

**Geological
Engineering:
Graduate
Student
Handbook**

2011

University of
Wisconsin -
Madison

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Welcome to Geological Engineering

GEOLOGICAL ENGINEERING

University of Wisconsin - Madison
1415 Engineering Drive
Madison, Wisconsin 53706

608-262-7242 (phone)
608-890-3178 (fax)
chbenson@wisc.edu

September 2011

To our new graduate students:

As Chair of Geological Engineering (GLE), welcome to the GLE 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 you. I have no doubt that you will thoroughly enjoy your graduate studies at UW-Madison, and obtain a great education that will serve as the foundation for a rewarding career.

I am always available for students in Geological Engineering. If you have any questions, or would like my input, please stop by my office.

Sincerely,

A handwritten signature in black ink, appearing to read 'C.H.B.', with a stylized flourish at the end.

Craig H. Benson, PhD, PE, DGE
Wisconsin Distinguished Professor and Chair

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 all students we serve
- providing services of the highest quality that help students to develop and enrich their academic abilities, personal aspirations, and professional goals
- facilitating students' entry into and success within the graduate programs we serve
- 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 within the College of Engineering
- recruiting, supporting, and retaining the best undergraduate and graduate students, including women and underrepresented groups
- assessing and evaluating our dual advisor model
- 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 different programs we serve

South Student Services Center Staff:

Julie Klein, jeklein3@wisc.edu	2308 Engineering Hall	Phone: (608) 890-2075
Katie Bleier, bleier@engr.wisc.edu	2304 Engineering Hall	Phone: (608) 890-0864
Cheryl Loschko, loschko@wisc.edu	2312 Engineering Hall	Phone: (608) 265-5570
Sherry Liantonio, stlianto@wisc.edu	2304a Engineering Hall	Phone: (608) 890-2420

2.0 People to Know in Geological Engineering

- Craig H. Benson**, Wisconsin Distinguished Professor and Chair
chbenson@wisc.edu 2218 Engineering Hall Phone: (608) 262-7242
- James M. Tinjum**, Assistant Professor and Graduate Committee Chair
jmtinjum@wisc.edu 2214 Engineering Hall Phone: (608) 262-7242
- Sherry Liantonio**, Senior Student Status Examiner
stlianto@wisc.edu 2304a Engineering Hall Phone: (608) 890-2420
- Katie Bleier**, Associate Student Services Coordinator
bleier@engr.wisc.edu 2304 Engineering Hall Phone: (608) 890-0864
- Sabrina Bradshaw**, Research Scientist and Undergraduate Recruiting Coordinator
sbradshaw@wisc.edu 2228 Engineering Hall Phone: (608) 262-3491
- Mandi Kilcoyne**, Financial Specialist 3
kilcoyne@engr.wisc.edu 2205 Engineering Hall Phone: (608) 262-5198
- Julie Klein**, Student Services Coordinator
jeklein3@wisc.edu 2308 Engineering Hall Phone: (608) 890-2075
- Cheryl Loschko**, Student Status Examiner Senior
loschko@wisc.edu 2312 Engineering Hall Phone: (608) 265-5570
- Liz Funk Smith**, Department Administrator
efunk@wisc.edu 2210 Engineering Hall Phone: (608) 262-7812
- Betsy Valley**, Payroll and Benefits Specialist 3
bvalley@cae.wisc.edu 2205 Engineering Hall Phone: (608) 890-1053
- Diana Wheeler**, GLE Liaison Librarian, Wendt Library
dwheeler@engr.wisc.edu 217 Wendt Library Phone: (608) 265-9801
- Xiaodong Wang**, GLE Laboratory Manager
wang1@cae.wisc.edu 2241 Engineering Hall Phone: (608) 265-8507

3.0 Useful Websites

Geological Engineering (GLE) (<http://www.gle.wisc.edu>)

The homepage for Geological Engineering 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)

(<http://www.engr.wisc.edu/diversity/>)

The College of Engineering contains information regarding department, programs, and organizations within the college. It also provides information about academic and social life designed to enhance the academic and personal development of all students and staff in engineering.

College of Engineering (COE) Diversity Affairs Office (DAO)

(<http://studentservices.engr.wisc.edu/diversity/>)

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

Computer Assisted Engineering (CAE) (<http://www.cae.wisc.edu>)

CAE provides students, faculty and staff with e-mail and computer support. All College of Engineering students will need to get a CAE account to be able to use computers in the college.

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 excellent online knowledgebase and well-trained professional staff to answer your questions.

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/>)

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 <mailto:ecs@engr.wisc.edu>.

