



Michigan**Engineering**

Atmospheric, Oceanic and Space Sciences
Space Physics Research Laboratory

Student Handbook

2011 — 2012

We welcome you to the University of Michigan, to the Department of Atmospheric, Oceanic and Space Sciences and to Ann Arbor!

We are pleased you have chosen to join the AOSS Department. We want to make sure your transition into our Department is as easy as possible. This booklet was compiled to give you a handy guide to the many of the resources available through AOSS, the College and the University to help you in your academic career.

While many resources can be found on the web, AOSS faculty, staff and current students are available to assist you in person. The following staff are “frontline” when it comes to answering most of your questions. In most cases, they will have the answer for you or can refer you to the correct person or office.

- Undergraduate Advisors
 - Climate Science: Prof. Christiane Jablonowski - Rm. 1541B, 763-6238, cjablono@umich.edu
 - Climate Impact Engineering: Prof. Natasha Andronova - Rm. 1541D, 763-5833, natand@umich.edu
 - Meteorology: Prof. John Boyd - Rm. 1535, 764-3338, jpbayd@umich.edu
 - Space Weather: Prof. Aaron Ridley - Rm. 1416, 764-5727, ridley@umich.edu
- Graduate Advisor
 - Prof. R. Paul Drake - Room 1422, 763-4072, rpdrake@umich.edu
- MEng in Applied Climate
 - Prof. Natasha Andronova - Rm. 1541D, 763-5833, natand@umich.edu
- MEng/SGUS Space Engineering Graduate Advisor
 - Dr. Darren McKague - Room 1213, 763-6208, dmckague@umich.edu
- SGUS Atmospheric Science Graduate Advisor
 - Dr. Frank Marsik - Room 2109, 763-5369, marsik@umich.edu
- Paperwork, tuition bills, etc.
 - Sue Griffin - Room 2207, 647-3340, sgriffin@umich.edu
- Academic matters, permissions, etc.
 - Margaret Reid, Graduate - Room 2204, 936-0482, margreid@umich.edu
 - Sandee Hicks, Undergraduate - Room 2237, 764-3282, sandee@umich.edu
- Building, facilities, etc.
 - Marti Moon - Room 2510, phone: 647-3420, mamoon@umich.edu

MCards

Your MCard gives you access to the SRB after-hours and to many of the computer labs. Make sure you carry it with you at all times.

Card Reader Entry

The card readers automatically lock and unlock the front (south) and back (northeast) entry doors at 6:00 pm and unlock at 6:30 am, Monday — Friday. They also remain locked 24 hours/day on Saturdays, Sundays and U-M Holidays. You must use your MCard in the card readers located adjacent to these entry doors. Please note that all other SRB exterior doors are locked and unlocked by Building Services to coincide with this time schedule. Contact: Sue Griffin, 647-3340, sgriffin@umich.edu.

Computer-Aided Engineering Network

To work on CAEN computers in departmental labs, as well as many other buildings on campus, you will need a CAEN account.

Take your MCard to the Duderstadt Center (Hot Line Room) and they will set up an account for you.

Sending electronic mail is the easiest way for us to get information to you. Please check your email at least once a day.

Emergency Support Service

If you have an emergency situation arise during the course of the school year there are services to help you. The Emergency Support Service could help you with circumstances like a death in the family or your own hospitalization. You may contact them by calling 936-0534 and leaving a message.

Health Services

Student Health Services, 207 Fletcher, phone 764-8320, is a full-service health care center for all students. Appointments, prescriptions, laboratory testing, and a walk-in urgent care clinic are all available.

The International Center

The International Center (763-4081, North Campus, B420 Pierpont Commons or 764-9310, 603 E. Madison, next to the Michigan Union) exists to assist our international students with any issues or problems they may have. Please visit them and acquaint yourself with their resources.

Keys

If you are working in SRB, Sue Griffin, room 2207, will provide you with the forms to receive the necessary keys. There is a \$10 deposit on each office key.

Safety Training

All students working in an AOSS lab are required to undergo training on safe handling of the chemicals we use in our labs. There will be a meeting in the coming semester and your attendance is mandatory. It lasts only about an hour but the information provided is crucial. The training is put on by the Occupational Safety and Environmental Health (OSEH) organization.

Miscellaneous

Our entire building is smoke-free, including all entrance areas. Your cooperation is appreciated.

