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August 2006

Hello!

I am writing to you as the Chair of the Department of Civil and Environmental Engineering (CEE) to welcome you to the CEE family! We are excited that you chose the University of Wisconsin-Madison to pursue your graduate studies and we look forward to working with you.

In the CEE department we have a tradition of doing cutting edge research and providing quality education in a friendly and encouraging environment. If you have a question or concern, please contact me, a faculty member, or staff member. Use this handbook as a guide and as a primary resource to answer your questions, but always feel free to seek assistance from CEE faculty and staff.

I would like to encourage you to become an active member in the CEE community by getting to know students, faculty, and staff both within your academic specialty area 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 taco lunches!

Please consider joining us at our 10th Annual UW-Madison CEE Golf Outing. The outing has been scheduled for **Monday, Sept. 11, 2006**, and will be held at the Yahara Hills Golf Course in Madison. We hope to raise $50,000 at this year’s event which has become a key networking event for alumni, industry, students, faculty, and staff. If you are interested in participating in the outing in any capacity, please refer to the registration form which is available at [www.engr.wisc.edu/cee/CEEGolfOuting2006.pdf](http://www.engr.wisc.edu/cee/CEEGolfOuting2006.pdf) for more information.

On Wisconsin!

Sincerely,

Jeffrey S. Russell, Ph.D., P.E., F. ASCE
2.0 Introduction to the Civil and Environmental Engineering Department

2.1 Important People to Know:

Jeffrey Russell, Professor and Chair of CEE Department
   Russell@engr.wisc.edu
   Office: 2205 EH
   Phone: (608) 262-7244

(For a complete listing of CEE Faculty see http://www.engr.wisc.edu/cee/faculty/)

Marsha Landretti, Department Administrator
   Landretti@engr.wisc.edu  Office: 2208 EH  Phone: (608) 262-7812
   (All personnel functions including payroll/timesheet)

Sue Brunsell
   Brunsell@engr.wisc.edu  Office: 2210 EH  Phone: (608) 265-6345
   (Assistant to Chair, CEE Department Keys, Special Event Room
    Requests/Conference Room/Truck Reservations, Fleet Car Requests, Travel
    Expense Report Auditor, Assist in Travel Arrangements and Supply/Equipment
    Ordering, Procard Manager, Mail/UPS, Catering, CEE Scholarships, CEM program))

Lynn Maertz
   Maertz@engr.wisc.edu  Office: 2212 EH  Phone: (608) 262-3491
   (Authorization of students to enroll in courses, special event room requests, fleet car
    requests, travel expenses, Procard Manager, GLE program--admissions, warrant requests,
    commencement registration, grade change forms, fellowships and scholarships)

Pam Peterson
   prpeters@engr.wisc.edu  Office: 2205 EH  Phone: (608) 262-5198
   (Warrant requests, Commencement registration, grade change forms, graduate
    admissions)

Abby Dawes
   aedawes@wisc.edu  Office: 2205 EH  Phone: (608) 890-0864
   (Graduate student orientation, graduate student handbook, maintain data base of faculty
    advisor assignment)

Amy Anderson Schweppe
   amy@engr.wisc.edu  Office: 2206 EH  Phone: (608) 262-6818
   (All accounting functions for CEE, Pro Card Site Manager, Reviews and closes
    all grants)

Alex Wong, I/T- Computer Support
   For Graduate Student Computer Help:
   http://civilapps.cee.wisc.edu/CivillIT/StudentReq.php

2.2 Important Websites

   www.engr.wisc.edu/cee  (Department Website)
   http://wendt.library.wisc.edu/  (Engineering Library)
   http://www.eive.wisc.edu/  (Campus Information and Visitor’s Center)
   http://www.intstudents.wisc.edu/  (International Student Services)
   http://www.wisc.edu/grad/  (The Graduate School)
   http://www.engr.wisc.edu/studentshop/  (College of Engineering Student Shop)
2.3 Important Dates for the 2006-2007 Academic Year

- **September 5, 2006**- First day of class
- **September 15, 2006**- Last day to add courses without departmental approval
- **November 24, 2006**- Last day to drop courses and to convert from credit to audit
- **December 15, 2006**- Last day of class
- **January 22, 2007**- First day of class
- **March 31-April 8**- Spring Recess
- **May 11, 2007**- Last day of class

3.0 Academics

3.1 Advising
Every graduate student must have a faculty advisor. Most often, the faculty advisor provides the graduate student 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 advisor and other faculty in their interest area PRIOR to enrolling for courses.**

3.1.1 Finding a Faculty Advisor
When graduate students are admitted to an area of study within the CEE department their advisor is either the faculty person providing financial support or the faculty chair/graduate student coordinator within their area. Students assigned to the faculty chair or to the graduate student coordinator are expected to become familiar with all faculty in that area and their research interests. After identifying a faculty person with similar research goals, a student should discuss with that faculty member his or her willingness to serve as their advisor.

3.1.2 Changing a Faculty Advisor
Changing advisors during the 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 interest area and request a change in advisor with Abby Dawes in room 2205.

3.1.3 Changing Degree Level
It may become necessary for some students to change degree level. Some students, who begin working toward a Ph.D., may switch to a M.S. degree. Conversely, some students, who plan to complete only a M.S. degree, may be accepted and continue directly into a Ph.D. program. These decisions MUST be made with the support of the faculty advisor. Change of degree forms can be picked up in the CEE office (2205 EH).
** International Students must also inform the International Student Services Office as soon as they decide to change their degree level.

3.2 Registering for Classes
Course registration can be accessed on-line through the MyUW student portal at [www.wisc.edu](http://www.wisc.edu). The “Student Center” section of the MyUW portal is where courses may be added or dropped and a course schedule grid may be accessed.

3.2.1 Registering for Independent Study, Research or Thesis Credits
If M.S. degree students choose to do an advanced independent study (CEE 999), they will need to fill out a Registration Authorization form which can be found at [http://www.engr.wisc.edu/cee/current/](http://www.engr.wisc.edu/cee/current/)
or in the filing boxes outside of 2205 Engineering Hall. These forms MUST be signed by the faculty advisor. Forms should be returned to Lynn Maertz in 2212 Engineering Hall.