Graduate School (<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://www.wisc.edu/grad/education/acadpolicy/guidelinesindex.html>)

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>)

The online version of the Graduate Student Catalog is considered an official document of record. Students are responsible for knowing current university regulations.

Graduate Student Collaborative (GSC)

(<http://info.gradsch.wisc.edu/education/gsc/aboutgsc.html>)

The Graduate Student Collaborative (GSC) is dedicated to enhancing the involvement, personal development, and quality of life of Wisconsin graduate students by acting as a resource, a voice, and a link within the Graduate School. GSC is engaged in outreach, professional development, and social programs.

Graduate Student Professional Development

(<http://info.gradsch.wisc.edu/education/gspd/index.html>)

This website contains information on the following items designed to enrich your graduate studies and enhance your professional skills including: presentation skills, networking, grantsmanship, preparation for comprehensive and prelim exam, careers, dissertation help, internships, teaching,

Grants Information Collection

The Memorial Union has a Grants Information Collection run by Nikki Busch. This library collection of print and on-line resources assists students in finding external funding, grants, scholarships and fellowships. Students may make individual appointments with Ms. Busch to customize their fellowship search. Please visit <http://grants.library.wisc.edu> for more information.

Guide to Graduate Life (<http://info.gradsch.wisc.edu/education/gsc/gradguide/index.html>)

This ten chapter guide to graduate life is published by the Graduate Student Collaborative (GSC) and contains information about the following: University of Wisconsin-Madison, student services and organizations, international student living, city of Madison (e.g., transportation, housing, shopping and services), finances and employment, living well, and recreation and entertainment.

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 information and services regarding search engine; books/articles/databases; information about library services (including tours and short lectures), information about the libraries, and a help and guidance section. (See also “Wendt Library” 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: admission; academic records; email address requirements; ; fines and holds; forms; enrollment information; graduation/completion of degree requirements; official lists of certificates, departments, degrees, majors, and options; personal information record; timetable information; tuition and fees; residence for tuition purposes; undergraduate and graduate catalogs; and 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>)

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>)

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 Library (<http://wendt.library.wisc.edu>)

Wendt Library serves the College of Engineering and the Department of Computer Sciences, Statistics, and Atmospheric & Oceanic Sciences. Wendt Library staff is always eager to help students, faculty, staff, and the public in their engineering research. Please visit the Reference Services site (http://wendt.library.wisc.edu/help_with_research/reference_services) for additional details.

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.

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, dissertation, or independent study project. Faculty advisors also help graduate students create a Mentor and Evaluation Committee, which oversees a student's graduate study. Graduate students should seek advice from their faculty advisor and the Mentor and Evaluation Committee prior to enrolling for courses each term.

When graduate students are first admitted to GLE, the Graduate Committee chair is temporarily assigned as the advisor. The Graduate Committee chair provides all students with an introduction to the GLE program and the faculty. A formal advisor is assigned by the Graduate Committee chair and/or the GLE Chair after the student has been introduced to the program and has met the faculty.

Changing advisors during the course of a student's graduate program may be necessary in some cases. Students should discuss a change in advisor with their Mentor and Evaluation Committee and the GLE Chair before officially requesting a change of advisor with the CEE/ECE/GLE Student Services Office (2304a 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>).

Full-time enrollment

The Graduate School considers full-time enrollment in Engineering to be 8-12 graded graduate-level credits (pass/fail and audit excluded) during the fall and spring semesters. During the summer term, full-time enrollment is 4-12 credits*. 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.

Minimum enrollment

The minimum credit load for non-dissertators is 2 credits* during the fall and spring semesters. MS students expecting a summer degree must also enroll in a minimum of 2 graduate credits* during the summer session.

Dissertators

Dissertators are students in the PhD program that have successfully completed 32 weeks of residence (equivalent to four semesters with a minimum of eight credits taken in each semester), all the credits in their minor, and passed the prelim exam. 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 dissertator status and tuition assessment at the regular graduate rate.

4.3 Graduate Student Enrollment Forms

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

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** 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:

Students will need fill a “Credit Overload Request Form” if registering for more than 12 credits during a semester. The form can be found at <http://info.gradsch.wisc.edu/education/forms/overload.html>

Transfer Credits:

A student's department/program may decide to use graduate work completed at another institution toward fulfillment of department/program course requirements. This work will not appear on a UW-Madison transcript. The Graduate School's minimum credit requirement can be satisfied only with courses taken as a graduate student at UW-Madison. The only exception may be graduate-level course work taken as a CIC Traveling Scholar. See your advisor to discuss the limit of total credits you may transfer. Please visit the South Student Services Center main office, 2304a Engineering Hall to obtain and then complete the Transfer Course form.

