and Learning Services**
Teaching and Learning Services (TLS) utilizes a range of educational professionals to provide a single place to connect faculty, instructors, TAs, graduate students and tutors with services and resources related to teaching and learning. TLS can assist with the creation, implementation, delivery, and evaluation of engineering courses and with many other teaching and learning related endeavors. The TLS group includes information professionals from the library (liaison librarians), learning technologists, IT professionals, instructional designers, and project coordinators. If you aren't sure where to go or what to do, TLS is a great place to start. Website: [http://wendt.engr.wisc.edu/](http://wendt.engr.wisc.edu/)  Email: tls@engr.wisc.edu  Telephone: (608) 265-1178

**Engineering Media Services**
Engineering Media Services maintains the media equipment in many of the College of Engineering conference rooms, classrooms, and labs. We also offer a variety of services and hands-on help to the engineering community.
Website: [http://www.engr.wisc.edu/services/ems/](http://www.engr.wisc.edu/services/ems/)  Email: ems@engr.wisc.edu  Telephone: (608) 263-3163. Location: 1712 Engineering Hall.

**Library and Information Services**
Wendt Commons Library connects students and researchers to high quality information and user-centered services anytime, anywhere. Resources include books (both in print and electronic), journals, and government documents. Services include article and book delivery, citation management, and new publication alerts. Website: [http://wendt.library.wisc.edu/](http://wendt.library.wisc.edu/)  Email: askwendt@engr.wisc.edu  Telephone: (608) 262-3493.
The librarian for Civil & Environmental Engineering graduate students is Diana Wheeler (d Wheeler@engr.wisc.edu; (608) 265-9801).

**Writing Center** ([http://www.wisc.edu/writing](http://www.wisc.edu/writing))
The University of Wisconsin-Madison's Writing Center serves undergraduate students, returning students, graduate students, dissertators, English as a Second Language (ESL) students, faculty, staff, and teaching assistants. Please refer to [http://www.wisc.edu/writing/AboutUs/DoForYou.html](http://www.wisc.edu/writing/AboutUs/DoForYou.html) for additional information about the Writing Center's services.
4.0 Academics

4.1 Advising
Every graduate student must have a faculty advisor. Faculty advisors provide graduate students with academic guidance in their course program and research oversight in their thesis, project, or engineering report. Graduate students should always seek advice from their faculty advisor, and other faculty in their area of study, prior to enrolling for courses each term, and when they have general questions about curriculum, degree plans and graduation.

4.1.1 Finding a Faculty Advisor
When graduate students are first admitted to an area of study within the CEE department, they are either assigned to the faculty member providing their financial support or to the chair of graduate admissions within their area of study. Students are encouraged to become familiar with all the faculty members in their area of study.

4.1.2 Changing a Faculty Advisor
Changing advisors during the course of a student’s graduate program may be necessary due to changes in a student’s interests or changes in the funding sources for their support. Students should discuss an advisor change with the faculty in their area of study before officially requesting a change of advisor with the staff in the South Student Services Center (1150 Engineering Hall).

4.2 Registering for Classes
Students can register for courses by visiting the “Student Center” within the MyUW portal (https://my.wisc.edu). Students can visit the Office of the Registrar website for course enrollment Demos & Tutorials http://registrar.wisc.edu/demos.htm

Maximum Credits per Term (Effective Fall 2014)
Non-dissertator students are allowed to enroll for a maximum of 15 credits. The enrollment system counts all credits in determining maximum credit loads. Even though pass/fail courses, audit courses, and 100- or 200-level courses are not considered graduate-level credits, they are counted in a total credit load.

Full-time enrollment
The Graduate School considers full-time enrollment to be 8-15 graded, graduate-level credits, excluding pass/fail and audit, during the fall and spring semesters, and 4-12 credits during the summer term. If students elect not to enroll as full-time students as defined by the Graduate School, they are responsible for knowing about possible obligations that may require full-time status. Such obligations include visa eligibility, fellowships, assistantships, external funding agencies, and program satisfactory progress requirements. Students should enroll for the highest amount of credits they need. Please visit http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#EnrollmentRequirements (see enrollment) for additional information.

Minimum enrollment
Non-dissertators’ minimum credit load is 2 credits during the fall and spring semesters. (Master’s degree students expecting a summer degree must enroll in a minimum of 2 graduate credits. http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#EnrollmentRequirements
Dissertators
Dissertators must enroll in exactly 3 credits directly related to their dissertation (generally research and thesis or required seminars) during fall and spring semesters. Dissertators are considered full-time at 3 credits. Dissertators who are summer RAs or trainees, or who expect to graduate in summer, must enroll in the 8-week general session for 3 credits. Additional courses for credit, audit, or pass/fail will result in removal of dissertation status and tuition assessment at the regular graduate rate.
http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#EnrollmentRequirements
(see enrollment) for additional information.

4.2.1 Graduate Student Enrollment Forms
Graduate students will need to access a variety of online forms to assist with their enrollment. The most commonly needed graduate student enrollment forms are as follows:

Get on the waitlist for a Closed CEE Course:
http://registrar.wisc.edu/isis_helpdocs/enrollment_demos/V90WaitList/V90WaitList.htm

Course Change and Pass Fail Requests:
Course Change and Pass Fail Requests can be accessed through your Student Center within your MyUW portal (http://my.wisc.edu) by clicking on the “Course Change Request” link in the enrollment area. You must SAVE your request and PRINT your request. If you are saving more than one request, each request will need to be printed separately. Once appropriate signatures have been obtained, you will need to submit the Course Change Request to your Academic Dean’s Office for final approval. Students can use this online form to add/remove audit or to add/cancel pass fail. Students can also use this online form to add a class, drop a class, change sections, add/remove honors, change credits, or change optional section enrollment after the corresponding deadline has passed.

Credit Overload Request Form:
http://info.gradsch.wisc.edu/education/forms/overload.html

Canceling Enrollment-Withdrawal Form:

4.2.2 Buying Textbooks
http://www.uwbookstore.com/
Textbooks can be purchased online from the University Book Store (UBS) Website listed above, or in person at 711 State Street (on the Library Mall, west of Lake Street, across from the Memorial Library). Textbooks can also be purchased online from the Underground Textbook Exchange Website listed above, or in person at 664 State Street.

4.3 Graduate School Academic Guidelines
The Graduate School Academic Guidelines are currently available online (http://www.wisc.edu/grad/education/acadpolicy/guidelinesindex.html). The CEE Department follows the guidelines and policies of the graduate school unless otherwise noted. The most referenced Academic Guidelines that CEE graduate student should be familiar with are: Enrollment Requirements; Minimum Credit Requirement; Deadlines; Degree and Dissertator Deadlines; Dissertator (FAQs); Leave of Absence; Late Enrollment Tuition and Fee Information; Tuition Remission; International Student Services (ISS); Completing Your Degree
4.4 Interlibrary Loan/Document Delivery
http://www.library.wisc.edu/services/borrow-renew-request/interlibrary-loan/
Interlibrary Loan (ILL) offers free access to materials needed for coursework and scholarly research which are not currently available within the UW-Madison or UW System collections. This service is limited to UW-Madison faculty, staff and students. Before placing an Interlibrary Loan request be sure the item is not available locally. For details, see Find & Request Materials http://www.library.wisc.edu/services/borrow-renew-request/request-materials/

4.5 Requesting Transcripts
http://registrar.wisc.edu/
Currently enrolled UW-Madison students (and recent graduates) can order transcripts by logging into the “Student Center” within the My UW portal (https://my.wisc.edu). Once logged into the “Student Center,” click on “Order Official Transcript” from the menu on the left. Alumni and former students can order transcripts by logging into MyInfo (https://myinfo.wisc.edu) using your Campus ID and PIN.

4.6 English Proficiency
Every graduate school applicant whose native language is not English, or whose undergraduate instruction was not in English, must provide an English proficiency test score. Scores are accepted if they are within two years of the start of the admission term. Country of citizenship does not exempt applicants from this requirement. Language of instruction at the college or university level, and how recent it has been, are the determining factors in meeting this requirement. Applicants are exempt if:
- English is the exclusive language of instruction at the undergraduate level; or
- They have earned a degree from a regionally accredited U.S. college or university not more than 5 years prior to the anticipated semester of enrollment; or
- They have completed at least two full-time semesters of graded course work, exclusive of ESL courses, in a U.S. college or university, or at an institution outside the U.S. where English is the exclusive language of instruction, not more than 5 years prior to the anticipated semester of enrollment.

The required minimum scores are:
- TOEFL: 550 for paper test, 213 for computer, and 80 for internet (iBT)
- MELAB: 77
- IELTS: 6

An applicant whose TOEFL (paper-based) test score is below 580; TOEFL computer based test (CBT) score below 237; (TOEFL internet based iBT) test score below 92; IELTS score below 7; or MELAB below 82 must take an English assessment test upon arrival. Depending on the results of this assessment test, the student may need to register for one of the recommended English as a Second Language (ESL) courses in the first semester they are enrolled. More information about these courses may be found at http://www.english.wisc.edu/esl/. Any international applicant who will hold a teaching Assistantship (TA), and whose native language is not English must take the SPEAK test when arriving on campus. For more information on these tests, visit http://www.english.wisc.edu/esl/.
4.7 Master’s Degree
Master’s degree candidates with a bachelor’s degree from an ABET-accredited program choose from two options for their program of study: the thesis option (Option A), or the advanced independent study option (Option B). Students, who do not have a bachelor’s degree from an ABET-accredited engineering program, or from a recognized international institution, must pursue degree option (Option C). Selection of a master’s degree program is dependent upon the educational objectives of the candidate.