Research and Thesis Credits for master’s degree students is CEE 790, for pre-dissertator Ph.D. students it is 890, and for Ph.D. students with dissertator status it is 990. Graduate students should be able to sign-up online for these classes without needing a Registration Authorization form, but if any problems arise forms can be used. (Forms are found at http://www.engr.wisc.edu/cee/current/ or in the filing boxes outside of 2205 Engineering Hall and should be returned to Lynn Maertz in 2212 Engineering Hall.)

3.2.2 Registering for a Closed CEE Class
Forms for adding a closed CEE class can be found on-line at http://www.engr.wisc.edu/cee/current/ or in the filing boxes outside of 2205 Engineering Hall. Forms must be filled out completely AND signed by the faculty member teaching the course. Forms should be returned to Lynn Maertz in 2212 Engineering Hall. There is no guarantee that students will get into closed courses unless there is written approval from the faculty member who is teaching the course.

3.2.3 Credit Load
The minimum credit load for non-dissertators for the fall and spring semester is two graduate-level credits (300 or above). The maximum credit load for non-dissertators for fall and spring semester is 12 graduate-level credits. Courses taken pass/fail, for audit, or below 300 do not count towards these minimums or maximums.

- Students with 33.3% assistantships must take six credits to be considered full-time students. During the summer they must take two credits to be considered full-time.
- Students with 50% assistantships must take four credits to be considered full-time students in the fall and spring semesters. During the summer they must take two credits to be considered full-time.
- Dissertators are required to enroll for three graduate-level credits (generally research and thesis or required seminars) directly related to their dissertation in both the fall, spring and summer sessions.
- International students MUST be full-time students. See ISS for specific requirements.

3.2.4 Credit Overload
In order to enroll in more than the maximum credit load, students must submit a Credit Overload Request form, http://info.gradsch.wisc.edu/forms/overload.html . This form must be signed by your faculty advisor and turned into the Graduate School at 217 Bascom Hall. The Graduate School will look closely at the rationale for the request, and if the request is approved, the student is responsible to add the course.

3.2.5 Transferring Graduate Credits from other Institutions
The Graduate School’s minimum credit requirement for graduation can ONLY be satisfied with graduate-level courses taken as a graduate student at UW-Madison. The minimum credit requirement is 16 credits for master’s degree students and 32 credits for Ph.D. students. Master’s degree students who have been absent for five or more years lose all degree credits earned before absense.

3.3 Master’s Degree Timeline and Specifics

3.3.1 Master’s Degree Options:

Option A: Thesis: This program requires a minimum of 24 credits of graduate work, including 5 - 8 credits of research. Students who wish to do advanced study and publishable research in a well-defined area of specialization are encouraged to pursue this program. The course program is arranged jointly by the student and the advising professor.
**Option B: Independent Study:** This program requires a minimum of 30 credits of graduate work, including 3 to 9 credits for an independent research project. Projects may include design, synthesis, engineering practice, or research elements and must result in an engineering report. The course program is arranged jointly by the student and the advising professor.

**Option C: Non-B. S. Engineering Program:** Students who do not have a B.S. degree in engineering are required to complete 40 credits of graduate-level courses. At least 30 of these credits must be in Civil and Environmental Engineering. An independent study research project or thesis is also required as in Options A or B.

### 3.3.2 Master’s 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 forms are available in room 2205 Engineering Hall, and should be submitted to Pam Peterson. Students are required to fill out the date they have planned for their defense and the faculty members on their committee. An email will be sent to the student from the department office when the warrant has arrived from the Graduate School and is ready to be picked up for the committee members to sign at the defense.

### 3.3.3 Master’s Degree Defense

The student is responsible for contacting the members of his or her committee and informing members about potential dates of the oral defense exam. Once a date is set, the student informs the major professor, and also reserves the Conference Room (2227 EH) for the exam (see Lynn Maertz, Sue Brunsell, or Pam Peterson for room reservations).

Generally the student must submit to committee members a copy of his/her report or thesis at least seven days in advance of the oral exam. If a shorter time is needed, the student must obtain permission from each member of the committee. The student is expected to prepare a 20-30 minute formal presentation of his/her work. Overheads or computer projection can be used in the presentation and are 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 the students is expected to make all of the appropriate corrections to his/her report or thesis and submit the signed warrant and an exit survey to room 2205 EH along with the grade change report for 790 (changing Progress or Incomplete grades to Satisfactory). Please see Pam in 2205 Engineering Hall if you have further questions prpeters@engr.wisc.edu.

### 3.3.4 Defense Window Period

A Window Period is approximately three weeks after the end of the fall and spring semesters and less than a week after the end of the summer session during which degree requirements may be completed without payment of additional registration fees. For example, if the spring semester ends on May 12th, and the student meets all the degree requirements by June 16th (the end of the set window period), the student’s degree will be conferred in August, but the student will not have to pay fees for the summer session. See Pam Peterson in 2205 EH with questions.

### 3.3.5 Thesis Binding/ Deposit

It is the student’s responsibility to bind and deposit their thesis. As a courtesy, students should provide their advisor with a bound copy of their thesis. Faculty advisors may offer to pay for printing and binding the thesis, but it should not be expected. Printing can be done through DoIT and binding can be done at Grimm’s Book Bindery in Madison. The phone number for Grimm’s Book Bindery is (608) 221-4443, and the email address is info@grimmbindery.com. Students should check with their faculty advisors to find out whether they need to deposit their thesis in Memorial Library or Wendt Library.
3.3.6 Commencement
Students wishing to participate in Commencement Ceremonies should indicate in their MyUW account, the semester they plan on graduating. Then, students should be sure to watch their email for commencement registration announcements. In order for students to get their name in the graduation program, they must contact Pam Peterson in 2205 either via email or in person. The deadline for getting your name in the graduation program is usually two months before graduation. There are no commencement ceremonies in August. Students who finish their studies during the summer term can “walk” in the May graduation ceremonies preceding their August graduation. For details about commencement see: [http://www.secfac.wisc.edu/commence/](http://www.secfac.wisc.edu/commence/).

3.4 Ph.D. Timeline and Specifics

3.4.1 Ph.D. Requirements
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 thesis presenting original research or creative scholarship with a high degree of literary skill.