Withdrawal Form:

If a student wishes to withdraw from the program, a withdrawal form must be completed and submitted to the university. The form can be found at http://registrar.wisc.edu/documents/withdrawal_form.pdf.

4.4 Buying Textbooks

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

4.5 Graduate School Academic Guidelines

The 2008-2010 Graduate School Academic Guidelines are currently available online (<http://www.wisc.edu/grad/education/acadpolicy/guidelinesindex.html>). GLE follows the guidelines and policies of the graduate school unless otherwise noted. The most referenced Academic Guidelines that GLE graduate student should be familiar with are:

4.6 Requesting Transcripts

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.

4.7 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 US 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 US college or university, or at an institution outside the US 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 is 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/academic-esl.html>.

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/speak-test.html>.

4.8 MS Degree

4.8.1 Master's Degree Options:

MS degree candidates may choose from two options for their program of study: thesis option or independent study option.

Thesis Option: This option requires a **minimum** of 24 credits of graduate work, including **at least** 16 credits of graduate-level coursework and a thesis (GLE 790) worth **at least** 5 credits. Students who wish to do advanced work and research in a well-defined area of specialization are encouraged to pursue this program.

Independent Study Option: This option requires a **minimum** of 30 credits of graduate work, including **at least** 21 credits of graduate-level coursework and an advanced independent study project (GLE 999) worth **at least** 3 credits. A written report must be prepared based on the independent study project. This report does not have to meet the UW-Madison Graduate School requirements for a thesis, but has to show independent thinking by the student.

4.8.2 Expecting Your Master's Degree?

Please visit the following website for information provided by the Graduate School about the following: degree deadlines, thesis deposit, degree warrant, degree completion fee, certification of graduation, window period, transcripts, diploma, international mailing address for diploma and certification of graduation, commencement, and graduate school degree and dissertator deadlines.

<http://info.gradsch.wisc.edu/education/completedegree/mdegree.html>

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. Warrant request forms are available from the staff in the CEE/ECE/GLE Student Services Office (2304a EH). The warrant is also available at the GLE website (<http://www.gle.wisc.edu>)

MS Defense: students are responsible for coordinating with their advisor and contacting their Mentor and Evaluation Committee to schedule the date and time of their defense. MS Mentor and Evaluation Committees must have at least three members, two of whom must be Graduate Faculty (or former Graduate Faculty up to one year after resignation or retirement). For the Independent Study Option, committees must have at least one Graduate Faculty member from GLE. Students should contact Beth Johnson in 2205 EH to reserve a conference room for their exam.

A Thesis Option MS student must submit a copy of his/her report or thesis at least 7 days in advance of the defense. If a shorter time is needed, the student must obtain permission from *each* member of the committee. The student is expected to prepare a 30-40 minute formal presentation on the thesis research or independent study project. Students are expected to defend their thesis or independent study project during the defense.

Following the exam, the student is expected to make all of the appropriate corrections to the thesis or report in consultation with the 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 stlianto@wisc.edu.

MS Thesis Binding and Depositing: if required by your faculty advisor, students are individually responsible for binding and depositing their MS thesis documents by the degree deadline. 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 Grimm's Book Bindery (<http://www.grimmbindery.com/Individuals.html#Thesis>). Students should check with their faculty advisor to determine if the MS thesis must be deposited at Memorial Library (Room B137).

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. You are responsible for replying to that email message to declare your intended term of graduation. Please visit <http://www.secfac.wisc.edu/commence/> for additional commencement information.

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.

4.9 PhD Degree

4.9.1 PhD Degree Requirements

The Doctor of Philosophy degree is the highest degree conferred by the University. The PhD is a research degree and is never conferred solely as a result of any prescribed period of study. Basic requirements for a PhD degree in geological engineering include: (1) PhD major coursework; (2) qualifying examination; (3) PhD minor coursework; (4) preliminary examination; (5) dissertation research; and (6) final oral examination (dissertation defense).

4.9.2 Major Coursework

The academic program for each doctoral student is planned on an individual basis with their advisor and their Mentor and Evaluation Committee.

4.9.3 Qualifying Examination

During the qualifying examination, students must demonstrate sufficient depth and breadth of knowledge in their major to pursue the PhD. The qualifying exam is usually given after one year of graduate study beyond the MS degree. A form verifying that a student has passed the qualifying exam, must be signed by the student's advisor and the GLE Chair and returned to the staff in the CEE/ECE/GLE Student Services Office (2304a Engineering Hall).