**Students must achieve a grade B or better in all coursework. Credits for a course in which the student received less than a B grade will not be counted towards degree requirements unless specifically approved by the student’s advisor and Graduate Student Chair.**

4.7.1 Master’s Degree Options
Minimum Degree Requirements and Satisfactory Progress
http://grad.wisc.edu/catalog/degrees_cee_criteria.htm

**Option A - Thesis Option:** Option A requires a minimum of 30 credits of graduate work, including at least 18 credits of graduate-level coursework, and at least 6 credits of thesis work (CEE 790 - Master’s Research or Thesis). At least 9 credits of the graduate-level coursework (300 level or above) must be CEE courses¹. A faculty committee will conduct a final examination on the thesis research. Students who wish to do advanced work and research in a well-defined area of specialization are encouraged to pursue this program.

**Option B - Advanced Independent Study Option:** Option B requires a minimum of 30 credits of graduate work, including at least 21 credits of graduate-level coursework, and at least 3 credits of advanced independent study (CEE 790 - Master’s Research or Thesis or CEE 999 - Advanced Independent Study). At least 9 credits of the graduate-level coursework (300 level and above) must be CEE courses¹. A required written report based on the student’s advanced independent study project does not have to meet UW-Madison Graduate School requirements for a thesis, but has to show independent thinking by the student. A faculty committee will review and approve the final report. A final examination is not required but may be requested by the faculty committee.

**All graduate students must register for a one-credit seminar course each spring semester; students will discuss seminar options with faculty advisors.**

¹ If a student has completed required graduate-level CEE courses as part of their undergraduate curriculum, or if less than 9 credits of graduate-level CEE courses are available to the student as part of their degree program, this requirement can be reduced or waived with the approval of the student’s faculty advisor and the Associate Chair for Graduate Programs.

Option C – Master’s Option for Students without Engineering Bachelor’s Degrees: This program is designed for students without engineering bachelor’s degrees. To initially become eligible for this program, applicants must meet these requirements found here: http://www.engr.wisc.edu/cmsdocuments/cee-deficiency-requirements-document.pdf

Students will meet with the Student Services Office and their faculty advisor to determine the courses and total credits required to fulfill the deficiency requirements. As a general rule, students
with more than 12 credits in deficiencies are not admitted to the program. Rather, they are encouraged to enroll as special students until more of their deficiencies are satisfied. Some of the deficiency course requirements may be completed after admission. The exact number of deficiency courses and credits completed before and after admission will be determined by the faculty advisor. All pre-requisite courses must be taken for a letter grade.

In addition to the total deficiency credit requirement, Option C requires a minimum of 30 credits of graduate work. Students can select either a Thesis Option or Advanced Independent Study Option, consistent with the requirements of Option A or Option B described above, to complete the non-deficiency requirements of Option C. For example, a student with 10 credits of deficiency requirements will require a total of 40 credits to complete their degree, 10 deficiency credits and 30 graduate credits. Students should meet with their faculty advisor to determine which option is most appropriate for their degree plan. Deficiency credits cannot be applied to fulfill the 30 credit degree requirement.

It is important to note that some undergraduate degrees may require additional engineering courses to be completed, beyond those required to complete the degree requirements, if a student wishes to become eligible for professional engineering licensing. Students in Option C should discuss their individual case with the Student Services Office and their faculty advisor.

### 4.7.2 Master's Degree Plans

During the first semester of graduate study, students shall complete a proposed degree plan. All degree plans in Option A and Option B shall be approved by the student’s graduate advisor using the MS Course Approval Form: [http://www.engr.wisc.edu/cee/cee-information-for-current-graduates.html](http://www.engr.wisc.edu/cee/cee-information-for-current-graduates.html)

All degree plans in Option C shall be approved by the student’s faculty advisor and the Associate Chair of Graduate Program, using the form provided. Option C, M.S. Program [http://www.engr.wisc.edu/cee/cee-information-for-current-graduates.html](http://www.engr.wisc.edu/cee/cee-information-for-current-graduates.html)

Completed forms shall be returned to the Student Services Office with a copy given to their faculty advisor.

### 4.7.3 Expecting Your Master’s Degree?

Please visit the following website for information provided by the Graduate School about the following: (a) degree deadlines, (b) what you need to do, (c) thesis deposit, (d) degree warrant, (e) degree completion fee, (f) certification of graduation, (g) window period, (h) transcripts, (i) diploma, (j) international mailing address for diploma and certification of graduation, (k) commencement, and (l) graduate school degree and dissertator deadlines. [http://info.gradsch.wisc.edu/education/completedegree/mdegree.html](http://info.gradsch.wisc.edu/education/completedegree/mdegree.html) [http://grad.wisc.edu/currentstudents/mastersproc](http://grad.wisc.edu/currentstudents/mastersproc)

**Degree Warrant:** students need to complete a warrant request form at least three weeks before they plan to defend their thesis or independent study project. The warrant request form must be signed by the student’s advisor before it will be accepted by the Student Services Office. Warrant request forms are available from the staff in the CEE/ECE/GLE Student Services Office (2258 EH).
Master’s Degree Defense: students in Option A or Option C-Thesis Option plan, or if requested by faculty under Option B or Option C-Advanced Independent Study Option plan, are responsible for coordinating with their CEE faculty advisor and contacting their committee members to schedule the date and time of their oral defense.

Master’s thesis or independent study degree defense committees, regardless of degree option, must have at least three members, two of whom must be CEE Graduate Faculty or former Graduate Faculty up to one year after resignation or retirement.

For more information about the composition of degree defense committees, please see section 4.8.5.1 Committee Composition, in the section of the handbook on Ph.D. degrees.

Students can contact the staff in the CEE department office (2205 EH) to reserve a conference room for their exam.

Generally, the student must submit a copy of his/her report or thesis at least seven days in advance of the oral exam (when required) to each committee member. If a shorter time is needed, the student must obtain permission from each member of the committee.

The student taking an oral exam is expected to prepare an approximately 30 minute formal presentation of his/her work. Computer projection can be used in the presentation and is typically recommended. The student will be expected then to defend the results of his/her work. A typical oral exam for a master’s student will not last more than two hours.

Following the exam or report review, the student is expected to make all of the appropriate corrections to his/her report or thesis in consultation with his/her advisor and to submit the signed warrant to the staff in the CEE/ECE/GLE Student Services Office (2304a Engineering Hall). An electronic copy of the completed thesis may also be required at your advisor’s request and should be sent to the CEE Graduate Coordinator in the Student Services office.

Master’s Thesis Binding and Depositing: Students should check with their faculty advisors to find out whether or not they need to deposit their master’s thesis at the Memorial Library (Room B137). Each student who elects the Thesis Option is required to perform research in consultation with a faculty advisor. At the conclusion of the research program, a thesis must be prepared. The thesis must: 1) conform to Graduate School and library formats; 2) be approved by the advisor; 3) (if required by your advisor) be filed with the Memorial Library where it is catalogued and stacked for future reference; and 4) an electronic copy must be e-mailed to a Student Services Office Staff member, who will deposit it into the Minds@UW, Department of Civil and Environmental Thesis Collection. The Minds@UW system will provide a permanent URL, safe long-term archiving and is indexed by Google, Google Scholar and other specialty academic search engines. As a courtesy, some students provide their advisors with bound copies. Printing can be done through DoIT (http://www.doit.wisc.edu/printing/) and binding can be done at the Bindery (Room B137) in Memorial Library or at the following: Grimm Book Bindery, (608) 221-4443; Bob’s Copy Shop, (608) 251-2936;

Commencement: You will receive an email message each semester from the CEE/ECE/GLE Student Services Office inquiring if you intend to graduate during the current term or not. You are responsible for signing up for graduation in your student center to declare your intended term of graduation. Please visit http://www.commencement.wisc.edu/ for additional commencement
information. COE also holds our own ceremony, for more information please visit:
http://commencement.engr.wisc.edu/

**Financial Support:** Once a MS thesis or report has been deposited at the Graduate School, a student is no longer eligible for financial support after the current term ends. If the student holds an assistantship or a fellowship, the student must consult with their advisor and the payroll coordinator to determine the end date of the appointment and its ramifications. Status as a student is terminated by the end of the semester in which the defense is accomplished, or at the end date of the appointment. Please see the payroll administrator if you have any questions.

### 4.8 Ph.D. Degree

#### 4.8.1 Ph.D. Degree Requirements

Minimum Degree Requirements and Satisfactory Progress
http://grad.wisc.edu/catalog/degrees_kee_criteria.htm

The Doctor of Philosophy degree is the highest degree conferred by the University. It is a research degree and is never conferred solely as a result of any prescribed period of study, no matter how faithful. The degree is only granted on evidence of general proficiency, distinctive attainment in a special field, and, particularly, the ability for independent investigation as demonstrated in a dissertation presenting original research or creative scholarship with a high degree of literary skill. Students should consult their faculty advisors and the members of their committees about improving technical writing and presentation abilities through formal courses or other methods.

Basic requirements for a Ph.D. degree in civil and environmental engineering include: (1) Ph.D. Major Coursework; (2) Qualifying Examination; (3) Ph.D. Minor Coursework; (4) Preliminary Examination; (5) Dissertation Research; and (6) Final Oral Examination.