Basic requirements for a Ph.D. degree with a major in Civil Engineering include:

1) Qualifying Examination
2) Preliminary Examination
3) Thesis Research
4) Final Oral Examination

In addition, all Ph.D. students should consult their advisor and committee about improving technical writing and technical presentation abilities through formal courses or other methods.

3.4.2 Qualifying Examination
CEE faculty in a student’s area of research determines the coursework needed for a student to prepare for the Qualifying Examination. 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, verifying that a student has passed the qualifying exam, must be signed by the student’s advisor and returned to the Student Services Coordinator in 2205 Engineering Hall.

3.4.3 Ph.D. Minor
Students must complete a cohesive body of work outside the CEE major. This work is termed the Minor and consists of two options. Option A includes coursework in a single department and requires approval by that department. Option B includes coursework in two or more departments and may include CEE courses that are not part of the student’s major area. The student must consult the requirements for the Ph.D. minor with the advisor before deciding which option to pursue. For Option B, the minor proposal must be approved before or by the time six of the total credits required for the minor are completed.

Minor approval forms for either of the minor options can be obtained on the web at [www.engr.wisc.edu/CEE/current/](http://www.engr.wisc.edu/cee/current/) or in 2205 EH.
3.4.4 Thesis Research
Attainment of a Ph.D. degree requires the preparation of a thesis 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 thesis committee. The thesis committee shall consist of four faculty members (besides the student's advisor) in the area of specialization of the student. At least one, but no more than two members of the committee shall be from outside the Department of Civil and Environmental Engineering.

3.4.5 Preliminary Examination
The Preliminary Examination may be taken only after approval of the minor proposal. This oral examination is based upon a written proposal and a detailed plan to carry out the Ph.D. thesis. Students must consult with their advisor for specific details of the requirements for the preliminary examination. The student’s preliminary examination committee consists of at least four faculty members of which at least three must be from the CEE Department. One member is usually from the minor department or area.

The preliminary exam warrant must be requested at least three weeks before the proposed exam date. Exam warrants can be obtained and should be turned into Pam Peterson in 2205 EH. An approval form is available where the student may check off the completion of the above requirements. The student must attach a current transcript (a copy of the transcript form ISIS 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 defense.

3.4.6 Dissertator Status
A dissertator is a unique fee status for students who have completed all requirements for a Ph.D. degree except for the dissertation. To be eligible for dissertator status you must:

1) Pass the Preliminary examinations
2) Satisfy the Ph.D. minimum credit requirement (32 credits as set by the Graduate School)
3) Complete all minor requirements
4) Complete all major requirements except the dissertation
5) Clear all I or P grades in non-research courses
6) Return the signed preliminary exam warrant to the Graduate School

3.4.7 Ph.D. Warrant and Oral Defense
The Ph.D. Final Oral Defense committee consists of five faculty members. At least one committee member must be from outside the CEE department. Usually, this committee is the same committee as for the preliminary exam. This examination requires a demonstration of the unique contributions of the research and a defense of the methods used and conclusions drawn. The final committee form must be filled out and sent to the Graduate School at least three weeks in advance of the defense (this form is only available in 2205 EH). The Graduate School reviews the composition of the committee (all members must be tenure or tenure-track faculty) and sends back a packet of materials for the student to use in finishing the administrative details of graduation. After the final defense, the student must follow all of the procedures described in the pamphlet. “The Three Ds of Defending.” The student is responsible for depositing the thesis at the Graduate School and at that time is no longer eligible for financial support. 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 thesis defense is accomplished or at the end date of the appointment.

3.4.9 Commencement
(See 3.3.6, same as Master’s Degree Commencement Instructions)
3.5 Professional Engineering Exams
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) Exam is a pre-requisite for becoming a licensed Professional Engineer.

3.5.1 Registering for the Professional Engineering Exams
The FE Exam is held twice a year, once every fall and spring. Registration for the test must be completed at least ninety days prior to the exam. To register for the exam online go to: http://www.cps.ca.gov/TakeATest/Wisc/index.asp. Also, see this website for information on requirements to become a Professional Engineer in the Wisconsin. At least four years of professional, post-college experience is required to apply for the Principles and Practice (PE) Examination; passing this examination, along with the required experience and passing the FE exam, qualify you to become a licensed Professional Engineer.

3.5.2 Reviewing for the Professional Engineering Exams
UW-Madison does not currently have a formal review for the Professional Engineering Exams. There is a PE exam review course offered by UW-Milwaukee School of Continuing Education: http://cfprod.imt.uwm.edu/sce/course.cfm?id=126. Also, there is a company called the School of Professional Engineering, which offers classes and problem-solving workshops on the weekends. The website for this review course program is: http://www.schoolofpe.com/default.asp.

3.6 Requesting Transcripts
Current students at UW-Madison can request transcripts online through their MyUW account under the Student Center tab. Former students can also request transcripts online at http://myinfo.wisc.edu. Students will need to know their student ID number to access the transfer request system.

4.0 Financial Support/Insurance Benefits

4.1 TA/RA/PA
The Civil and Environmental Engineering Department offers several different types of financial support for graduate students. Three common types of financial support are Teaching Assistantships, Research Assistantships, and Project Assistantships (TA/RA/PA respectively). Teaching Assistants and Project Assistants with at least a 33.33% appointment are eligible to receive tuition remission. Some Research Assistantships also include 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. (For the Spring 2006 Semester the Segregated fees ranged from $43.38 for one credit to $333.04 for eight credits.)

4.1.1 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. Application materials are available in the CEE Department Office, 2205 Engineering Hall. In selecting among applicants, the Department will consider applicants' preparation and achievement in the relevant subjects and their potential as effective teachers for UW undergraduates. If no qualified Civil and Environmental Engineering 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. Final selection will be made by the Chair.
4.1.2 Expectations of Teaching Assistants in Civil and Environmental Engineering
Teaching Assistants must attend the College of Engineering Teaching Improvement workshops held in August and January. Teaching Assistants will receive student evaluations using the College of Engineering Teaching Evaluation Form. The Department recommends supervising faculty to evaluate inexperienced (first two semesters) 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 with the TA.