4.9.4 Minor Coursework

The purpose of the minor is to add breadth to a PhD program of study. Information on minors can be found at <http://www.wisc.edu/grad/education/acadpolicy/guidelines.html#126>

Monitoring the course content and credit requirements for the PhD minor 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 PhD minor proposal form 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 CEE/ECE/GLE Student Services Office (2304a 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 course work in the major department/program. Selection of this option requires the approval of the advisor, Mentor and Evaluation Committee, and the GLE Chair.

The Graduate School's minor credit requirements can be found at <http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#126>. They 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 course work completed more than 5 years prior to admission to the Ph.D.; course work taken 10 years ago or more may not be used.

4.9.5 Preliminary Examination

The preliminary examination may be taken only after approval of the minor proposal (see Section 4.8.4) and must be taken at least two semesters prior to graduation. This oral examination is based on a written proposal and a detailed plan to carry out the PhD dissertation. Students must consult with their academic advisor for specific details of the requirements for the preliminary examination.

The preliminary examination is conducted by the student's Mentor and Evaluation Committee. This committee, which is formed by the student in consultation with their advisor, must comply with the following rules from the UW-Madison Graduate Committee Composition Policy:

1. The chair or co-chair of the committee must be a member of the Graduate Faculty from Geological Engineering. The UW-Madison Faculty Policies and Procedures 3.05A stipulates that "the faculty of the Graduate School includes all university faculty defined in 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 (PhD and DMA) 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 MS 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 GLE chair must approve committee members who are not part of the Graduate Faculty. The GLE Chair must sign the "PhD Final Oral Committee Approval Form" before the form is submitted to the Graduate School for final approval.

The preliminary exam warrant must be requested at least 3 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 (2304a Engineering Hall). A checklist and approval form is available online (<http://www.engr.wisc.edu/interd/gep/>). 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.

4.9.6 Dissertation Research

Attainment of a PhD degree requires the preparation of a dissertation on a research topic selected by common agreement between the student, the advisor, and the Mentor and Evaluation Committee.

4.9.7 A Guide To Preparing Your Doctoral Dissertation

Please visit the following website for information provided by the Graduate School about the following: producing your dissertation, format requirements, additional guidelines, and samples. <http://info.gradsch.wisc.edu/education/completedegree/pguide.html>

An electronic copy of the completed dissertation may be required by your advisor. Electronic copies should be sent to stlianto@wisc.edu.

4.9.8 The Three D's: Deadlines, Defending, & Depositing Your Ph.D. Dissertation

Please visit the following website for information provided by the Graduate School about the following: degree and dissertator deadlines, processing the paper, and other information about your graduation. <http://info.gradsch.wisc.edu/education/completedegree/ddd.html>

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

Final Warrant: students must file the PhD 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 CEE/ECE/GLE Student Services Office (2304a EH) or at the Graduate School in 217 Bascom Hall. Once submitted, the Graduate School reviews the composition of the committee and sends back a packet of materials 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.

Commencement: please visit <http://www.secfac.wisc.edu/commence/> for additional commencement information.

4.10 Professional Examinations and Certifications

4.10.1 Fundamentals of Engineering (FE) Examination

Becoming a licensed Professional Engineer is important for career advancement in engineering. Passing the Fundamentals of Engineering (FE) Examination is a pre-requisite for becoming a licensed Professional Engineer. For more information, visit: <http://www.ncees.org/exams/fundamentals/>

The FE Exam is held twice a year, once every fall and spring. Registration for the test must be completed at least 90 days prior to the exam. To register for the exam, go to: <http://www.els-examreg.org/>. This website also describes the requirements to become a Professional Engineer in Wisconsin.

4.10.2 Principles and Practice of Engineering (PE) Examination

At least four years of professional experience is required post-college 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, qualifies you to become a licensed Professional Engineer. Information about the PE exam can be found at <http://www.ncees.org/exams/professional/>

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>. Also, the company *School of PE* offers classes and problem-solving workshops on the weekends. The website for this review course program is: <http://www.schoolofpe.com/default.asp>.

4.10.3 Engineer-in-Training (EIT) Certificate

Contact the State of Wisconsin Department of Regulation & Licensing for information about an engineer-in-training (EIT) certificate: <http://drl.wi.gov/prof/engi/cred.htm>.

5.0 Financial Support/Insurance Benefits

5.1 Project, Research, and Teaching Assistantships

Geological Engineering 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% appointment over a semester are eligible to receive tuition remission. However, all students are *required to pay segregated fees* by the tuition due date. The amount charge for segregated fees is based on the number of credits in which a student is enrolled. More detailed information about tuition and segregated fees can be found online at

http://registrar.wisc.edu/tuition_&_fees.htm and
http://registrar.wisc.edu/segregated_fees_information.htm.