**Students must achieve a grade B or better in all coursework. Credits for a course in which the student received less than a B grade will not be counted towards degree requirements unless specifically approved by the student's advisor and Graduate Student Chair.**

#### 4.8.2 Major Coursework

The academic program for each doctoral student is planned on an individual basis with their advisor. Advanced coursework in a major area of civil and environmental engineering is required. The Graduate School minimum PhD credit requirement is 32 credits (for students starting prior to Fall 2014 term) and 51 credits for students starting Fall 2014 term and after, maintaining a cumulative Grade Point Average (GPA) of 3.00 (on a 4.00 scale). Re-entry student will fall under the new credit policy. 32 Credits must be completed prior to achieving dissertator status (for students who have earned a MS degree, credits accumulated for the MS can be applied towards this requirement). **All graduate students must register for a one-credit seminar course each spring semester; students will discuss seminar options with faculty advisors.**

Academic Policies and Procedures
http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#123

Course approval form can be found with the Minor Coursework form
http://www. engr.wisc.edu/cee/cee-information-for-current-graduates.html
4.8.3 Qualifying Examination
CEE faculty in a student’s area of research determines the coursework needed for a student to prepare for the qualifying examination. During the qualifying examination students must demonstrate a sufficient depth and breadth of knowledge in their major to pursue original research. The qualifying exam is usually given after one year of graduate study beyond the M. S. degree. However, the student must consult with their advisor and/or the exam coordinator in the major area of study for the schedule and specific procedures. A signature form (http://www.engr.wisc.edu/cee/cee-information-for-current-graduates.html), verifying that a student has passed the qualifying exam, must be signed by the student’s advisor and returned to the staff in the South Student Services Center (2258 Engineering Hall).

4.8.4 Minor Coursework*
http://www.wisc.edu/grad/education/acadpolicy/guidelines.html#126 (see Minors)
The purpose of the minor is to add breadth to a Ph.D. major. Monitoring the course content and credit requirements for Ph.D. minors is the responsibility of the minor department/program. Major departments/programs are responsible for indicating the expected minor (either Option A or B, see below) at the time of the preliminary warrant request. A Ph.D. minor proposal form (http://www.engr.wisc.edu/cee/cee-information-for-current-graduates.html) must be approved before, or by the time, the student has completed 6 of the total credits for the minor. This form should be turned into the staff in the South Student Services Office (1150 Engineering Hall).

- Option A (External): Requires a minimum of 9 credits in a single department/program. Selection of this option requires the approval of the minor department/program.
- Option B (Distributed): Requires a minimum of 9 credits in one or more departments/programs and can include coursework in the major department/program. Selection of this option requires the approval of the major department/program.
- Students must achieve a grade B or better in all coursework. Credits for a course in which the student received less than a B grade will not be counted towards degree requirements unless specifically approved by the student’s advisor and Graduate Student Chair.

The Graduate School’s minimum credit requirements can be found on the web at http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#126 and include:

- An average GPA of 3.00 on all minor course work.
- Course work must be graduate level (the equivalent of UW-Madison courses 300 level or above; no audits or pass/fail).
- Maximum 3 credits of independent study (e.g., 699, 799, 899, 999).
- Research and thesis cannot be used to satisfy the minor (e.g., 790, 890, 990).
- No more than 5 credits of coursework completed more than five years prior to admission to the Ph.D.; course work taken ten years ago or more may not be used.

*The graduate school has recently relaxed the Ph.D. minor requirements to allow more flexibility in each department and graduate student’s program. Please check with your advisor when creating your minor program to determine the latest requirements from CEE.
4.8.5 Preliminary Examination

The preliminary examination may be taken only after approval of the minor proposal (see Section 4.7.4) and must be taken at least two semesters prior to graduation. This oral examination is based upon a written proposal and a detailed plan to carry out the Ph.D. dissertation. Students must consult with their advisor for specific details of the requirements for the preliminary examination.

4.8.5.1 Committee Composition

CEE follows the Graduate School requirements for Graduate committees, with several clarifications. The Graduate Committee Composition Policy is as follows:

1. The chair or co-chair of the committee must be Graduate Faculty from the student’s major program. The UW-Madison Faculty Policies and Procedures 3.05A stipulates that “the faculty of the Graduate School includes all university faculty defined in 1.02 holding professional rank (professor, associate professor, assistant professor or instructor) in any department with graduate program authority, including those with zero-time appointments in such departments.”

2. Doctoral committees (Ph.D. and D.M.A.) must have at least five members, four of whom must be Graduate Faculty or former Graduate Faculty up to one year after resignation or retirement. At least one of the five members must be from outside of the student’s major field (often from the minor field). However, if one of the five members of the doctoral committee is not a member of the Graduate Faculty or former Graduate Faculty up to one year after resignation or retirement, then one of the four Graduate Faculty or former Graduate Faculty members shall be from outside the student’s major field.

3. The required fifth member of a doctoral committee or third member of a master's thesis committee, as well as any additional members, all retain voting rights. They may be from any of the following categories: Graduate Faculty, faculty from a department without a graduate program, Academic Staff (including emeritus faculty), visiting faculty, faculty from other institutions, Scientists, Research Associates, and other individuals deemed qualified by the Executive Committee (or its equivalent).

The Department’s Executive Committee is responsible for approving the composition of all graduate committees. The CEE Graduate Program Chair must approve committee members who are not part of the Graduate Faculty. The CEE Department Chair must sign the “Ph.D. Final Oral Committee Approval Form,” thus representing the approval of the department Executive Committee (or its equivalent), before the form is submitted to the Graduate School for final approval.

The preliminary exam warrant must be requested at least three weeks before the proposed exam date. Warrant request forms can be obtained and should be returned to the staff in the CEE/ECE/GLE Student Services Office (1150 Engineering Hall). A checklist and approval form is available online (http://www.engr.wisc.edu/cee/cee-information-for-current-graduates.html) so that the student may check off the completion of the above requirements. The student must attach a current transcript (an unofficial transcript is acceptable) along with this approval form. Upon completing 32 weeks of residence (equivalent to four semesters with a minimum of eight credits taken in each semester), the preliminary examination, and the minor, a student is eligible to become a dissertator. Students must take their preliminary exam at least two semesters before their final oral defense.
4.8.6 Dissertation Research
Attainment of a Ph.D. degree requires the preparation of a dissertation on a research topic selected by common agreement between the student and the advisor. Once a research project is selected, the student must choose their final oral exam committee (typically their preliminary examination committee).

4.8.7 A Guide To Preparing Your Doctoral Dissertation
http://grad.wisc.edu/currentstudents/degree/
Please visit the website listed above for information provided by the Graduate School about the following: (a) producing your dissertation, (b) format requirements, (c) additional guidelines, and (d) samples.

4.8.8 The Three D's: Deadlines, Defending, & Depositing Your Ph.D. Dissertation
http://grad.wisc.edu/pd/dissertation/ Dissertation Submission for PhD Students
Please visit the website listed above for information provided by the Graduate School about the following: (a) degree and dissertator deadlines, (b) processing the paper, and (c) other information about your graduation.

Final Oral Defense: This examination requires a demonstration of the unique contributions of the research and a defense of the methods used and conclusions drawn.

Final Warrant: students must file the Ph.D. Final Oral Committee Approval Form in the Graduate School a minimum of three weeks before their final oral examination. This form is available in the South Student Services Office (2258 EH). Once submitted, the Graduate School reviews and approves the composition of the committee and sends back the final packet of materials to the Graduate Coordinator for the student to use in finishing the administrative details of graduation.

Financial Support: A student is no longer eligible for financial support at the end of the term during which the dissertation has been deposited at the Graduate School. If the student holds an assistantship or a fellowship, the student must consult with their advisor and the payroll administrator to determine the end date of the appointment and its ramifications. Status as a student is terminated by the end of the semester in which the final oral defense is accomplished or at the end date of the appointment. See the department’s payroll administrator with any questions.

4.9 Examinations and Certifications

4.9.1 Fundamentals of Engineering (FE) Examination
http://ncees.org/exams/fe-exam/
In the field of Civil and Environmental Engineering, becoming a licensed Professional Engineer is imperative for career advancement and for certifying to the public your commitment to ethical and wise practice with consideration of economic, environmental, and public health and safety issues. Passing the Fundamentals of Engineering (FE) Examination is a pre-requisite for becoming a licensed Professional Engineer.

4.9.2 Principles and Practice of Engineering (PE) Examination
http://ncees.org/exams/pe-exam/
At least four years of professional, post-college experience is required to apply for the Principles and Practice of Engineering (PE) Examination; passing this examination, along with the required experience and a passing score on the Fundamentals of Engineering (FE) Examination, qualify you to become a licensed Professional Engineer. UW-Madison does not currently have a formal review for the PE Examination. There is a PE Examination review course offered by the UW-Milwaukee
School of Continuing Education: [http://cfprod.imt.uwm.edu/sce/course.cfm?id=126](http://cfprod.imt.uwm.edu/sce/course.cfm?id=126). Also, there is a company called the School of PE, which offers classes and problem-solving workshops on the weekends. The website for this review course program is: [http://www.schoolofpe.com/default.asp](http://www.schoolofpe.com/default.asp).

4.9.3 Engineer-in-Training (EIT) Certificate
[http://drl.wi.gov/docview.asp?docid=421&locid=0](http://drl.wi.gov/docview.asp?docid=421&locid=0)
Contact the State of Wisconsin Department of Regulation & Licensing for information about an engineer-in-training (EIT) certificate.

4.10 UW-Madison Graduate School Requirements for Re-entry students
If you were enrolled as a graduate student but have had a break in enrollment for a minimum of a fall or spring term, you will need to re-apply to resume your studies. Please review The Graduate School requirements for re-entry students [http://www.grad.wisc.edu/education/admissions/reentry.html](http://www.grad.wisc.edu/education/admissions/reentry.html) Please know that you will also need to follow the CEE department admissions policy for re-entry students, see below:
Before filling out the online application, please ask your previous faculty advisor to contact/e-mail the CEE Graduate Admissions Coordinator in Student Services. They will need to verify that they would like the Graduate Admissions Committee to review your application and also verify that they are willing to advise you if you are re-admitted. Please note that the Graduate School does not require you to submit new letters of recommendation to your online application, however, the CEE Graduate Admissions Committee may ask for updated material. Please also abide by the CEE department application deadlines for the appropriate term.