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

4.1.4 Applying for Project Assistantships
There are a few project assistant opportunities on campus. Announcements of openings are posted on the UW Job Center Web Page (www.jobcenter.wisc.edu). For Project Assistantships in the Department, please submit a resume to the main office. The process established for selecting TAs is also used for Project Assistants.

4.1.5 Credit Load Requirements for TA/RA/PA
Teaching Assistants must be full-time students during the fall and spring semesters, however they are not required to enroll in summer classes. Research Assistants must be full-time students in the fall and spring semesters, and must take at least two graduate-level courses during the eight-week summer session. Project Assistants must be enrolled for at least two graduate-level credits during the fall and spring semesters, however they are not required to enroll in summer classes.

4.2 Health Insurance
TAs, RAs, PAs, 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 booklet provided for 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. Unsupported students may visit the following website for health insurance information: http://www.studentinsurance.com/uwm/uwm.html. In order to activate your insurance benefits you must see Marsha Landretti in 2208 Engineering Hall. You are encouraged to take care of this as soon as possible, as the strict deadline of a 30-day enrollment period is observed.

4.2.1 Health Insurance for International Students
International students are required to purchase SHIP insurance unless they have other health insurance that meets certain minimum standards. International CBE 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.
For more information see: http://www.uhs.wisc.edu/.

4.3 Tax Information
All RA, TA and fellowship income is subject to federal and state income tax. However, only 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 Marsha Landretti. For questions regarding specific tax situations, students are encouraged to contact either the Internal Revenue Service or a tax advisor. The UW does not provide tax advice.
4.3.1 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.

4.4 Payroll/ Timesheets
Student hourly packets are found on the CEE website. Click on the link entitled Enrolled Students. You will see a list of forms, scroll down to mid page and you will find the forms you will need to become a student hourly. Fill out forms and return to Marsha Landretti in room 2208 Engineering Hall. Students are now using the online system called MY TIME to submit their hours. Once your appointment is set up, you will receive an email with your login and password. Supervisors are approving on line for most students so it is not necessary to print a timesheet. Instructions for using MY TIME are found outside the department office.

4.4.1 Paper Graders
Paper graders are part of the TAA 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.

5.0 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:

- Civil IT (Information Technology) - [http://civilapps.cee.wisc.edu/CivilIT/CivilITIndex.php](http://civilapps.cee.wisc.edu/CivilIT/CivilITIndex.php)
- CAE (Computer Aided Engineering) - [http://www.cae.wisc.edu/](http://www.cae.wisc.edu/)
- DoIT (Division of Information Technology) - [http://www.doit.wisc.edu/](http://www.doit.wisc.edu/)

5.1 Your own computer?
Your faculty research adviser 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:

- bring your own laptop
- rent or borrow a laptop
- use a CAE lab computer

5.1.1 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/site/public/?title=onetoone](http://www.cae.wisc.edu/site/public/?title=onetoone)

...to make sure your laptop computer is strong enough to handle the Engineering network.

Make sure to read the handout "Before Connecting Your Laptop to the Network."

5.1.2 Rent or borrow a laptop
DoIT rents laptops by the semester: [http://support.doit.wisc.edu/showroom/page.php?id=3086](http://support.doit.wisc.edu/showroom/page.php?id=3086)

UW InfoLabs loans laptops for short periods of time: [http://laptop.college.library.wisc.edu/](http://laptop.college.library.wisc.edu/)
5.1.3 Use a CAE lab computer
CAE maintains a number of computer labs with Windows and Linux computers on the Engineering campus. In some cases, the computers in the labs are faster than the ones available in the Civil grad student offices. More software is available in the CAE labs. See this webpage for more info:  
http://www.cae.wisc.edu/site/public/?title=labindex

5.2.1 Responsibilities - CEE-owned computers
If you choose to use a CEE-owned computer provided by your faculty adviser, please take care of your computer by:

- Protecting your computer from viruses by updating the virus definitions once per week, then scanning for viruses
- Check for spyware once a week
- Keeping the monitor clean.
  - For the newer flat screen monitors - use a soft, lint free cloth dampened with water only. You can get lint-free cloths from Civil IT.
  - For older, CRT monitors use a soft cloth and glass cleaner.
- Not eating or drinking over the keyboard. To clean the keyboard, power off the computer, then turn the keyboard upside down over your desk and shake it.

Avoid "customizing" the CEE-owned computer by doing any of the following:

- Reformatting the hard drive and reloading the operating system
- Installing or removing any ArcGIS software product
- 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.

CAE will not assume responsibility for supporting such a machine. 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 $67/hour for normal response, $134/hour for 2 hour service (Spring 2007).

5.2.2 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>CAE Lab</th>
<th>UW-Owned Office</th>
<th>UW-Owned Research Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email - school, work related</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
<tr>
<td>Email – personal</td>
<td>Limited</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Homework</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
<tr>
<td>Surfing the Internet</td>
<td>Limited</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Playing computer games</td>
<td>No</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Commercial or political activities</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Activity</td>
<td>Computer Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Engineering research</td>
<td>CAE Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watching pornography*</td>
<td>UW-Owned Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Downloading or sharing illegal music or videos*</td>
<td>UW-Owned Research Lab</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* In certain circumstances these activities could result in civil or criminal prosecution

5.3 Computing Rules and Security

5.3.1 Overview

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.

Civil Engineering is a community. Computing rules exist to help us share valuable resources. Reckless computing behavior endangers computers college-wide - all the way up to the Dean of the College of Engineering.

When you access the College of Engineering network in Civil Engineering, you agree to abide by all computing guidelines and rules of the department, CAE, and the UW. Your responsibilities are:

- Read the rules
- Know the rules
- Follow the rules

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.

5.3.2 The CEE Computing "Rules of the Road"

These rules are subject to change - make sure to check the Civil IT website for the latest version: [http://civilapps.cee.wisc.edu/CivilIT/RulesoftheRoad.html](http://civilapps.cee.wisc.edu/CivilIT/RulesoftheRoad.html)

### CEE-Owned Computers

- Don't run server operating systems - period. Your research is on civil engineering, not computer science. The computers are not toys.
- Absolutely no web servers or FTP servers - period. They compromise the network.
- Don't reload or change the operating system.
- Do not remove Novell Netware or Symantec Antivirus software.
- Never tamper with any computer user account, particularly the Administrator account and any computer maintenance account. "Tamper" includes changing passwords to lock others out and increasing or decreasing security privileges.
- We do not allow remote desktop access of work computers from home. If you can remote control the computer, so can a hacker, and it endangers our network.