5.1.1 Teaching Assistantships (TA)

Any graduate student in the College of Engineering or the Department of Geoscience may apply for a TA position in GLE. First consideration will be given to GLE Graduate Students. In selecting among applicants, the department considers applicants' preparation and achievement in the relevant subjects. Final selection of TAs is made by the GLE Chair in consultation with the GLE faculty.

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 <http://www.engr.wisc.edu/services/elc/neo/>. All continuing TAs must attend the College of Engineering Teaching Improvement Program (TIP) organized by the Engineering Learning Center. More information about the TIP workshop is available at <http://www.engr.wisc.edu/services/elc/tip/>.

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.

5.1.2 Research Assistantships (RA)

The Graduate Committee Chair in Geological Engineering manages the applications for RAs in consultation with the GLE faculty. Questions regarding RAs should be directed to the Graduate Committee Chair.

Professors appoint research assistants using funding from grants and contracts they receive from external sources. To complete the goals and objectives stated in the grants and contracts, RAs are expected to conduct research designated by their research advisor and follow the academic culture of Geological Engineering. RAs should be aware that all research data is the property of UW-Madison.

5.1.3 Project Assistantships (PA)

Announcements of openings for PAs are posted online on the UW-Madison Job Center Website (www.jobcenter.wisc.edu). For PA positions in Geological Engineering, please submit a resume to the GLE Chair.

5.1.4 Enrollment Requirements for PAs, RAs, and TAs

PAs must enroll for a minimum of **two** graduate credits (unless they are dissertators who must enroll for a minimum of three dissertator credits) in the fall and spring semesters; however PAs 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 **dissertator** 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 three dissertator credits) in the fall and spring semesters depending on their appointment. TAs with a **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.

More information on enrollment requirements can be found at:
<https://admin.engr.wisc.edu/hr/grads.php>

5.1.5 Grants Information Collection

The Memorial Union has a Grants Information Collection of print and on-line resources to assist students in finding external funding, grants, scholarships and fellowships. Students may make individual appointments with Ms. Nikki Busch of Memorial Union to customize a search. Please visit <http://grants.library.wisc.edu> for more information.

5.2 Health Insurance

PAs, RAs, TAs, and fellows holding a minimum 33% appointment are eligible for group health insurance through the university. The university pays 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). Hospitalization and emergency room services are not included in UHS benefits. 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.

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; signing up for a UW health insurance plan automatically waives the SHIP requirement. More information about health insurance for international students can be found at <http://www.uhs.wisc.edu/>.

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 (these can be waived by submitting a Student Enrollment Verification form). School fees, books, and supplies may be claimed as tax deductions. Save your receipts and check with your tax advisor. Tax withholding (W4) forms are available from the payroll administrator in 2205 EH. 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.

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 and Timesheets

Payroll for Geological Engineering is shared with Civil & Environmental Engineering (CEE). Student hourly employment forms can be obtained by emailing the departments Payroll & Benefits Coordinator (Betsy Valley) at bvalley@cae.wisc.edu. 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.

Paper graders are covered under the UW-Madison Teaching Assistants' Association agreement. All CoE Paper graders must use HRS to record their work time. This process is done through your MyUW "Work Records" tab. If you need assistance with this process please stop by Betsy Valley's office (2205 Engineering Hall).

6.0 Computing Services

UW-Madison offers a wide variety of computing resources. This section is a guide to some of these resources. 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 Computers

All graduate students in Geological Engineering are provided with a personal computer for research purposes. Sabrina Bradshaw manages assignment of Geological Engineering computers.

DoIT rents laptops by the semester: <http://www.doit.wisc.edu/laptops/>. UW InfoLabs loans laptops for short periods of time: <http://www.doit.wisc.edu/computerlabs/laptops.aspx>.

CAE maintains a number of computer labs with Windows 7 or Linux. All COE 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>.

Do not customize the GLE-owned computers by doing any of the following:

- Reformatting 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

If you substantially modify the computer from the original setup by reloading or changing the operating system, Geological Engineering may drop support for the computer. 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 normal response and \$140/hour for 2-hour service (Spring 2009).

6.2 Backing up research data and other important material

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. If you store your files on the network drive space CAE provides, the files are backed up for you.. Please discuss research data requirements with your advisor and develop a mutually agreed upon back up plan.