5.0 Financial Support/Insurance Benefits

5.1 Project, Research, and Teaching Assistantships
The Civil and Environmental Engineering Department offers several different types of financial support for graduate students. Three common types of financial support are Project Assistantships, Research Assistantships, and Teaching Assistantships (PA/RA/TA respectively). PAs, RAs, and TAs with at least a 33.33% appointment are eligible to receive tuition remission. Please note, even students who receive tuition remission, are still required to pay segregated fees by the tuition due date. The amount charge for segregated fees is based upon the number of credits the students is enrolled in. More detailed information about segregated fees can be found online at [http://registrar.wisc.edu/ tuition & fees.htm](http://registrar.wisc.edu/ tuition & fees.htm) and [http://registrar.wisc.edu/ segregated_fees_information.htm](http://registrar.wisc.edu/ segregated_fees_information.htm).

5.1.2 Grants Information Collection
The Memorial Library has a Grants Information Collection. This library collection of print and online resources assists students in finding external funding, grants, scholarships and fellowships. Students may make individual appointments with a grants librarian to customize their fellowship search. Please visit [http://grants.library.wisc.edu](http://grants.library.wisc.edu) for more information.

5.1.3 Applying for Teaching Assistantships
Any graduate student in the College of Engineering may apply for a TA position in CEE. First consideration will be given to CEE Graduate Students. In selecting among applicants, the department will consider applicants’ preparation and achievement in the relevant subjects and their potential as effective teachers for UW-Madison undergraduates. If no qualified CEE student is available, the department will open the search to include applicants from other departments and
programs. Professors in the courses seeking TAs will review applications and make a recommendation to the Department Chair.

5.1.4 Expectations of Teaching Assistants
All new TAs must attend the College of Engineering New Educators' Orientation (NEO) organized by the Engineering Learning Center. More information about the NEO workshop is available at https://wendtengr.wisc.edu/teaching-learning/tip-neo/ All continuing TAs must attend the College of Engineering Teaching Improvement Program (TIP) organized by the Engineering Learning Center. TAs will receive student evaluations using the College of Engineering Teaching Evaluation Form. The department recommends that supervising faculty evaluate TAs during the fifth or sixth week of their first two semesters. The evaluation will usually involve a planned visit to a classroom/lab section and a subsequent conference between the TA and the faculty member.

5.1.5 Applying for Research Assistantships:
Students should contact professors in their area of interest. Professors decide whom they will appoint on their research grants.

5.1.6 Expectations of Research Assistants:
It is important for research assistants to remember that research data is the property of UW-Madison.

5.1.7 Applying for Project Assistantships
www.jobcenter.wisc.edu
There are a few project assistant opportunities on campus. Announcements of openings are posted online on the UW-Madison Job Center Website. For PA positions in the department, please submit a resume to the main CEE office (2205 Engineering Hall).

5.1.8 Enrollment Requirements for PAs, RAs, and TAs
https://admin.engr.wisc.edu/hr/grads.php
PAs must enroll for a minimum of two graduate credits (unless they are dissertators who must enroll for a minimum of three dissertation credits) in the fall and spring semesters, however they are not required to enroll in summer classes.

RAs must enroll in eight credits in the fall and spring semesters and two credits in the regular eight-week summer session. Students who have achieved dissertation status must register for three credits each semester and the regular eight-week summer session.

TAs must enroll in four-six credits (unless they are dissertators who must enroll for a minimum of three dissertation credits) in the fall and spring semesters depending on their appointment. TAs with a 33.33% appointment must enroll in six credits each semester and those with a 50% appointment must enroll in four credits each semester; however, they are not required to enroll in summer classes.
5.2 Health Insurance
PAs, RAs, TAs, and fellows holding a minimum 33.33% appointment are eligible for group health insurance through the university. The university will pay for most of the premium. Consult the insurance booklet provided for additional details on costs and types of coverage. All UW-Madison students are eligible to receive health care at the University Health Service (UHS) http://www.uhs.wisc.edu/. Hospitalization and emergency room services are not included in UHS benefits. In order to activate your insurance benefits you must see the department's payroll administrator. You are encouraged to take care of this as soon as possible, as the strict deadline of a 30-day enrollment period is observed.

5.2.1 Health Insurance for International Students
http://www.uhs.wisc.edu/
International students are required to purchase SHIP insurance unless they have other health insurance that meets certain minimum standards. International students with an RA or RA/TA appointment are eligible for UW health insurance; once you sign up for a UW health insurance plan you are automatically waived from the SHIP requirement.

5.3 Tax Information
All PA, RA, TA, and fellowship income is subject to federal and state income tax. However, only PAs, RAs, and TAs have taxes withheld from their checks; fellows do not. Only TAs are subject to social security tax (but these can be waived if you submit a Student Enrollment Verification form). You may want to save receipts for school fees, books, and supplies in case you are able to claim tax deductions for them. Check with your tax advisor. Tax withholding (W4) forms are available from the department's payroll administrator. For questions regarding specific tax situations, students are encouraged to contact either the Internal Revenue Service or a tax advisor. The UW-Madison does not provide tax advice.

5.3.1 Tax Information for International Students
Non-US residents from countries with which the US has a tax treaty may be tax exempt. All international graduate students are required to attend a Tax Workshop for International Visitors sponsored by Employee Compensation and Benefits Services.

5.4 Payroll/Timesheets
Student hourly employment forms can be obtained by visiting the main CEE office, 2205 Engineering Hall. All CoE student hourly employees must use HRS to record their work time. Once your appointment is set up, you will receive instructions on how to access the HRS system.

5.4.1 Paper Graders
Paper graders are part of the UW-Madison Teaching Assistants’ Association agreement. There are special timesheets for this appointment. Paper graders submit timesheets at the end of each month and are paid on the 12th of the following month.
6.0 Computing in Civil Engineering

The UW offers a wide variety of computing resources. This section of the manual will act as a guide to some of these resources. Please keep in mind that IT policies and services change. Check these websites regularly to keep up with changes:

- CAE (Departmental Software Support) - http://www.cae.wisc.edu/
- DoIT (Personal Computer Support) - http://www.doit.wisc.edu/

6.1 Procuring a Research Computer

Your faculty research advisor may provide you with a computer on your office desk. These computers vary widely in age, speed and overall condition. If you need a more powerful computer or you need software beyond Microsoft Office and Internet access, you may want to consider other options:

- Discuss with your advisor about more powerful equipment
- use a CAE lab computer
- bring your own laptop
- rent or borrow a laptop

6.1.1 Bring your own laptop

If you bring your own laptop, you’ll have the most freedom to configure it the way you like. The tradeoff: if the laptop is out of warranty, you’ll have to pay to have it repaired. We recommend you look at this webpage, http://www.cae.wisc.edu/one-to-one, to make sure your laptop computer is well-equipped for engineering applications.

Make sure to read the handout "Before Connecting Your Laptop to the Network" and section 6.4.2 for more information about connecting your laptop to the network. Macs do not support the majority of engineering applications and are not recommended for the College of Engineering.

6.1.2 Rent or borrow a laptop


6.1.3 Use a CAE lab computer

CAE maintains a number of computer labs with Windows 7 or Linux on the Engineering campus. All college of engineering software is available through the CAE labs and certain applications are available for installation on your personal computer. You can obtain more information by visiting http://www.cae.wisc.edu/cae-labs.

6.2 Graduate Student Computing Responsibilities

If you get a new CEE owned computer that has not been used yet, you need to discuss necessary software with your adviser and consult CivilIT on purchasing.

6.2.1 Backing up computer research data and other important material

"Data Storage Possibilities," https://uwmadison.box.com/s/1thl66s4nehykhbdty8
You are personally responsible for backing up all University-owned research data on your computer on a regular basis, even if you own the computer personally. Of course, it is a good policy
to back up all important material on your computer. If Civil IT needs to rebuild the machine we are not responsible for any existing data, although data recovery may be an option. During the school year, if you store your files on the network drive space CAE provides, the files are backed up for you. If you do not use the CAE-provided space, see this webpage for backup options: http://www.cae.wisc.edu/services/account-information/backup-and-restore. Please discuss research data requirements with your advisor and develop a mutually agreed upon back up plan. See section 6.5 for available backup methods.

6.2.2 Guidelines for working with a CEE-owned computer
DO NOT customize the CEE-owned computer by doing any of the following:

- Reformating the hard drive and reloading the operating system
- Opening the case and adding, removing, or changing anything
- Changing the antivirus or antispyware software
- Removing Microsoft Office
- Removing Novell Netware
- Changing the security settings in any way, including but not limited to turning off the firewall, punching holes in the firewall, and sharing out the hard drive
- Changing/adding/deleting/upgrading computer accounts
- Changing the language settings to a language other than English
- Spraying compressed air at the computer’s fan while the computer is running

If you substantially modify the computer from its' original setup by reloading or changing the operating system, Civil IT reserves the right to drop support for the computer entirely. The student will either have to call the DoIT Help Desk or take the computer to DoIT Computer Repair. DoIT Computer Repair’s rates are currently $70/hour for non-warranty repair.

6.2.3 Appropriate use guidelines - all UW-owned computers
Certain restrictions exist for using UW-owned computers. Some activities are not proper in a CAE lab because they tie up the computers from other purposes. The following table details which activities are for UW-owned computers:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Computer Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CAE Lab</td>
</tr>
<tr>
<td>Email - school, work related</td>
<td>OK</td>
</tr>
<tr>
<td>Email – personal</td>
<td>Limited</td>
</tr>
<tr>
<td>Homework</td>
<td>OK</td>
</tr>
<tr>
<td>Surfing the Internet</td>
<td>Limited</td>
</tr>
<tr>
<td>Playing computer games</td>
<td>NO</td>
</tr>
<tr>
<td>Commercial or political activities</td>
<td>NO</td>
</tr>
<tr>
<td>Civil Engineering research</td>
<td>OK</td>
</tr>
<tr>
<td>Watching pornography*</td>
<td>NO</td>
</tr>
<tr>
<td>Downloading or sharing illegal music or videos*</td>
<td>NO</td>
</tr>
<tr>
<td>Creating a webservice or ftp server</td>
<td>NO</td>
</tr>
<tr>
<td>Modifying operating system or antivirus software</td>
<td>NO</td>
</tr>
</tbody>
</table>

* These activities will result in revocation of network privileges could result in civil or criminal prosecution.
6.3 Network Access
The College of Engineering has both wired and wireless networks. Wireless access requires being a registered student with UW; wired access requires being a CoE student. Talk with Civil-IT about getting your personal computer connected.

