

Orientation Information

Table of Contents

1. Student Services
 - a. PLUS
 - b. Email and Computing
 - c. Student ID/Bus pass
2. Important Places
3. Important Contact Information
4. Important Campus Resources
5. Course Requirements and Petitions
6. Graduate Committee
7. Graduate Student Offices
8. Lab Access
9. Copy, Fax, Phone and Mailing Information
10. Establishing In-State Residency
11. Housing
12. Boulder

Student Services

Personal Look-up Services (PLUS)

If you have not already done so, please get your PIN number from the Registrars office. You will need this number to access your online Personal Look-up Services at <http://plus.colorado.edu>

You can use PLUS for the following:

- Account balances
- Class Schedules with Required Books
- Computing accounts and passwords
- Financial Aid
- Semester Grades
- Update your address
- Change your PIN
- Health Insurance
- Unofficial transcript

Email and Computing

Email

Email is an official means of communication at the University of Colorado. You are required by the following policy to check your Colorado email account:

<http://www.colorado.edu/its/policies.html/>. So, it is required that you set up your e-mail account immediately and subscribe to the graduate email list (see next paragraph).

To set up an e-mail account, go to <http://www.colorado.edu/PLUS/>. You will need your student identification number and the PIN that was sent to you in your Invitation to Register. If you need help, please visit the ITS Service Center on the first floor of the Telecommunications Center or call 303-735-HELP.

Graduate Student Email List

You are required to subscribe to the graduate student email list immediately. Send an e-mail to listproc@lists.colorado.edu. Leave the subject line blank and the single line in the body: subscribe mcen-grads your full name. The list is for department-related use only and may be utilized by all graduate students. Information regarding job opportunities, seminars, deadlines and classes is distributed through this list.

Computer Labs

The College of Engineering supplies Macintosh and Windows computers throughout the building. Windows machines may be found in ECME107, and ECCR252. Macintosh machines are also located in ECCR252.

**Note that priority access to ECME107 is given to class sessions.

Student ID/Buss Pass

The Buff One card is your key to life at CU-Boulder. This is your student id, bus pass, library card, recreation center card and more. You can obtain one at the Housing Information desk at Hallett Hall. The phone number is 303-492-0355. You can also save yourself some time by filling out the express form online at: http://buffonecard.colorado.edu/students/stu_general.cfm

Important Places

Campus Map:	http://www.colorado.edu/directories/webmap/
Student Center (UMC):	Find food, the Campus Bookstore, the Computer Store, and more.
Bookstores:	Campus Bookstore - at the UMC Colorado Bookstore - on the Hill Boulder Bookstore - on Pearl Street (non-technical books)
Engineering Center:	Room Numbers - ECME stands for Engineering Center Mechanical Engineering ECCR stands for Engineering Center Class Room Celestial Seasonings - In the front lobby, serves coffee, tea, sandwiches, etc.
Libraries:	Engineering Library - Right next door in the Math Building Norlin Library - Main Campus Library Online Database - http://libraries.colorado.edu

Important Contact Information

Sharon Anderson

Graduate Coordinator
Office: ECME 112B, 303-492-7444
E-mail: Sharon.E.Anderson@Colorado.EDU

Vicki Bain

Accounting Services
Office: ECME 112C, 303-492-7202
E-mail: Vicki.Bain@Colorado.EDU
Can help with: keys to the building, purchasing and travel questions

Assistant Professor Oleg Vasilyev

Graduate Chair
Office: ECME 126, 303-492-4717
E-mail: Oleg.Vasilyev@Colorado.EDU

Patti Siegfried

Assistant to Chair
Office: ECME 112D, 303-735-6262
E-mail: Patti.Siegfried@Colorado.EDU
Can help with: ordering supplies, scheduling conference rooms, and mailing services

Graduate Committee Student Liaison
Sara Olesiak
E-mail: Sara.Campbell@Colorado.EDU

Greg Potts
Lab Coordinator
Office: ECME 1B62, 303-492-7646
E-mail: Greg.Potts@Colorado.EDU

Lead Teaching Assistant

Devon Scott
E-mail: Devon.Scott@Colorado.EDU

Important Campus Resources

Mechanical Engineering Department

<http://www.colorado.edu/mechanical/programs/graduate/index.html>

<http://www.colorado.edu/mechanical/programs/graduate/resources/index.html>

For information on courses and descriptions, schedule of classes, the Graduate Student Handbook, etc.

Ralphie's Guide

<http://www.colorado.edu/ralphie/index.html>

Ralphie's Guide to Student Life is one of the most comprehensive sources of information about the University of Colorado at Boulder. You can look up the information you need by category and by a traditional alphabetical list.

Office of the Registrar

<http://registrar.colorado.edu/default.htm>

For information on: Registration Deadlines, Changing your address, Grading and enrollment information, Registration Information, the BuffOne Card, Catalog orders, Commencement, Residency and tuition classification, the Time out program and more.

The Bursar's Office

<http://www.colorado.edu/bursar/>

For information on: Tuition and bill information, Student loans and debt management, and PLUS.