6.3 Appropriate use

Certain restrictions exist regarding use of UW-owned computers. The following table describes acceptable and unacceptable activities for UW-owned computers:

Activity	Computer Location		
	CAE Lab	GLE-Owned Office	GLE-Owned Research Lab
Email - school, work related	OK	OK	OK
Email – personal	Limited	OK	OK
Homework	OK	OK	OK
Surfing the Internet	Limited	Limited	Limited
Playing computer games	NO	Limited	Limited
Commercial or political activities	NO	NO	NO
Geological Engineering research	OK	OK	OK
Watching pornography*	NO	NO	NO
Downloading or sharing illegal music or videos*	NO	NO	NO
Creating a webserver or ftp server	NO	NO	NO
Modifying operating system or antivirus software	NO	NO	NO

*These activities will result in revocation of network privileges could result in civil or criminal prosecution.

For more information on UW-Madison policies on acceptable use, please visit the following websites:

CAE:

- Computer use guidelines - <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>

DoIT:

- Information Technology Policies: - <http://www.cio.wisc.edu/policies/>.

6.4 Network Access

COE has both wired and wireless networks. See IT support about getting your personal computer connected.

The latest antivirus updates and operating system patches must be installed before a computer can be connected to the network, the. If you have a personally owned computer, you are responsible to update the computer before connecting 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.

6.5 Computer Accounts

There are two types of computer accounts:

- CAE
- UW Campus - DoIT

The types may have different usernames and passwords.

Account Type	What you can use it for	How to activate it
DoIT	<ul style="list-style-type: none"> • WiscMail, the campus email system http://my.wisc.edu • WiscCal, 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 	<p>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:</p> <p>https://www.mynetid.wisc.edu/activate</p>
CAE	<ul style="list-style-type: none"> • CAE computer labs, including printers, plotters, hundreds of software packages and scanners • Networked file storage of 2 gigabytes, backed up nightly • Personal webpage space 	<p>About a week after you get your UW photo id, complete this webform:</p> <p>https://www.cae.wisc.edu/accounts/newuser/</p>

6.4 Email

GLE graduate students receive a WiscMail account (<http://my.wisc.edu>) that is activated by a DoIT NetID. You must be enrolled as a student for your DoIT NetID account to remain active. 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 semester each year.

Graduates are eligible for a free web-based email account through the UW Alumni Association. See this webpage for details: <http://www.uwalumni.com/home/onlinetools/email.aspx>.

6.5 Disk Space and Backup Systems

CAE provides graduate students with at least 6 GB of networked file storage space, known as the I:\ drive. This space is backed up nightly. **This is where you MUST store your thesis and research documents.** CAE can provide more space in 1 GB increments at \$5/GB/month. Contact your research advisor if more space is needed.

Your remaining disk space can be determined at: <http://www.cae.wisc.edu/caelabs>.

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/ftpsetup>.

If you accidentally delete a file stored in your Windows CAE disk space, the file can be restored by following these steps:

- Open My Computer and double-click the I: drive
- Right-click the folder that contained the file to be restored. From the popup menu, choose Salvage Files. A window appears showing restorable files. Select the name of the file to be restored. Click Salvage File. The system restores the file to the same folder you selected.
- If the file to be restored is not on the list, contact CAE to restore the file. See the following webpage for details: <http://www.cae.wisc.edu/filerstr>.

CAE closes the accounts of graduating and non-continuing students **2 weeks** into the fall and spring semesters. Students are responsible for backing up data before leaving UW. This is particularly important for students who leave without completing their thesis. See this webpage for details on backing up the files: <http://www.cae.wisc.edu/aftergrad>.

6.6 Printing and Copying

All GLE graduate student offices are equipped with printers. Graduate students can also print up to 300 pages free each semester to CAE printers located in the CAE computer labs. CAE printers can be accessed from the CAE labs or from your office. If you choose to print from your office, you'll need to install and configure the iPrint software: <http://kb.wisc.edu/cae/page.php?id=8460>.

Additional pages beyond the 300-page allotment can be acquired through the Vend-A-Card machine in room 172 of the CAE building: <http://www.cae.wisc.edu/morepaper>.

Copying work (printing) can also be done at the Electrical and Computer Engineering (ECE) Copy Center located in 2415 EH. See Jean Hoover in 2415 EH or visit <https://fpm-www3.fpm.wisc.edu/eceduplicating/DesktopDefault.aspx> for questions about photocopying and printing at the ECE Copy Center.

The CAE computer labs in 2324 EH and 346 Mechanical Engineering have HP Design Jet 500 plotters with 600 mm rolls.

6.7 Engineering and Student Software

CAE lab computers contain the most software - see this webpage for details: http://software.cae.wisc.edu/index.php/Computer-Aided_Engineering_Software

All questions on CAE lab software should be directed to the CAE consulting: <http://www.cae.wisc.edu/site/public/?title=hdreq>

6.8 Computing Help

The following table provides information about IT support. GLE shares IT support with CEE.