6.3.1 Before Requesting Internet Access
Before a computer can be connected to CAE’s network, it must be up to date with the latest antivirus updates and operating system patches. If you have a university owned computer, internet access and the updates will be done for you before you receive your computer. If you have a personally owned computer, it is your responsibility to do this from another location before coming to connect your computer to the network. Students and faculty can download antivirus software from DoIT at: http://www.cio.wisc.edu/security/. You will need your NetID to access the software.

6.3.2 Computer Accounts
There are two types of computer accounts at Civil:
• CAE
• UW Campus - DoIT
The types may have different usernames and passwords.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>What you can use it for</th>
<th>How to activate it</th>
</tr>
</thead>
</table>
| DoIT         | • WiscMail, the campus email system [http://my.wisc.edu](http://my.wisc.edu)
              • WisCal, a web-based calendar program
              • MyWebspace, file server space of 1 gigabyte you can access from anywhere and use to store files, publish web pages, and share files with others
              • MyUW, a web portal that provides easy access to a number of campus resources, including campus libraries and payroll statements
              • Engineering’s wireless network |
|              | Before you can activate your DoIT account, you must first get your UW photo id. This step gets you added to a campus database. Once that’s complete, complete this webform: [https://www.mynetid.wisc.edu/activate](https://www.mynetid.wisc.edu/activate) |
| CAE          | • CAE computer labs, including printers, plotters, hundreds of software packages and scanners
              • Networked file storage of 2 gigabytes, backed up nightly
              • Personal webpage space |
|              | About a week after you get your UW photo id, complete this webform: [https://www.cae.wisc.edu/accounts/newuser/](https://www.cae.wisc.edu/accounts/newuser/) |
### 6.3.3 Four Quick Ways to Keep our Network Safe

- Log off your computer when you leave your office.
- Lock your office when you leave. Secure laptops with a cable or lock them in a desk or cabinet.
- NEVER share your password or post it where others can read it (including email).
- NEVER share out your computer’s hard drive or turn off your computer’s firewall.

Our network is only as strong as the weakest link. Millions of dollars of research are at stake and universities are natural targets for hackers. Hackers attack our campus network regularly.

If you violate the rules, we will:

- Cut your network connection
- Notify your research adviser
- Notify the department chair
- Additionally, we may suspend your CAE account.

For more information on acceptable use, please visit the following websites:

**CAE:**
- Computer use guidelines - [http://www.cae.wisc.edu/site/public/?title=caepolicies](http://www.cae.wisc.edu/site/public/?title=caepolicies)
- Policy on Electronic Devices Connected to the UW-Madison College of Engineering Network - [http://www.engr.wisc.edu/computing/security.html](http://www.engr.wisc.edu/computing/security.html)

**DoIT:**

### 6.4 Email

As a CoE graduate student, you receive two email accounts, a WiscMail (at [http://my.wisc.edu](http://my.wisc.edu)) and a CAE (at [http://webmail.cae.wisc.edu](http://webmail.cae.wisc.edu)) It is an individual preference as to which email you use. It is recommended that you forward one email address to the other to ensure you receive important emails from both.

#### 6.4.1 What happens to your WiscMail account when you leave or graduate?

You must be enrolled as a student in the current semester for your DoIT NetID account to stay active. If you are no longer eligible, DoIT will send you warning emails. If you do not re-register, DoIT will remove the account and all associated files shortly after the “last day to add” of the Fall and Spring semesters each year. Please log off all email lists before you leave so the incoming email doesn’t get redirected when your account is removed.


### 6.5 Disk Space and Backup Systems

CAE provides grad students with at least 6 gigabytes of networked file storage space, known as your I:\ drive. This space is backed up nightly. **This is where you MUST store your thesis and research documents.** Failure to back up documents can result in losing valuable research to which you will be held accountable for.
6.5.1 Checking your remaining CAE disk space
Go to this webpage and login using your CAE username and password: http://www.cae.wisc.edu

6.5.2 Accessing your CAE disk space in the CAE labs or from your CEE-owned office computer
Open My Computer. Select the i: drive.

6.5.3 Accessing your CAE disk space from off campus
You can login and access your CAE disk space from home through secure FTP. This allows you to download files to your home computer to work with them. Read this webpage for instructions: http://www.cae.wisc.edu.

6.5.5 Restoring a file if you accidentally delete it
If you accidentally delete a file stored in your Windows CAE disk space, you can restore it yourself.
- Open My Computer and double-click the i: drive
- Right-click the folder which contained the file you want to restore. From the popup menu, choose Salvage Files. A window appears showing restorable files.
  - If you don't see the file you want on the list, you'll need to ask CAE to restore it. See the following webpage for details: http://www.cae.wisc.edu/filerstr.
- Select the name of the file you want restored. Click Salvage File. The system restores the file to the same folder you selected.

6.5.6 Requesting more disk space for research
If you need additional disk space, CAE can rent you more space in 1 gigabyte increments at $5 per gigabyte per month. Your research adviser must pay for this space.

6.5.7 What happens to files stored at CAE when you leave or graduate?
CAE closes the accounts of graduating and non-continuing students 2 weeks into the fall and spring semesters. You are responsible for backing up your data before you leave. This is particularly important if you have to leave and haven’t yet completed your thesis - you may lose the thesis document and supporting materials. See this webpage for details on backing up the files: http://www.cae.wisc.edu.

6.6 Printing and Copying

6.6.1 Printing through CAE
Grad students can print up to 300 pages free each semester to CAE printers located in the CAE computer labs. You can print to the CAE printers from the CAE labs or from your office. If you choose to print from your office, you’ll need to install and configure the Web Print software - see this webpage for instructions: https://kb.wisc.edu/cae/page.php?id=30498.

If you want to print additional pages beyond the 300-page allotment, you can buy more units through the Vend-A-Card machine in room 172 of the CAE building. Visit this webpage for a map: http://www.cae.wisc.edu/morepaper.
6.6.2 Printing to Printers in CEE Graduate Student Offices
Some grad student offices have printers. Printer age, speed, and capability vary along with policies on how the printers can be used. Check with your research adviser before printing to an office printer. Please do not disassemble a CEE-owned printer trying to fix a major paper jam. Contact Civil-IT support for maintenance issues.

6.6.3 Printing and Copying through the Electrical and Computer Engineering (ECE) Copy Center

CEE copy work (and some printing) is now being done in the Electrical and Computer Engineering (ECE) Copy Center located in 2415 Engineering Hall. You may see Steve Manthey in 2415 Engineering Hall with any questions that you may have about photocopying and printing. The CEE department administrator will give Steve the list of teaching assistants who have permission to charge their work to the CEE department. This facility is managed by the Duplicating and Supplies Manager and is used exclusively for department administration, instruction, and research. DUPLICATING MACHINES ARE NOT FOR PERSONAL USE. Normally, only students who have research assistantships and teaching assistantships are given a key and required code numbers. Other students must use local photocopy shops or copiers in the libraries and student unions. Photocopiers are available nearby at Wendt Commons and Bob’s Copy Shop for personal use. Wendt Commons has photocopiers/scanners that can be used for free to email .pdf documents to yourself. If photocopying or printing is required for your research project, ask your major professor to send Steve an email at smanthey@wisc.edu stating your name and the professor’s account you are to be charging to.

6.6.4 Plotters
The CAE computer labs have two HP Design Jet 500 plotter with 24” rolls: one in room 2324 of Engineering Hall and one in 346 Mechanical Engineering.

6.7 Other Computing Peripheral Devices

6.7.1 Scanners
Flatbed scanners are available through CAE and DoIT:
- CAE has HP Scanjet 4570c scanners in these computer labs: CAE 170 and 187, Engineering Centers Building M1051, and Wendt Commons 1st and 2nd floors.
- DoIT has slide scanners available in a number of computer labs - check this webpage for details: http://www.doit.wisc.edu/computer-labs/
- Wendt Commons has photocopiers/scanners that can be used for free to email .pdf documents to yourself.
6.8 Computing supplies
The sources and funding for computer supplies varies by research group. When in doubt, contact your research adviser. Please note that the printing supplies come from specific vendors and are subject to State and UW purchasing restrictions. The following table details campus sources for computing supplies:

<table>
<thead>
<tr>
<th>Supply</th>
<th>Who Pays</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD's, DVD's, jewel cases</td>
<td>Student</td>
<td>DoIT Tech Store</td>
</tr>
<tr>
<td>Printing supplies for CEE-owned printers</td>
<td>Contact your research advisor</td>
<td>DoIT Tech Store</td>
</tr>
<tr>
<td>offices located in grad student offices</td>
<td></td>
<td>Web stores</td>
</tr>
<tr>
<td>Ink, Inkjet printer</td>
<td>Contact your research advisor</td>
<td>DoIT Tech Store</td>
</tr>
<tr>
<td>Paper, printer</td>
<td>Contact your research advisor</td>
<td>DoIT Tech Store</td>
</tr>
<tr>
<td>Toner, printer</td>
<td>Contact your research advisor</td>
<td>DoIT Tech Store</td>
</tr>
<tr>
<td>USB flash drives</td>
<td>Student</td>
<td>DoIT Tech Store</td>
</tr>
</tbody>
</table>

6.9 Engineering and Student Software

6.9.1 Software on CAE Lab Computers
CAE lab computers contain the most software - see this webpage for details: [https://kb.wisc.edu/cae/page.php?id=24540](https://kb.wisc.edu/cae/page.php?id=24540)
All questions on CAE lab software should be directed to the CAE consulting: [http://www.cae.wisc.edu/site/public/?title=hdreq](http://www.cae.wisc.edu/site/public/?title=hdreq)

6.9.2 Software on CEE-owned computers

Research lab computers:
Software varies by lab. Do not attempt to install software on the lab computers without specific permission of your research adviser.