### All Computers Accessing our Network

- No downloading or file sharing of illegal music, videos, or files. Illegal downloads may result in criminal or civil prosecution as well as suspension of your network access.
- Do not tamper with a computer to regain network access when DoIT, CAE, or Civil IT has placed a network block on the computer.
- Never purposefully erase or destroy research data whether the computer is owned by you or the UW.
- Use chat software at your own risk. Chat software punches a hole through your computer's firewall. Holes in a firewall expose your computer to viruses and hackers. If your computer is compromised and endangers our Engineering network, we will cut your network connection. If the computer is
<table>
<thead>
<tr>
<th>CEE-Owned Computers</th>
<th>All Computers Accessing our Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEE-owned, we will confiscate it, erase all the software and data and rebuild the computer back to basics. If you own the computer, we will not turn the network connection back on until you can certify that DoIT Computer Repair has completely rebuilt the computer - their rates are currently $67 an hour.</td>
<td></td>
</tr>
</tbody>
</table>

Note: This is not a complete list of all the campus computing policies – you are also subject to the following rules and policies:

**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:**
- Information Technology Policies: - [http://www.doit.wisc.edu/security/policies/](http://www.doit.wisc.edu/security/policies/)

### 5.3.3 Additional Computing Responsibilities

#### 5.3.3.1 Backing up research data
You are personally responsible for backing up all University-owned and research data on your computer on a regular basis, even if you own the computer personally. If Civil IT needs to rebuild the machine we will not backup/restore any existing data. During the school year Civil IT averages rebuilding one student computer per week due to viruses, spy ware, or damaged operating systems - the next computer could be yours. If you store your files on the network drive space CAE provides, the files are backed up for you.

If you insist on not using the CAE-provided space, see this webpage for backup options: [http://www.cae.wisc.edu/site/public/?title=protectuserdata](http://www.cae.wisc.edu/site/public/?title=protectuserdata)

#### 5.3.3.3 Locking your computer
You are required to secure your computer when you leave it for more than 5 minutes. You may log off, shut the computer down, or for a Windows pc running Novell, you may lock it by pressing Control-Alt-Delete and choosing "Lock Workstation."

If Civil IT finds an unlocked, open computer logged into the network with no one using it we will lock the computer and leave a warning note.

#### 5.3.3.4 Spyware Detection/Prevention
You are required install a spyware detection package and run it at least once a week. You can download Ad Aware for free at this webpage: [http://shelf.doit.wisc.edu/PC/Ad-aware_SE_Professional/1.0/aawsepro.exe](http://shelf.doit.wisc.edu/PC/Ad-aware_SE_Professional/1.0/aawsepro.exe)

### 5.3.4 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.
- NEVER share out your computer's hard drive or turn off your computer's firewall.
5.4 Network Access
The College of Engineering has both wired and wireless networks. Wireless access requires a computer account; wired access requires a computer account and computer registration.

Network access is a privilege, not a right. If the privilege is abused, network access may be suspended or removed.

NOTE: Under NO circumstances are you allowed to access the network without permission. This includes, but is not limited to, typing in a network address or switching network cards. If you try this, we reserve the right to cut off the network connection TO THE ENTIRE ROOM.

5.4.1 Computer Accounts
There are three types of computer accounts at Civil:

- DoIT
- CAE
- Civil

The three 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  
              • WisCal, a web-based calendar program  
              • MyWebspace, file server space of 200 megabytes 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/) |
| Civil        | • Login to a specific CEE-owned computer in Civil. | Contact Civil IT by completing this webform:  
[http://civilapps.cee.wisc.edu/CivilIT/StudentReg.php](http://civilapps.cee.wisc.edu/CivilIT/StudentReg.php) |

5.4.2 Wireless access
Wireless network access is available throughout the Engineering campus. For specific locations, please refer to this webpage:  
[http://www.cae.wisc.edu/site/public/?title=fswengr](http://www.cae.wisc.edu/site/public/?title=fswengr)

When you walk within range of a wireless network and open a web browser, the browser will automatically redirect to the DoIT wireless login page. Enter your DoIT NetID and password to login.
5.4.3 "Wired" access from your office
Before a laptop can access the Engineering network through a wired connection, you must request permission using this webform:
http://civilapps.cee.wisc.edu/CivilIT/DeviceReq.php
NOTE: Under NO circumstances are you allowed to access the network without permission. This includes, but is not limited to, typing in a network address or switching network cards. If you try this, we reserve the right to cut off the network connection TO THE ENTIRE ROOM.

5.5 Email
The campus web-based email program is called WiscMail. The program includes virus scanning and spam filtering.

5.5.1 Email Disk Space
You get 100MB storage space free for messages and attachments. If you want to purchase additional space ($20 to go to 1 gigabyte, $40 to go to 2 gigabytes), you can do so through this webform: https://charge.doit.wisc.edu/wiscmail/cgi-bin/home.cgi

5.5.2 Checking your WiscMail Email
We recommend that you use the web interface to access your WiscMail account. Your email, folders, and attachments stay on the server so you can access them anywhere you can access the Internet. The website login page is:
https://login.wisc.edu/?appurl=wiscmail.wisc.edu/login

5.5.3 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 bounce when your account is removed.

Graduates are eligible for a free web-based email account through the UW Alumni Association. See this webpage for details:
http://waa.uwalumni.com/email/signup.php

5.6 Disk Space
CAE provides grad students with at least 2 gigabytes of networked file storage space. This space is backed up nightly. This is where you should store your thesis and research documents.

5.6.1 Checking your remaining CAE disk space
Go to this webpage and login using your CAE username and password:
http://www.cae.wisc.edu/site/myaccount/?title=acctmanagement

5.6.2 Accessing your CAE disk space in the CAE labs or from your CEE-owned office computer
Login to the computer via the Novell (red and gray) login screen.