The main parking lot next to the Space Research building is **only** for those faculty and staff with blue, gold and U-M business permits. **You will be ticketed if you park there.**

Coffee Rooms - Coffee stations located all around our building. These are for all faculty, staff and students, so please help yourself.

Freight Elevator - This is located in the center of the building and is for large freight only. You may use the elevators at the ends of the building.

Helpful Web Sites

AOSS

<http://aoss.engin.umich.edu>

Resources for engineering students

<http://aoss.engin.umich.edu/pages/academics>

Academic Mentoring Program

<http://www.engin.umich.edu/students/mentoring>

College of Engineering

<http://www.engin.umich.edu>

Space Physics Research Laboratory

<http://www.sprl.umich.edu>

The International Center

<http://internationalcenter.umich.edu/>

College of Engineering Honor Code

<http://www.engin.umich.edu/students/honorcode/code>

Center for the Education of Women

<http://www.umich.edu/~cew>

Student Societies

<http://www.engin.umich.edu/students/involvement/societies.html>

Society of Women Engineers

<http://www.swe.engin.umich.edu>

Minority Student Organizations

<http://www.engin.umich.edu/societies/SMES-G/>

University Parking Services

<http://www.pts.umich.edu>

Additional information, including web addresses, about the following resources is available on the AOSS web site at: <http://aoss.engin.umich.edu/pages/current/index>

Community Service through the Ginsberg Center

Counseling and Psychological Services (CAPS)

Intramural Sports

Lesbian, Gay, Bisexual and Transgender Affairs (LGBTQA)

Mental Health Resources

Office of Services for Students with Disabilities (SSD)

Office of Student Activities and Leadership

Office of Student Conflict Resolution (OSCR)

Sexual Assault Prevention and Awareness Center (SAPAC)

AOSS Graduate Student Information

Rackham School of Graduate Studies

Rackham is an excellent source for information regarding procedures, funding, resources, etc. After AOSS, it should be your first stop for information. <http://www.rackham.umich.edu>.

GSI & GSRA Appointments

If you have an appointment as either a Graduate Student Research Assistant or a Graduate Student Instructor, you need to see Sue Griffin in Room 2207 of the Space Research Building immediately to complete the paperwork necessary to add you to the payroll.

American citizens: **For identification, you will need to bring (a) a passport, OR (b) a driver's license AND either an original social security card, or an original or certified copy of your birth certificate.**

International Students: Go to the International Center - North Campus, B420 Pierpont Commons, 763-4081 or 603 E. Madison, phone 764-9310 (near the Michigan Union), to complete an "I-9" form.

If you are a GSI, you are also a member of the Graduate Employees' Organization (GSO). Information about the bargaining unit is available online at <http://www.umgeo.org>.

GSI Orientation

If this is your first semester as a GSI, you *must* attend an Orientation Session. It will cover issues such as the Honor Code, some basic situations that you may encounter, and tips from other GSIs. The schedule and registration is available online at <http://www.engin.umich.edu/teaching/crltnorth/gsi-serv/gsittraining/teachertraning.html> or see Margaret Reid in Room 2204 for the date and time.

Graduate and Research Advisors

These are the graduate advisors for the following programs:

- Atmospheric, Oceanic & Space Sciences and Space & Planetary Physics: Prof. R. Paul Drake; 763-4072; rpdrake@umich.edu
- Space & Planetary Physics: Prof. Tamas Gombosi; 764-7222; tamas@umich.edu
- Geoscience & Remote Sensing Concentration: Prof. Chris Ruf; 764-6561; cruf@umich.edu
- MEng in Space Engineering: Dr. Darren McKague, 763-6208, dmckague@umich.edu
- SGUS/MEng: Dr. Darren McKague, 763-6208, dmckague@umich.edu
- SGUS/MS Dr. Frank Marsik, 763-5369, marsik@umich.edu

These are the people to speak with about any academic questions: credit hours, qualifications, etc. **You must meet with the graduate advisor prior to registering for classes each semester.** If you are a doctoral student, this applies until you attain candidacy. Note that these are not questions for your research advisor.

If you wish to change your research advisor, please discuss this with your graduate advisor.