Grad student office computers:
CEE-owned computers in grad student offices come with the operating system (Windows XP or 7) and Microsoft Office. Do not attempt to install software on the lab computers without specific permission of your research adviser.

6.9.3 Software available through DoIT

Discounted software
DoIT offers students a number of software packages at a discounted rate through WISC (Wisconsin Integrated Software Catalog) - see this webpage for details: [http://wiscsoftware.wisc.edu/wisc/school.asp?institution=1022](http://wiscsoftware.wisc.edu/wisc/school.asp?institution=1022).

Free software
DoIT provides a Security Starter Software CD - Symantec antivirus. You should only install this software on personally-owned computers; See this webpage for further details on the DoIT-provided software: [http://www.cio.wisc.edu/security/downloads.aspx](http://www.cio.wisc.edu/security/downloads.aspx)
6.10 Where to go for Computing Help

<table>
<thead>
<tr>
<th>Desktop pc's (CEE-owned):</th>
<th>DoIT</th>
<th>CAE</th>
<th>Civil IT</th>
<th>Notes/Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email - WiscMail</td>
<td></td>
<td></td>
<td></td>
<td>DoIT Help Desk - 264-4357</td>
</tr>
<tr>
<td>Network, can't connect</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:civilsupport@engr.wisc.edu">civilsupport@engr.wisc.edu</a></td>
</tr>
<tr>
<td>Software, install new</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:civilsupport@engr.wisc.edu">civilsupport@engr.wisc.edu</a></td>
</tr>
<tr>
<td>Software, troubleshoot existing</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:civilsupport@engr.wisc.edu">civilsupport@engr.wisc.edu</a></td>
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<tr>
<td>Repair</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:civilsupport@engr.wisc.edu">civilsupport@engr.wisc.edu</a></td>
</tr>
<tr>
<td>Viruses, spyware</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:civilsupport@engr.wisc.edu">civilsupport@engr.wisc.edu</a></td>
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<tr>
<td>Disk Space - CAE</td>
<td></td>
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<tr>
<td>Access from off-campus</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:helpdesk@cae.wisc.edu">helpdesk@cae.wisc.edu</a></td>
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<tr>
<td>Questions, general</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:helpdesk@cae.wisc.edu">helpdesk@cae.wisc.edu</a></td>
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<tr>
<td>Restore deleted files</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:helpdesk@cae.wisc.edu">helpdesk@cae.wisc.edu</a></td>
</tr>
<tr>
<td>Printers (CEE-owned)</td>
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<tr>
<td>Needs toner</td>
<td></td>
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<td></td>
<td>Notify your research adviser</td>
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<tr>
<td>Needs repair</td>
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<td></td>
<td><a href="mailto:civilsupport@engr.wisc.edu">civilsupport@engr.wisc.edu</a></td>
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<tr>
<td>Laptops (personally-owned):</td>
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<tr>
<td>Questions, general</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:helpdesk@cae.wisc.edu">helpdesk@cae.wisc.edu</a>, <a href="mailto:helpdesk@doit.wisc.edu">helpdesk@doit.wisc.edu</a></td>
</tr>
<tr>
<td>Network - get connected</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:civilsupport@engr.wisc.edu">civilsupport@engr.wisc.edu</a></td>
</tr>
<tr>
<td>Network - troubleshoot</td>
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<td><a href="mailto:helpdesk@doit.wisc.edu">helpdesk@doit.wisc.edu</a></td>
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<tr>
<td>connection</td>
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<tr>
<td>problems</td>
<td></td>
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<tr>
<td>Repair</td>
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<td><a href="mailto:helpdesk@doit.wisc.edu">helpdesk@doit.wisc.edu</a></td>
</tr>
<tr>
<td>Viruses, spyware</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:helpdesk@doit.wisc.edu">helpdesk@doit.wisc.edu</a></td>
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<tr>
<td>Software</td>
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<tr>
<td>CAE-provided</td>
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<td></td>
<td>CAE Consulting</td>
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<tr>
<td>Microsoft Office</td>
<td></td>
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<td></td>
<td><a href="mailto:helpdesk@doit.wisc.edu">helpdesk@doit.wisc.edu</a></td>
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<tr>
<td>Questions, general</td>
<td></td>
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<td><a href="mailto:helpdesk@doit.wisc.edu">helpdesk@doit.wisc.edu</a></td>
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<tr>
<td>WisCal</td>
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<td></td>
<td><a href="mailto:helpdesk@doit.wisc.edu">helpdesk@doit.wisc.edu</a></td>
</tr>
<tr>
<td>WiscMail</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:helpdesk@doit.wisc.edu">helpdesk@doit.wisc.edu</a></td>
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<tr>
<td>MyTime</td>
<td></td>
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<td><a href="mailto:helpdesk@doit.wisc.edu">helpdesk@doit.wisc.edu</a></td>
</tr>
</tbody>
</table>

6.11 Software Training (STS)

http://www.doit.wisc.edu/training/

Software Training for Students (STS) offers free computer training to registered UW-Madison students. STS strives to offer training that is linked to degree-credit course work or future job placement and helps students stay current with software updates. STS is funded through the Student Information Technology Initiative fee, a portion of student tuition.
7.0 Office/Building/Supplies

7.1 Building Hours
Engineering Hall is open from 7:00 a.m. to 10:00 p.m. Monday through Friday and 7:00 a.m. to Noon on Saturday. The building is closed on Sundays and football Saturdays.

7.2 Keys
1) Pick up an Authorization Form...

   ...from the staff in the CEE department office (2205 Engineering Hall) for CEE room keys and Engineering Hall building keys.

   ...from Carole Kraak (1314 Engineering Hall) for Structures Material Testing Laboratory (includes Asphalt Lab and Composites Lab) room keys.

2) Fill out an Authorization Form with your name and the keys you need, and have your major professor or advisor sign it to authorize you to get those keys.

3) Return the signed authorization to CEE Department Staff and/or Carole Kraak, respectively.

4) You will receive a three-part deposit card to take to the Bursar’s Office in the Student Services Tower at 333 East Campus Mall. There is a $5.00 deposit required on keys, although High Security keys require a $25.00 deposit. Cashier’s Window hours: 8:00 AM – 4:00 PM, Monday through Friday.

5) The Bursar’s Office will stamp all three parts of the deposit card, keeping their copy and returning the remaining two cards to you. Keep the card marked "Receipt" for your records, and return the Deposit Card to the person who issued the authorization card.

6) At this time you will receive your key(s), along with an afterhours authorization permit. The authorization permit allows you to be in the building on evenings and weekends, when the building is normally closed. Occasionally, security may check to make sure you have this permit when you are in the building after hours.

7) When you leave the university, return your keys to the person who issued them. Your Deposit Card will then be signed, dated and returned to you so that you can recoup your key deposit in the Administration Building.

7.2.1 Lost Keys
Structures Lab: $75 fine for Lost High Security Keys. (Deposit is forfeited and does not count towards payment of fee).

7.2.2 Rules
Do not share your office, laboratory, or building keys with others. Do not duplicate your office, laboratory, or building keys. Please return keys "in person" (i.e., do not pass them on to others).
7.3 Desk Assignment
Students who are receiving financial support from the CEE department will receive first priority for a desk assignment (incoming graduate students in this category should check with their faculty advisors for desk assignment details). International students being funded by their country receive next priority for a desk assignment (incoming graduate students in this category should check with their faculty advisors and/or the staff in the CEE department office (2205 Engineering Hall) for desk assignment details) and students not receiving financial support can inquire about possible desk availability with the staff in the CEE department office (2205 Engineering Hall).

7.4 Office/Desk Area
Please be mindful of your office-mates and keep your office area clean and professional. (Do not bring in beds, pets, etc.). Many tours take place throughout the semester that also require a clean and professional look.

If you are a teaching assistant and share an office with other graduate students, let them know your office hours. Some TAs have found it helpful to leave a destination indicator at their desk, so if someone is looking for them the visitor will know where they can find them. When you graduate, or no longer use your desk area, please thoroughly clean your desk!

7.4.1 Office/Building/Supplies
If you have access to funding through a research and/or teaching assistantship, you may be able to order certain UW-Madison related supplies. See the staff in the CEE department office (2205 Engineering Hall) to discuss your supply purchasing options. In general, graduate students are responsible for obtaining their own office supplies.

7.6 Telephones
Student access to university telephone services is limited to internal university and local calls. University-related (research, teaching, extension) long distance calls may be made on the telephone of your major professor with his/her permission. When making an internal university call it is only necessary to dial the last five digits of the phone number. When making a local call, first dial “9.”

| Toll-free calls: | 9 + 1 + 800 (866, 877, or 888) + 7-digit number |
| Calling card calls: | dial 9 and follow instructions on the back of the card |
| Collect or billing to a third number calls: | 9 + 0 + area code + number |
| International calls: | 8 + 011 + country code + city code + number |
| All other long distance calls: | 8 + 1 + area code (if outside 608 area) + number |
7.7 Mailboxes
All graduate students are assigned a graduate student mailbox. Students should check their boxes
daily for university and department information. Personal mail should be sent to your home
address.