Note on CEE-owned computers: if you do not see the Novell screen, something is setup wrong. Please contact Civil IT to correct it via the online web form:
http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php

- The "workstation only" box should NOT be unchecked. If you uncheck it and you can't login, then something is wrong with the way the computer is setup and it needs to be fixed.
- Open MyComputer. Select the i: drive.

5.6.3 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/site/public/?title=ftpsetup
5.6.4 Remote control of a CEE-owned computer to access programs and files
We do not allow this. If you can access the computer remotely, so can hackers and it endangers the security of our network.

5.6.5 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.
- Make sure you're logged into Novell
- Open MyComputer 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/site/public/?title=filerestore](http://www.cae.wisc.edu/site/public/?title=filerestore)
- Select the name of the file you want restored. Click Salvage File. The system restores the file to the same folder you selected.

5.6.6 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.

5.6.7 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/site/public/?title=aftergrad](http://www.cae.wisc.edu/site/public/?title=aftergrad)

5.7 Printing

5.7.1 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 iPrint software - see this webpage for instructions:
[http://www.cae.wisc.edu/site/public/?title=iprintxp](http://www.cae.wisc.edu/site/public/?title=iprintxp)

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 170 of the CAE building. Visit this webpage for a map:
[http://www.cae.wisc.edu/site/public/?title=morerppaper](http://www.cae.wisc.edu/site/public/?title=morerppaper)

5.7.2 Printing to printers in a grad student office
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. If the printer needs maintenance or repair, complete the Civil IT webform located at:
[http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php](http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php)

5.7.3 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.
5.8 Other Computing Peripheral Devices

5.8.1 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 Library 405
- DoIT has slide scanners available in a number of computer labs - check this webpage for details:
  http://www.doit.wisc.edu/computerlabs/hardware_locations.asp?HWID=9

5.8.2 Digital Cameras
Digital cameras can be borrowed from the College Library or rented from DoIT:
- Borrowing information: http://www.doit.wisc.edu/computerlabs/detail.asp?LabID=6
- Rental information: http://support.doit.wisc.edu/showroom/page.php?id=3086

5.9 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 adviser</td>
<td></td>
</tr>
<tr>
<td>located in grad student offices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ink, Inkjet printer</td>
<td>Contact your research adviser</td>
<td></td>
</tr>
<tr>
<td>Paper, printer</td>
<td>Contact your research adviser</td>
<td></td>
</tr>
<tr>
<td>Transparencies*</td>
<td>Contact your research adviser</td>
<td></td>
</tr>
<tr>
<td>Toner, printer</td>
<td>Contact your research adviser</td>
<td></td>
</tr>
<tr>
<td>USB flash drives</td>
<td>Student</td>
<td>DoIT Tech Store</td>
</tr>
</tbody>
</table>

* Only 3M PP2950 transparencies should be used in Civil laser printers and copiers. Other types may melt, damaging the printer or copier.

5.10 Software
Available software varies according to who owns and maintains the computer.

5.10.1 Software on CAE Lab Computers
CAE lab computers contain the most software - see this webpage for details:
http://www.cae.wisc.edu/site/public/?title=software

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

5.10.2 Software on CEE-owned computers

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

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

5.10.3 Software available through DoIT

5.10.3.1 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:  
https://wiscsoftware.wisc.edu/wisc/school.asp?institution=1022

5.10.3.2 Free software
DoIT provides a few security packages for free on their Security Starter Software CD - Symantec antivirus and Ad-Aware spyware scanner. You should only install this software on personally-owned computers; CEE-owned computers have different versions of the programs. See this webpage for further details on the DoIT-provided software:
https://www.doit.wisc.edu/security/startersoftware.asp

5.11 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="http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php">http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php</a></td>
</tr>
<tr>
<td>Software, install new</td>
<td></td>
<td></td>
<td></td>
<td><a href="http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php">http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php</a></td>
</tr>
<tr>
<td>Software, troubleshoot existing</td>
<td></td>
<td></td>
<td></td>
<td><a href="http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php">http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php</a></td>
</tr>
<tr>
<td>Repair</td>
<td></td>
<td></td>
<td></td>
<td><a href="http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php">http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php</a></td>
</tr>
<tr>
<td>Viruses, spyware</td>
<td></td>
<td></td>
<td></td>
<td><a href="http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php">http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php</a></td>
</tr>
<tr>
<td>Disk Space - CAE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access from off-campus</td>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.cae.wisc.edu/site/public/?title=ftpsetup">http://www.cae.wisc.edu/site/public/?title=ftpsetup</a></td>
</tr>
<tr>
<td>Questions, general</td>
<td></td>
<td></td>
<td></td>
<td>CAE Consulting</td>
</tr>
<tr>
<td>Restore deleted files</td>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.cae.wisc.edu/site/public/?title=filerstr">http://www.cae.wisc.edu/site/public/?title=filerstr</a></td>
</tr>
</tbody>
</table>

Printers (CEE-owned):

<table>
<thead>
<tr>
<th>Needs toner</th>
<th>Notify your research adviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs repair</td>
<td><a href="http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php">http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php</a></td>
</tr>
</tbody>
</table>

Laptops (personally-owned):

<table>
<thead>
<tr>
<th>Questions, general</th>
<th>CAE, DoIT Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network - troubleshoot connection problems</td>
<td>DoIT Help Desk</td>
</tr>
<tr>
<td>Repair</td>
<td>In warranty - manufacturer; after - DoIT Computer</td>
</tr>
</tbody>
</table>
### Software

<table>
<thead>
<tr>
<th>Component</th>
<th>Provider</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair</td>
<td>DoIT Help Desk</td>
<td></td>
</tr>
<tr>
<td>Viruses, spyware</td>
<td>DoIT Help Desk</td>
<td></td>
</tr>
<tr>
<td><strong>Ad-Aware</strong> (spyware detection/prevention)</td>
<td>DoIT Help Desk</td>
<td></td>
</tr>
<tr>
<td>CAE-provided</td>
<td>CAE Consulting</td>
<td></td>
</tr>
<tr>
<td>Microsoft Office</td>
<td>DoIT Help Desk</td>
<td></td>
</tr>
<tr>
<td>Questions, general</td>
<td>DoIT Help Desk</td>
<td></td>
</tr>
<tr>
<td>WisCal</td>
<td>DoIT Help Desk</td>
<td></td>
</tr>
<tr>
<td>WiscMail</td>
<td>DoIT Help Desk</td>
<td></td>
</tr>
<tr>
<td>MyTime</td>
<td>DoIT Help Desk</td>
<td></td>
</tr>
</tbody>
</table>