Desktop PC's (university-owned):	DoIT	CAE	CEE IT	Notes/Website
Email – WiscMail	•			DoIT Help Desk - 264-4357
Network, can't connect			•	civilsupport@engr.wisc.edu
Software, install new			•	civilsupport@engr.wisc.edu
Software, troubleshoot existing			•	civilsupport@engr.wisc.edu
Repair			•	civilsupport@engr.wisc.edu
Viruses, spyware			•	civilsupport@engr.wisc.edu
Disk Space – CAE				
Access from off-campus		•		helpdesk@cae.wisc.edu
Questions, general		•		helpdesk@cae.wisc.edu
Restore deleted files		•		http://www.cae.wisc.edu/filerstr
Printers (UW-owned)				
Needs toner				Sabrina Bradshaw
Needs repair			•	civilsupport@engr.wisc.edu
Laptops (personally-owned):				
Questions, general	•			helpdesk@cae.wisc.edu , helpdesk@doit.wisc.edu
Network - get connected			•	civilsupport@engr.wisc.edu
Network - troubleshoot connection problems	•			helpdesk@doit.wisc.edu
Repair	•			helpdesk@doit.wisc.edu
Viruses, spyware	•			helpdesk@doit.wisc.edu
Software				
CAE-provided		•		CAE Consulting
Microsoft Office	•			helpdesk@doit.wisc.edu
Questions, general	•			helpdesk@doit.wisc.edu
WiscCal	•			helpdesk@doit.wisc.edu
WiscMail	•			helpdesk@doit.wisc.edu
MyTime				helpdesk@doit.wisc.edu

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. Please see the following:

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

7.0 Office/Building/Supplies

7.1 Building Hours

Engineering Hall is open from 7:00 AM to 10:00 PM Monday through Friday and 7:00 AM to Noon on Saturday. The building is closed on Sundays and football Saturdays.

7.2 Keys

GLE shares key distribution with CEE. To obtain keys:

- 1) Pick up an Authorization Form in 2205 Engineering Hall for GLE room keys and Engineering Hall building keys. For the Structures Material Testing Laboratory (SMTL), please see Carole Kraak (1314 Engineering Hall) .
- 2) Fill out an Authorization Form with your name and the keys you need, and have your major professor or advisor sign the form for authorization.
- 3) Return the signed authorization to staff in 2205 Engineering Hall (or Carole Kraak for SMTL). You will be provided with a deposit card.
- 4) The deposit card must be taken to the Bursar's Office in the Student Services Tower at 333 East Campus Mall. There is a \$5 deposit required on keys (high security keys require a \$25 deposit). Cashier's Window hours are 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) You will receive your key(s) along with an afterhours authorization permit after submitting the stamped deposit card. 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 2205 EH (or Carole Kraak for SMTL). Your Deposit Card will then be signed, dated, and returned to you so that you can recoup your key deposit from the Bursar's office.

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 Office/Desk Area

Sabrina Bradshaw assigns offices and desks to graduate students in GLE and provides office supplies. If you have questions about your office or desk or need office supplies, please see Ms. Bradshaw.

Please be mindful of your office-mates and keep your office area clean and professional. If you are a teaching assistant and share an office with other graduate students, please let your office-mates know your office hours. Some TAs leave a destination indicator at their desk so that students know where they can be found without interrupting other persons in the office.

7.4 Graduate Student Lounge

The CEE/EC&T/GLE graduate student lounge is located in 2250 EH. If you have suggestions for improving the lounge, please contact the Graduate Student Committee.

7.5 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

7.6 Mailboxes

All graduate students are assigned a graduate student mailbox. Graduate student mailboxes are currently in the graduate student lounge (2250 Engineering Hall). Students should check to make sure they have a graduate student mailbox and if their box is missing, students should notify the staff in the CEE/ECE/GLE Student Services Office (2304a Engineering Hall). The mailboxes are re-organized at approximately the third week of every semester. Students should check their boxes daily for university and department information. Personal mail should be sent to your home address.

7.6.1 Mailing Address

Your Name
 Geological Engineering
 2250 Engineering Hall
 1415 Engineering Drive
 Madison, WI 53706-1607

7.6.2 Outgoing Mail

Campus mail can be taken to the campus mail bin at 1342 EH (the SW corner of EH) or to 2205 EH. You can also drop off personal stamped US mail in the US mail bin at 1342 EH or 2205 EH.

If you are doing UW-Madison business-related mailing, please see the staff in 2205 Engineering Hall for assistance.

There is also a UPS drop box located 1342 EH to drop off outgoing and prepaid UPS packages.