7.7.1 Mailing Address
[Your Name]
Department of Civil and Environmental Engineering
2250 Engineering Hall
1415 Engineering Drive
Madison, WI 53706-1607

7.7.2 Outgoing Mail
Campus mail can be taken to 1342 Engineering Hall (the SW corner of Engineering Hall), where
there is a campus mail bin. You can also drop off personal U.S. mail in the U.S. mail bin provided
that is already stamped. There is also a UPS drop box located in the mailroom to drop off outgoing
and prepaid UPS packages. If you are doing UW-Madison business-related mailing, please see the
staff in the CEE department office (2205 Engineering Hall) for assistance.

7.8 Faxes
There is a fax machine located in 2205 Engineering Hall. The CEE fax number is (608) 262-5199.
This fax machine is for university-related faxes only. To send a fax, use a cover-sheet from the files
on the left-hand side of the fax machine. Write in the fax log where the fax is being sent and what
account to charge. Put the paper face down in the machine and be sure to dial only the last five
numbers for on-campus faxes, the number “9” before dialing local fax numbers, and “8, 1” plus the
area code for long distance faxes.

7.9 University Vehicles
In order to drive a UW vehicle, you need to be authorized. This process requires that you read the
Statewide Fleet Policies and Procedures booklet, and fill out a Student or Volunteer Driver
Authorization Form. If you don’t have a Wisconsin driver’s license, you must also fill out a
notarized Statement of Driving Record. [Notarization may be obtained from Debbie Schiess in the
College of Engineering Dean’s Office (2620 Engineering Hall).] Both forms may be obtained from
the UW-Madison Risk Management website at
http://www.bussvc.wisc.edu/risk_mgt/risk_mgt.html. Bring the completed forms to the staff in the
CEE department office (2205 Engineering Hall) for signatures. Someone will then fax them to Risk
Management on your behalf. Please allow 10 days for the processing of these forms. To check the
status of your approval, go to the Approved Driver Database at
http://www.bussvc.wisc.edu/risk_mgt/approved_driver_database.html. After approval, you will be
sent a Driver Authorization Card, usually within ten business days.

If a fleet vehicle is not available, the UW also has a policy on car rental services. Please refer to
7.9.1 Fleet Cars
If you are conducting CEE business and driving to your destination, you should attempt to obtain a fleet car before using your personal vehicle. Please see the staff in the CEE department office (2205 Engineering Hall) to reserve a fleet car. Your driver’s license number and a funding code will be needed in order to proceed with the online registration process. Additional information needed for filling out an on-line request will be:

- Type of vehicle
- Date of Departure
- Time of Departure
- Destination
- Estimated Mileage
- Number of occupants of vehicle

There is a 10-day waiting period after you submit your driver authorization form before you will be approved to use a fleet vehicle.

If a car fleet vehicle is not available, you may choose to be put on a waiting list. You may also obtain a certificate of unavailability from UW Car Fleet to ensure full reimbursement for use of a personal car (42.5 cents per mile (under 300 miles) or .28 cents per mile (over 300 miles)).

You also have the option of choosing to use a vehicle at the Department of Administration (DOA). DOA cars are acquired in the same manner as fleet cars, but DOA is located at 201 South Dickinson Street (on the eastside of Madison). The DOA has different rules and policies than UW Car Fleet.

The UW Car Fleet Office (10 N. Murray Street) is open between 6 a.m. and 4 p.m. When you pick up your vehicle, you must have your student ID and valid driver’s license with you. UW Car Fleet personnel will make sure you are an authorized driver by checking Risk Managements Approved Drivers Database. You will be issued a gasoline credit card, which should cover most areas of the US. Charges made on these cards are billed by UW Car Fleet, so these charges are not personally reimbursable.

If you plan to pick up a car fleet vehicle after hours, you must call the UW Car Fleet Office and arrange to have them drop the keys off at the Campus Police and Security Office (1429 Monroe Street) for you to pick up after hours. The fleet car may be returned after hours. There is a key drop box outside the UW Car Fleet Office.

7.10 Reimbursement of Personal Funds for University Business
To obtain reimbursement for a trip involving UW business/research, you must submit your request using the web-based E-Reimbursement online system. You can find more information on this system at: [http://www.bussvc.wisc.edu/acct/policy/ppindex.html](http://www.bussvc.wisc.edu/acct/policy/ppindex.html).

You may also be reimbursed for any UW-related supplies purchased with personal funds using this same online system. A Fund-Account number and your original receipts are required before you can complete this submission, so have these on-hand. If you are unsure about this, please consult your supervisor.

You must submit all travel receipts (even if paid directly by the UW in advance) in order to be reimbursed. This includes meals if over per diem, forms of transportation (i.e., air fare, bus, taxi,
etc.), lodging, parking, and registration. IMPORTANT: Provide justification/explanation of all travel performed while conducting your research, as well as supplies purchased. If you are attending a meeting or conference, please provide any correspondence, flyer, and/or electronic announcement of the meeting. Complete flight itineraries are also required. Please see Mandi Kilcoyne in 2205 Engineering Hall, via email at kilcoyne@engr.wisc.edu, or phone at (608) 262-5198 for assistance with the E-Reimbursement online system.

7.11 Recycling
Recycling is mandatory in the city of Madison. Recyclable containers (aluminum cans, tin/steel, glass, and high-density plastic bottles) should be placed in the blue funnel-topped cans you see in the hallways of Engineering Hall. Newspapers should be put in the blue waste cans labeled "Newspapers." Offices are equipped with brown wastebaskets for recyclable office paper. See the "UW-Madison Recycling Guide" for more details. Trash cans are typically emptied once a week. At other times, full containers may be left in the hallway for emptying.

7.12 SWAP (Surplus with a Purpose)
http://www.bussvc.wisc.edu/swap/swap.html
SWAP collects, processes, and redistributes surplus property (such as computer equipment, office furniture, lab supplies, etc.) generated by UW-Madison and other state agencies, while providing UW-Madison departments, government agencies and non-profit organizations with low-cost, quality surplus equipment and supplies and finding reuse and recycling markets for surplus property. If you see furniture, computers, etc. in the hallways of Engineering Hall, it is there to be used for SWAP, it is not to be taken at will! If you have equipment/supplies you no longer need, please contact your advisor and CEE’s department administrator, Liz Funk-Smith, so that arrangements can be made for SWAP to pick up the item. DO NOT just leave unwanted items in the hallway for SWAP.

7.13 Coffee/Microwave/Vending Machines
E² (Engineering Eatery) is the deli and coffee shop that is located in the lobby of Engineering Hall. There are also several vending machines located in the lobby of Engineering Hall (near the entrances to 1610 Engineering Hall and 1800 Engineering Hall) and in the basement of Engineering Hall.
8.0 Student Life

8.1 Housing
There are many different housing options in Madison. The key to finding a good fit is to start early. Keep in mind that almost all leases in off-campus housing facilities are 12 months long and start on August 15th of each year. You may want to start your search by visiting the following Websites:

- University Student and Faculty Apartments:  
  http://www.housing.wisc.edu/universityapartments/
- Campus Area Housing Listing Service:  http://housing.civc.wisc.edu/

8.2 Wiscard – Your Campus ID Card
http://www.wiscard.wisc.edu/
Wiscard is your official UW-Madison identification card and is obtained at the Wiscard office. Wiscard will give you access to libraries, recreational facilities, and other campus services. Your Wiscard is also the campus debit card – accepted at over 45 locations. New, continuing, or returning students may obtain a Wiscard upon verification of enrollment by Wiscard staff. Your first Wiscard is issued to you at no cost. This card is valid throughout your entire academic and/or employment career at the UW-Madison. Lost cards can be replaced for a $25 fee. The Wiscard office is located in room 149 of Union South, 1308 Dayton Street. Phone: 608-262-3258. Email: wiscard@union.wisc.edu.

8.3 Bus Pass
http://www.asm.wisc.edu/buspass.html
One of the perks of being a student at the UW-Madison is an Associated Students of Madison (ASM) Buss Pass, good for unlimited rides on Metro, Madison’s local bus and paratransit system.

8.4 Student Organizations
There are over 750 registered student organizations at the UW-Madison. Over 50 of those student organizations are recognized as official student organizations within the College of Engineering. For a complete listing of the student organizations registered at the UW-Madison, please visit http://cfli.wisc.edu/. For a complete listing of the student organizations recognized by the College of Engineering, please visit http://slc.engr.wisc.edu/organizations.html. The following is a list of the student organizations in which many CEE undergraduate and graduate students are involved:

American Indian Science and Engineering Society
American Society of Civil Engineers (ASCE)
http://www.engr.wisc.edu/studentorgs/asce/
Chi Epsilon Civil Engineering Honor Society
https://sites.google.com/a/wisc.edu/chi-epsilon-civil-engineering-honor-society---uw-chapter/
Concrete Canoe
http://www.engr.wisc.edu/studentorgs/canoe/
Construction Club
http://www.engr.wisc.edu/studentorgs/cclub/
Emerging Green Builders
http://www.engr.wisc.edu/studentorgs/uwegb/
Engineers without Borders (EWB)
http://www.ewbuw.org/

Geo-Institute Graduate Student Organization (GSO)
http://gle.wisc.edu/university-of-wisconsin-geo-institute-graduate-student-organization-
chapter-gso/

Graduate Women in Science – Sigma Delta Epsilon
http://www.gwis.org/

Multicultural Graduate Network
http://grad.wisc.edu/diversity/mgn/

National Society of Black Engineers-Wisconsin Black Engineering Student Society
http://www.engr.wisc.edu/studentorgs/wbess/

Society of Hispanic Professional Engineers
http://shpe.slc engr.wisc.edu/

Society of Women Engineers
http://www.engr.wisc.edu/studentorgs/swe/

Steel Bridge Team
http://www.engr.wisc.edu/studentorgs/bridge/

Tau Beta Pi
http://www.engr.wisc.edu/studentorgs/tbp/home.html

University of Wisconsin Transportation Society (UWiTS)
http://www.engr.wisc.edu/studentorgs/uwits/

Women in Science and Engineering
http://www.housing.wisc.edu/wise/

8.5 Graduate Student Professional Development
http://info.gradsch.wisc.edu/education/gspd/index.html

The Graduate School offers an extensive array of professional development opportunities for
graduate students including a compilation of academic and professional skills resources; programs,
awards and workshops; and career planning information. The New Educators Orientation (NEO)
and Teaching Improvement Program (TIP) offer new and returning TAs training and support for
their teaching roles in COE.