Graduate Student Assistant Program Office

The Graduate Student Assistant Program Office (763-8938; <http://www.hr.umich.edu/acadhr/grads/gsra/index.html>) can give advice and assistance on the policies and procedures of the Graduate Assistantship Program. Contract information: <http://www.hr.umich.edu/acadhr/contracts/index.html>

CRLT and ELI

The Center for Research on Learning and Teaching (764-0505) and The English Language Institute (764-2413) are good sources

for seminars, study programs, courses and workshops. To avoid putting their appointment in jeopardy, international students need to demonstrate progress in both spoken and written English.

We strongly encourage anyone who feels their command of English needs improvement to contact the CRLT and/or ELI for assistance.

Computer/Technical Support

Please send an email to the AOSS IT group at: aossnet@umich.edu. They will help you with computer or network questions, overhead or slide projectors in classrooms, etc.

Health Insurance

After your paperwork has been completed, you will be notified that you may register for health insurance on-line at Wolverine Access. The application MUST be completed within 60 days in order to receive coverage.

You will be uninsured unless you complete the application within the specified time.

Identification Cards/Social Security Numbers

For international students without social security numbers, the University has issued you a temporary ID number.

You need to apply for a social security number. You cannot be paid without it.

Go to the Federal Building, 3971 Research Park Drive (off W. Ellsworth Road), Ann Arbor, 48108, Monday-Friday 9:00 am - 4:00 pm and bring (a) the I-20 form for those students with an F1 visa and (b) the I-94 form, which should be stapled inside your passport. Upon receipt of your social security card, please notify Sue Griffin (phone 647-3340).

Then take your new SS number to either the Entrée Office in Pierpont Commons (phone: 763-6294) or the LSA Building on Central Campus to obtain a new student ID, which will have your individual student ID number on it.

Information Fairs

This is a service offered by the Rackham Graduate School to introduce you to helpful University organizations. The fair includes displays put on by different student service areas and is preceded by a tour of campus. Rackham also coordinates convocation to welcome all new graduate students. Check the bulletin board on the second floor.

Office/Desk

See Margaret Reid (Room 2204) for your assigned office and desk.

Pictures

Please see Mary Nehls-Frumkin in room 1521C to have your picture taken. We display pictures of our students in the lobby outside Auditorium 2246 and would like to add your picture to the display.

Secretaries/Mailboxes

GSRAs: Cluster support staff are excellent sources of information. They can show you where to pick up mail, where notices of seminars and job opportunities are posted, where supplies are kept, etc. Ask your research advisor who the support contact is for your cluster is and introduce yourself to her/him.

GSIs: Your mailbox will be in the main mailroom on the first floor, Room 1411E, labelled "GSIs".

Staff Benefits

Any questions concerning your benefits can be addressed to the Office of Staff Benefits, phone: 936-0258.

Student Accounts

Telephone: 764-7447. The Student Accounts Office will not yet be aware of your appointment as a Graduate Student Research Assistant or Graduate Student Instructor, so the first tuition bill you receive will probably be incorrect. Tuition payments will be made directly to the Student Accounts Office and should be reflected on your next month's statement. You will receive a monthly statement, DO NOT pay the tuition fee - take it to Sue Griffin in room 2207. If you're living in University Housing, your rent will be included in this bill. Be very sure that you pay ONLY the rent portion, NOT the tuition portion.

Telephones

When calling within the University you should dial only the last five digits of the phone number (i.e., 3-1212). A University number can be recognized by the following prefixes: 615, 764, 763, 647, 936, and 998.

Time Reports/Paychecks

You may wish to have your check **direct deposited** into a bank account anywhere in Ann Arbor or the United States. You can find and complete the form at Wolverine Access under "Direct Deposit". Otherwise, the check will be sent to your current address, which may be your home address, and, particularly for international students, that may cause some inconvenience.

You can download your pay record from Wolverine Access (<https://wolverineaccess.umich.edu>). You should check it each month to be sure you are getting paid the correct amount, and that the correct deductions for taxes and health insurance are made.

Miscellaneous

The Graduate Student Organization (GSO) is an AOSS graduate student group. Meetings are held monthly and all students are invited and encouraged to participate. You will be notified via email about meetings.

A GSRA library card gives you staff privileges. Take your MCard (ID card) to any university library and register for a GSRA library card.

Afternoon Teas

The Department holds a daily afternoon tea, in the Student Lounge area, from 3:00 pm to 4:00 pm for all faculty, students and staff. The goal is to meet and greet, discuss and debate or just take a break.