The Graduate School

<http://www.colorado.edu/GraduateSchool/>

For information on: Degree programs, the Graduate School calendar, Finances, Specifications on Masters' and Doctoral theses, the Graduate School rules and regulations, Graduate student services and more.

Wardenburg Health Center

<http://www.colorado.edu/StudentAffairs/healthcenter/index.html>

For information on student health insurance options and coverage details.

Other Useful Links

International Student and Scholar Services: <http://www.colorado.edu/OIE/isss/index.html>

Financial Aid: <http://www.colorado.edu/finaid/>

Recreation Center: <http://www.colorado.edu/rec-center/index.html>

United Government of Graduate Students: <http://uggs.colorado.edu/>

Course Requirements and Petitions

Information on classes required for graduation may be found in the [ME Graduate Student Handbook](#). Classes outside of ME may possibly be substituted for required ME courses through a

simple petition process. The graduate committee petition is available on the ME website at: <http://me-www.colorado.edu/MEDept/Graduate/Current/Forms/main.htm>. The Graduate Committee reviews all petitions on a timely basis.

Graduate Committee

Policies for the ME graduate program are determined by the Graduate Committee. The Committee is composed of four professors, the Graduate Coordinator, and the student Graduate Liaison. The committee will be meeting twice a month. Check with the graduate coordinator for the schedule. If you have any problems with the ME program, speak either to the Graduate Liaison or any of the members and it will be discussed in the next graduate committee meeting.

Graduate Student Offices

If you received a Teaching Assistantship or Research Assistantship, you are entitled to a desk in one of the three graduate-student offices. Please see the graduate coordinator when you arrive. All graduate students may get a key to the building from the department accountant.

Lab Access

Certain lab access / use is provided upon completion of a "Safety Class." The lab technician provides classes for the M.E. Department. If specific training is needed, EHS will provide classes upon request; contact the building proctor at 303-492-4392.

Hazardous Materials Training is required for lab work that will involve chemicals etc. Classes are offered at the beginning of the semester at the Environmental Health and Safety Center, 1000 Regent Drive - 303-492-6025.

Lab Access codes - Lab Access Keys, obtain access codes from professors and access keys with authorization from a professor by providing the department accountant the lab # and \$5.00, pick up key at Folsom Stadium, Gate 8.

Integrated Teaching and Learning Lab (ITLL)

ITLL access, go to ITLL wing / building, sign-up and take the tour and sign the contract, this allows equipment checkout (w/professors signature), access to the scanner, access to the machine shop (after taking a safety short course), etc.

Durning Lab

The M.E. Department has a machine shop in the basement below room 102 ECME, which is headed up by the lab technician. To use the equipment one must be previously trained. One may also provide the lab technician with the equipment requirements / drawings, budget account number, and schedule and have him perform the work.

Copy, Fax, Phone and Mailing Information

Mailroom Access

Open from 8am - 5pm, Monday through Friday during the school year. The mailroom includes a copy machine, fax machine, paper cutter, three-hole punch, and other office supplies available for student use.

Copier

Copier Code number - this is a project specific code. You will need to obtain this code from a Professor. Let the department accountant know the project account number and she will provide you with a code.

Mailboxes

Graduate students are provided with a mailbox on the right hand wall of the mailroom. Please check your mail often for items that cannot be e-mailed to you.

Phone Calls

On-Campus dialing On-Campus number:

Dial the last 5 digits of the number (ie. 303-492-7444 would be 2-7444)

On-Campus dialing Off-Campus number:

Dial 8 plus the phone number (ie. 303-938-0101 would be 8-303-938-0101)

Long Distance Phone Code - also a project specific code, obtain from Professor or provide the Assistant to the Chair the project account number and she will put the paperwork in for a new code. Instructions for using this code to send long distance faxes can be found on the fax machine. If using the code to call, dial 8 and the phone number. You will hear a series of beeps, then enter the phone code.

Establishing In-state Residency

If you are an out-of-state domestic student, take immediate action to gain residency. Instructions on how to do this are at http://registrar.colorado.edu/students/tuition_classification.html It takes exactly one year to gain residency and your status may affect the possibility of future funding opportunities. Nonresident tuition waivers are substantially more expensive than resident waivers.

Housing

The Off-Campus Housing Office: <http://www.colorado.edu/OCSS/>

Department of Housing: <http://housing.colorado.edu/>

Real Estate & Rental Listings: <http://www.thedailycamera.com>

Housing Helpers: <http://www.housinghelpers.com>

Boulder

If you enjoy the outdoors, Boulder is an extremely fun place to live (<http://www.ci.boulder.co.us/>). The following websites are also great resources for playing in Boulder:

Boulder Business Directory and Entertainment Information: <http://www.boulder.com/>

Listings of Live Music in Boulder/Denver Area: <http://www.denverbouldermusic.com/>

Bus Information: <http://www.rtd-denver.com>

Rock Climbing in Boulder: <http://www.climbingboulder.com/>

Hiking Trails in Boulder: <http://www.osmp.org>

[Bicycling in Colorado](#)

Safety Practices

The Engineering Dean asks that all students follow the safety practices in the Engineering Center. When you are asked to evacuate the building you must do so immediately. Do not attempt to reenter until told. Failure to comply is a violation of Student Conduct Code 11(d).