8.6 Engage
http://engage.wisc.edu/index.html

The Engage program seeks to transform teaching and learning through the use of technology. The
program is sponsored by Transforming Teaching Through Technology (T³), a part of the Madison
Initiative. It is administered by the Division of Information Technology's (DoIT) Academic
Technology (AT) group. Through the Engage program, we’re partnering with instructors to
transform higher education by exploring, evaluating, and disseminating best practices for teaching
and learning with technology.

8.7 Engineering Career Services (ECS)
(https://ecs.engr.wisc.edu/public/)
ECS staff provides resources and expertise in the areas of career exploration, resume writing,
interviewing skills, corporate site visits, co-ops, internships, summer jobs and permanent jobs. ECS
provides services to MS and PhD students. They offer assistance in skills assessment, graduate
school decisions and transitioning from student to professional. In addition, we connect employers
with University of Wisconsin-Madison engineering students through our on-line webECS recruiting
system (for resume access), Fall and Spring Career Connection career fairs and on-campus interviews. For more information, email mail to: ecs@engr.wisc.edu.

8.8 Writing Center
(http://www.wisc.edu/writing)
The University of Wisconsin-Madison’s Writing Center serves undergraduate students, returning students, graduate students, dissertators, English as a Second Language (ESL) students, faculty, staff, and teaching assistants. Please refer to http://www.wisc.edu/writing/AboutUs/DoForYou.html for additional information about the Writing Center’s services.

8.9 Delta Program in Research, Teaching & Learning
http://www.delta.wisc.edu/index.html
The Delta Program is a research, teaching and learning community for faculty, academic staff, post-docs, and graduate students that will help current and future faculty succeed in the changing landscape of science, engineering, and math higher education. Through the teaching-as-research idea, and with an integrated care for diverse audiences, the Delta Program in Research, Teaching and Learning (Delta) supports current and future science, technology, engineering and math (STEM) faculty in their ongoing improvement of student learning.

8.10 Wisconsin Union
http://www.union.wisc.edu
The Wisconsin Union is the social, cultural, and recreational center of campus. Comprised of two buildings – Memorial Union, on the shore of Lake Mendota, and the Breese Terrace Union, at 1552 University Avenue, the Union serves as a daily gathering place for students, faculty, staff, community members, and visitors. Both establishments also offer a variety of events, programs, and performances through the Wisconsin Union Theater, non-credit Mini Courses, and Hoofers outdoor recreation programs. Countless lectures, films, and musical acts can be seen at either location annually, providing the Madison community and its visitors with endless entertainment options. Memorial Union is located at 800 Langdon Street and can be reached via telephone at (608) 265-3000. Breese Terrace Union is located at 1552 University Avenue and can be reached via telephone at (608) 263-2600.

8.11 Recreational Sports and Facilities
http://www.recsports.wisc.edu/index.html
UW Madison offers its students, faculty, and staff a variety of alternatives for their recreational, fitness, and athletic needs through the various sports facilities located throughout the campus. Those affiliated with the university can access these venues with a valid ID card, free of charge. A minimal Recreational Membership Fee is required to reserve court and ice times, as well as participate in Group Fitness Classes.

8.11.1 Natatorium (Nat)
Located on the west side of campus on Lake Mendota, The Natatorium (Nat) houses numerous indoor activity areas, such as a racing pool, racquetball courts, and weight and cardio centers. It also offers acres of land for outdoor fitness options ranging from volleyball courts to scenic trails to run or walk on. The Nat is located at 2000 Observatory Drive. Phone numbers that may be of interest are as follows: (a) Hotline/Daily Activity Schedule/IM Rainout Details: (608) 262-4756; (b) Recreational Sports & Intramural Sports Office: (608) 262-3742; (c) Reservation Line: (608) 262-3742; and (d) Locker Room/Lost & Found: (608) 262-3790.
8.11.2 Nielson Tennis Stadium
Nielson Tennis Stadium (NTS) features 12 indoor tennis courts and 6 squash racquet courts, including one doubles squash court. The stadium has shower and locker areas as well as upper-level seating for more than 1,500 people. The indoor courts plus 6 outdoor tennis courts are available on a reservation basis with priority given to students and faculty/staff. Fees are assessed to cover operational costs. NTS is located at 1000 Highland Avenue. Phone numbers that may be of interest are as follows: (a) Reservation Desk & Pro Shop: (608) 262-0410 and (b) Office: (608) 262-0413.

8.11.3 The Southeast Recreational Facility (SERF)
The Southeast Recreational Facility (SERF) is conveniently located near the campus dormitories in downtown Madison. Activity areas available include an indoor track, racquetball courts, and a swimming pool. Rooms are also accessible for weight training, cardio, and group fitness and cycling. The SERF is located at 715 West Dayton Street. Phone numbers that may be of interest are as follows: (a) Hotline/Daily Activity Schedule: (608) 262-4756; (b) Recreational Sports Office: (608) 262-8244; (c) Court Reservations: (608) 262-8244; and (d) Locker Room/Lost & Found: (608) 262-8259.

8.11.4 The Camp Randall Memorial Sports Center (The Shell)
The Camp Randall Memorial Sports Center (The Shell) is situated next to Camp Randall Stadium and houses a Track/Court area and an ice rink. UW-Madison faculty, staff and community members may purchase a membership to the Track/Court area of the facility. This section features a 6-lane, 200 meter track, basketball courts, weight training equipment, as well as numerous machines for cardio training. UW-Madison students are admitted by showing their current UW ID card. All ice rink users, including students, pay an admission fee on a per use basis. The Shell is located at 1430 Monroe Street. Phone numbers that may be of interest are as follows: (a) Front desk: (608) 263-6566, (b) Hotline/daily activity schedule: (608) 262-4756, and (c) Ice Time Rental: (608) 263-7650.
9.0 Grievance Procedures
(Taken from the Graduate School Policy and Procedures).
Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

Procedures for proper accounting of student grievances:

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- Should a satisfactory resolution not be achieved, the student should contact the program’s Grievance Advisor to discuss the grievance. Currently, the CEE Grievance Advisor’s are:

  **William Likos**, Professor and Associate Chair for Graduate Programs
  likos@wisc.edu  
  2215 Engineering Hall  
  Phone: (608) 890-2662

  **David Noyce**, Professor and Chair
  danoyce@wisc.edu  
  2205 Engineering Hall  
  Phone: (608) 265-1882

  If the student prefers to talk with someone outside of the CEE department, contact:

  **Manuela Romero**, Assistant Dean
  mromero@wisc.edu  
  2620 Engineering Hall

- The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the UW Office of Equity and Diversity website and are included in the next section.
- If the issue is not resolved to the student’s satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
- The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
- At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College.
- Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Guidelines.
10.0 Department Policy on Sexual Harassment

Policy on Sexual Harassment
(Taken from http://www.oed.wisc.edu/sexualharassment/index.html)

Sexual harassment is a community concern. When sexual harassment occurs, it degrades the quality of work and education at the University of Wisconsin-Madison. It erodes the dignity and productivity of the individuals involved and diminishes the quality, effectiveness, and stature of the institution. It can occur in any university setting (an office, a classroom, a university program). Each of us has a collective responsibility not to harass others and to act responsibly when confronted by the issue of sexual harassment, thereby promoting an environment that better supports excellence in teaching, research, and service.

What is Sexual Harassment?
Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is a condition of employment, academic progress, or participation in a university program; or submission to or rejection of such conduct influences employment, academic or university program decisions; or the conduct interferes with an employee’s work or a student’s academic career, or creates an intimidating, hostile or offensive work, learning, or program environment.

Key Points About Sexual Harassment

- Differences in power or status can be a significant component in sexual harassment. A person who seems to acquiesce to sexual conduct may still experience tangible action harassment or hostile environment harassment if the conduct is unwelcome.
- Harassment can occur between men and women or between members of the same gender.
- Sexual harassment may or may not involve a tangible injury (e.g., economic loss, lowered grades). A sexually harassing environment, in and of itself, may constitute a harm.
- Individuals in positions of authority are responsible for ensuring that employees, students or others do not harass. In an academic or program setting, offenders can be faculty, instructors, lecturers, teaching assistants, coaches, tutors, or fellow students or program participants.
- The person filing a sexual harassment charge does not have to be the person harassed but could be anyone significantly harmed by the harassing conduct.
- Some behavior that is not in violation of university policy may, nonetheless, be unprofessional under the circumstances. Consequences of such unprofessional behavior may include poor performance evaluations or possible discipline.

What to do if you feel you’ve been sexually harassed:

- Seek advice. Consult Liz Funk Smith at efunk@wisc.edu or CEE Graduate Student Coordinator, in the Student Services Center. You may also contact the department chair, another divisional resource person, the Office of Equity and Diversity (http://www.oed.wisc.edu/), or another campus resource to discuss options for resolution.
- You may choose to seek informal resolution or file a sexual harassment complaint. You may find more information on filing a complaint at http://www.oed.wisc.edu/dishar.html.
- For additional information, please visit: http://www.oed.wisc.edu/sexualharassment/do.html.