5.12 Computing Help Locations

<table>
<thead>
<tr>
<th>Help Provider</th>
<th>Location</th>
<th>Phone/Email</th>
<th>Websites:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil IT</td>
<td>2250 Engineering Hall</td>
<td><a href="mailto:civilsupport@engr.wisc.edu">civilsupport@engr.wisc.edu</a></td>
<td><a href="http://civilapps.cee.wisc.edu/CivilIT/CivilITIndex.php">Homepage, hours</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="http://civilapps.cee.wisc.edu/CivilIT/DeviceReq.php">Register laptop for the network</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php">Request help for CEE-owned computers</a></td>
</tr>
<tr>
<td>CAE Consulting</td>
<td>Room 172 CAE Building</td>
<td>(608) 262-5349</td>
<td><a href="http://www.cae.wisc.edu/site/public/?title=hdreq">Request help</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Email: <a href="mailto:helpdesk@cae.wisc.edu">helpdesk@cae.wisc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.cae.wisc.edu/site/public/?title=caeconsultants">Map, hours</a></td>
</tr>
</tbody>
</table>

6.0 Office/Building/Supplies

6.1 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.

6.2 Keys
For Civil and Environmental Engineering Room Keys:
Come to Room 2210 EH and get a key authorization form from Sue Brunsell.
For Structures Material Testing Laboratory (includes Asphalt Lab and Composites Lab) Room Keys: Come to Room 1314 EH and get a key authorization form from Carole Kraak.

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

2) Return the signed authorization to Sue Brunsell and/or Carole Kraak, respectively.

3) You will receive a three-part deposit card to take to the Bursar’s Office in the Administration Building at 21 N. Park Street, Suite 7101. 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.

4) 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 yourself and return the "Deposit Card" to the person who issued the authorization card.

5) At this time you will receive your key(s), along with an after hours 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.

6) 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 at the Administration Building.

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

6.2.2 Rules
Do not share this key with others.
Do not duplicate.
Please return keys "in person," (do not pass on to others).

6.3 Desk Assignment
Students who are receiving financial support from the CEE department will receive first priority for a desk assignment. Incoming graduate students should see Marsha Landretti for details. International students being funded by their country receive next priority for desk assignment and students not receiving financial support can inquire about possible desk availability with Marsha Landretti.

6.4 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.)

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 they know where they can find them. **When you graduate or no longer use your desk area, please thoroughly clean your desk!**

6.4.1 Office/Building/Supplies
If you have access to funding through a research and/or teaching assistantship, you may be able to order certain UW-related supplies. See Support Staff concerning options concerning any purchase. In general, graduate students are responsible for obtaining their own office supplies.

6.5 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.”

<table>
<thead>
<tr>
<th>Toll-free calls:</th>
<th>9 + 1 + 800 (866, 877, or 888) + 7-digit number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calling card calls:</td>
<td>dial 9 and follow instructions on the back of the card</td>
</tr>
<tr>
<td>Collect or billing to a third number calls:</td>
<td>9 + 0 + area code + number</td>
</tr>
<tr>
<td>International calls:</td>
<td>8 + 011 + country code + city code + number</td>
</tr>
<tr>
<td>All other long distance calls:</td>
<td>8 + 1 + area code (if outside 608 area) + number</td>
</tr>
</tbody>
</table>

### 6.6 Mailboxes
All graduate students are assigned mailboxes in the hallway outside of 2205 Engineering Hall. Students should check to make sure their name is listed. Students should report missing names to the staff in 2205 EH. The mailbox names 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 home addresses.

#### 6.6.1 Mailing Address

[Your Name]
University of Wisconsin
Department of Civil and Environmental Engineering
1415 Engineering Drive, Room 2207
Madison, WI 53706-1607

#### 6.6.2 Out-going Mail
Personal mail can be taken to the SW corner of Engineering Hall at 1342 Engineering Hall-near the loading dock, where there is a U.S. mailbag for all stamped outgoing mail. There are also Federal Express and UPS boxes located in this area. Campus Mail can also be brought and put in the box marked specifically for this purpose. If you are doing UW business-related mailing, please see a Support Staff for assistance.

### 6.7 Photo copying
Two photocopy machines are available in the Copy and Mail Center next to 2205 Engineering Hall. Photocopying on the department copy machines is NOT permitted for personal purposes, including for courses being taken by the student. If photocopying is required for your research project, see your major professor for an access code number. Teaching assistants will be given an access code number for the copier by the department administrator. Copiers are available nearby at Wendt Library, Union South, and Bob's Copy Shop for personal use. When using the Copy and Mail Center, please help keep the room clean by throwing out paper scraps, staples, etc. Report user-related problems to Marsha Landretti or to the department office. They will call for repair if necessary.

### 6.8 Faxes
There is a fax machine located in the Copy and Mail Center (2207 EH). 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 to 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 dial “8, 1” and the area code for long distance faxes.

### 6.9 University Vehicles
In order to drive a UW vehicle, students will 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](http://www.bussvc.wisc.edu/risk_mgt/risk_mgt.html). Bring completed forms to Sue Brunsell (2210 Engineering Hall) for signatures. She will then fax them to Risk Management. 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](http://www.bussvc.wisc.edu/risk_mgt/approved_driver_database.html). After approval, you will be sent a Driver Authorization Card, usually within ten days.

**6.9.1 CEE Truck**
Once you have completed the university driver’s authorization process, you are eligible to use the CEE department truck. You can reserve the truck on a first-come, first-serve basis with Pam Peterson in 2205 EH or Sue Brunsell in 2210 EH. The truck keys can be checked out in Room 2205 EH. The charges for using the CEE truck are as follows: $8.00/day, $4.00/half day, and $.23/mile.