7.7 Faxes

The fax machine located in 2205 Engineering Hall. The fax number is (608) 262-5199. 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.

7.8 University Vehicles

Students must be authorized to drive UW vehicles. The Statewide Fleet Policies and Procedures booklet must be read and a Student or Volunteer Driver Authorization Form must be completed. 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 COE Dean's Office in 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 2205 EH for signatures and processing. Allow 10 days for 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.

You will be sent a Driver Authorization Card within 10 business days after approval.

GLE students needing a UW vehicle should use GLE's F250 truck. The truck is stored in Lot 17. Please see Xiaodong Wang in 2241 EH or Beth Johnson in 2205 EH to sign out the truck. If the truck is not available, vehicles can be obtained from UW Fleet Services or from a rental agency. The UW policy on car rental services is at <http://www.bussvc.wisc.edu/acct/policy/travel/rentveh.html>.

Please see staff in the 2205 Engineering Hall to reserve a vehicle from Fleet Services. Your driver's license number and a funding code will be needed to proceed with the online registration process. Additional information needed for filling out an on-line request is as follows:

- o Type of vehicle
- o Date of Departure
- o Time of Departure
- o Destination
- o Estimated Mileage
- o Number of occupants of 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). DOA has different rules and policies than UW Fleet.

The UW Fleet Office (10 N. Murray Street) is open between 6 AM and 4 PM. 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.

7.9 Reimbursement of Personal Funds for University Business

To obtain reimbursement for a trip involving UW business/research, submit your request using the web-based E-Reimbursement online system. More information on this system can be found at: <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. If you are unsure about this, please consult your research advisor or supervisor.

You must submit all travel receipts (even if paid directly by the UW in advance) to be reimbursed. This includes meals if over per diem, forms of transportation (i.e., air fare, bus, taxi, etc.), lodging, parking, and registration. 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.

7.10 Coffee/Microwave/Vending Machines

E² (Engineering Eatery) is the deli and coffee shop 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. There is a microwave and refrigerator available in 2250 Engineering Hall, the Graduate Student Lounge, for your use. Please remember to clean up after any spills.

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 (Campus ID Card)

Wiscard is your official UW-Madison identification card (<http://www.wiscard.wisc.edu/>) 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

UW-Madison students can obtain an Associated Students of Madison (ASM) Bus Pass, good for unlimited rides on Metro, Madison's local bus and paratransit system. Please see: <http://www.asm.wisc.edu/cms/content/view/87/158/>

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/student_organizations.htm. 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 GLE undergraduate and graduate students are involved:

Engineers without Borders (EWB)

<http://www.ewbuw.org/>

Graduate Student Collaborative

<http://info.gradsch.wisc.edu/education/gsc/aboutgsc.html>

Graduate Women in Science – Sigma Delta Epsilon

<http://www.gwis.org/>

Multicultural Graduate Network

<http://www.grad.wisc.edu/mgn/>

National Society of Black Engineers-Wisconsin Black Engineering Student Society

<http://www.engr.wisc.edu/studentorgs/wbess/>

Society of Hispanic Professional Engineers

<http://cfli.wisc.edu/search/orginfo.asp?RegHistoryID=14767>

Society of Women Engineers

<http://www.engr.wisc.edu/studentorgs/swe/>

Tau Beta Pi

<http://www.engr.wisc.edu/studentorgs/tbp/home.html>

Women in Science and Engineering

<http://www.housing.wisc.edu/wise/>

8.5 Graduate Student Professional Development

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. For more information, visit:

<http://info.gradsch.wisc.edu/education/gspd/index.html>

8.6 Engineering Career Services (ECS)

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 mecs@engr.wisc.edu or visit

<https://ecs.engr.wisc.edu/public/>

8.7 Writing Center

UW-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.

8.8 Delta Program in Research, Teaching & Learning

The Delta Program (<http://www.delta.wisc.edu/index.html>) 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.

8.9 Wisconsin Union

The Wisconsin Union is the social, cultural, and recreational center of campus. Comprised of two buildings – Memorial Union, on the shore of Lake Mendota at 800 Langdon Street, and Union South, at 1308 W. Dayton Street, 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 can be reached via telephone at (608) 265-3000. Union South can be reached via telephone at (608) 890-3000 or visiting: <http://www.union.wisc.edu/index.htm>.

8.10 Recreational Sports and Facilities

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. For information, visit:

<http://www.recsports.wisc.edu/index.html>

8.10.1 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.

8.10.2 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.

8.10.3 Southeast Recreational Facility (SERF)

The Southeast Recreational Facility (SERF) is 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.

8.10.4 Camp Randall Memorial Sports Center (The Shell)

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.