The “W” wallet/keychain contains a department credit card that can be used to fill up the truck. Be sure to look at the bottom page on the clip board to see the pin number, which you will need if you get gas. Please fill up the truck if it is close to being empty AND save the receipt. When using the CEE truck ALWAYS fill out a truck authorization and report form and be sure to put the location of the vehicle on the next form, so the next student knows where to find the truck. Also, if gas is very low or toward empty, please fill up before parking truck in parking lot. If you return the truck after business hours, please leave the keys and a note with the location of the truck in the wooden lock-box directly outside of 2205 EH.

**6.9.2 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.

To obtain a fleet car on-line, see support staff. Your driver’s license number will be needed in order to proceed with the on-line process. Also, you will need to provide a funding code at that time. 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

If a vehicle is not available, you may choose to be put on a waiting list. You may also obtain a certificate of unavailability from 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)).

Also, you have the option of choosing to use a vehicle at DOA as another resource for a vehicle. DOA is acquired in the same manner as a UW Fleet car, but is located at 201 South Dickinson Street (eastside of Madison) and has some differing variation to their rules and policy, including paperwork.

2) The Car Fleet office (10 N. Murray St.) are 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. Car Fleet personnel will make sure you are an authorized driver by checking Risk Managements Approved Drivers Database. You will be issued a pack of gasoline credit cards, which should cover most areas of the US. Charges on
these cards are billed by Car Fleet, so these charges will not be personally reimbursable.

If you plan to pick up a vehicle after hours, you must call Car Fleet and arrange to have them drop the keys off at the Campus Police and Security. You will then be able to pick up the vehicle keys at their office located at 1429 Monroe Street after hours. The fleet car may be returned after hours. There is a key drop outside the Car Fleet office.

6.10 Reimbursement of Personal Funds for University Business
Travel Expense Report (TER)/Supply Reimbursement. As soon as possible after returning from a trip involving UW business/research, you must submit a TER to obtain reimbursement. You may also be reimbursed for any UW-related supplies purchased with personal funds. The CEE Department uses an on-line reimbursement form, located at http://www.cae.wisc.edu/TER/. Use Internet Explorer to connect to this website. A Fund-Account is required before you can complete this form, so have handy. Once this form is completed, Support Staff will audit its contents and you will be notified via email to deliver your receipts and sign the form. If you have any problems with the on-line system, see Support Staff.

You must submit all travel receipts (even if paid directly by UW in advance) in order to be reimbursed. This includes meals if over per Diem, forms of transportation, i.e., air fare, bus, taxi, lodging, parking, registration. For a full explanation of expenses reimbursable, please see attached "Travelers Reference Guide" or go online at http://www.uwsa.edu/fadmin/travel.htm. 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, on-line announcement of the meeting. Complete flight itineraries are also required.

6.11 Recycling
Recycling is mandatory in Madison. Recyclable containers (aluminum cans, tin/steel, glass, and high-density plastic bottles) should be placed in the blue funnel-topped waste cans you will see in the hallways. 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 emptied once a week. At other times, full containers may be left in the hallway for emptying.

6.12 SWAP (Surplus with a Purpose)
SWAP collects, processes, and redistributes surplus property (such as computer equipment, office furniture, lab supplies, etc.) generated by UW-Madison and 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 in the hallways on Engineering Hall, it is there to be used for SWAP…NOT to be taken at will! For more information see: http://www.bussvc.wisc.edu/swap/swap.html.

6.13 Coffee/Microwave/Vending Machines
There is also a soda cooler available in Woodburn Commons. The soda cooler operates on the honor system. There is a microwave that graduate students can use in the copy room (2207 EH). Please remember to clean up after any spills. Vending machines are located in the basement of Engineering Hall.

7.0 Student Life

7.1 Housing
There are many different housing options in Madison. The key to finding a good fit is to start early. Start your search on the internet on the Campus Information and Visitor Center (CIVC) website at http://housing.civc.wisc.edu/. They have updated housing listings as well as information about
tenants’ rights, university apartments, and finding housing in Madison. Almost all leases are 12 months long and start on August 15th.

7.2 Student ID/Wiscard
All students need a Student ID card. With this card, students can check out books from any of the Campus Libraries and it can also be used as a multipurpose debit card called “Wiscard.” Wiscard is accepted can be used to purchase food, textbooks, and school supplies around campus.

7.2.1 Obtaining a Student ID
Newly admitted students may obtain their initial card at no cost upon verification of enrollment by the card office staff. Continuing or returning students may obtain a card to replace a lost, stolen, or worn ID as needed. Replacement cards may be subject to a fee. In order to obtain your student ID you must present some form of personal photo identification such as a valid driver’s license, passport, or state ID. The Photo ID Office is located in Union South in room B109 and the hours are Monday-Friday 8:00am- 4:15pm.

7.3 Bus Pass
The ASM bus pass is free (already included in your tuition and fees) and includes unlimited rides on the Madison Metro, the local bus and paratransit agency. Bus passes will be available August 25, 2006-September 15, 2006, (Monday through Friday), from 10:00am-6:00pm in the Union South Lobby and on the Second Floor of Memorial Union. After September 15th, students can pick up their bus passes in the Student Print Shop located in the Memorial Union.

7.4 Student Organizations
There are over 600 student organizations at UW-Madison. For a complete listing of student organizations go to http://www.wisc.edu/studentlife/gettingInvolved.php. The following is a list of Student Organizations in which many Civil Engineering students are involved:

1) American Society of Civil Engineers
   http://www.engr.wisc.edu/studentorgs/asce/
2) ASCE Concrete Canoe
   http://www.engr.wisc.edu/studentorgs/canoe/
3) Chi Epsilon Civil Engineering Honor Society
   http://soo.studentorg.wisc.edu/sooform/search/orginfo.asp?RegHistoryID=8961
4) Construction Club (UW)
   http://www.engr.wisc.edu/cee/current/undergrad/constclub.html
5) Steel Bridge Team (UW)
   http://www.engr.wisc.edu/studentorgs/bridge/
6) Transportation Society (UWiTS)
   http://www.engr.wisc.edu/studentorgs/uwits/
7) Engineers without Borders (EWB)
   http://ewb.engr.wisc.edu/index.php?lid=in