

## UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



Civil and Environmental Engineering

**ENVIRONMENTAL ENGINEERING AND SCIENCE**

## GETTING STARTED

Welcome to CEE - Environmental Engineering and Science at the University of Illinois, Urbana-Champaign. Your stay here is very important to us and we would like to make your transition as smooth as possible. We have included in this guide numerous tips, contacts, and weblinks to aid you in getting situated.

### Graduate Student Blog & Social Media

Useful information and frequent announcements are provided on the [CEE Grad Student Blog](#). Also, you are invited to connect and communicate with your classmates through the CEE UIUC Graduate Student Group on Facebook.

### Graduate Handbook

CEE Graduate Handbook is available in full text [online](#). Here you can find thorough and specific information such as academic program requirements, a timeline of milestones toward achieving your degree, a detailed list of course descriptions, and procedures for filing grievances.

### International Student and Scholar Services (ISSS)

International Student Check-In is a federally mandated process that requires every international student to report to International Student and Scholar Services (ISSS) and have their immigration documents reviewed. Check-In should be completed as soon as possible after arrival to the United States. **New International Student Check-In is now held virtually. Please visit <https://iss.illinois.edu/students/incoming/checkin/index.html>.**

### Advisors

Each student is assigned an academic advisor when they arrive. Students should consult with their advisor each semester regarding planned coursework and progress. For students who are writing a thesis or dissertation, the faculty advisor is typically also the research advisor. Non-thesis MS students will only have an academic advisor. If a coursework MS student wishes to complete a thesis, they should retain their academic advisor until they have formally obtained an advisor who has agreed to advise them with thesis research. See a list of EES advisors on the following page.

### University ID (I-Card)

All students are required to obtain a campus I-Card. The ID Center is located in the Illini Union Bookstore, 809 S. Wright, on the first floor. Enter through the main entrance of the bookstore and go all the way to the back of the store. Simply take your valid photo identification to the ID Center and they will look up your status, take your photo, and issue the ID card while you wait.

### Safety

The University Division of Public Safety's website provides safety related information and links related to police services, crime stats and information, emergency management, and Clery Act Compliance. Please visit this website at <https://police.illinois.edu/info/tips/>. A safety manual and is also available to [download](#).

### Helpful Hints

**Assistance for faculty and students:**

**Suzanne Giesler**  
Office Manager  
Office 3230  
(3rd Floor Newmark)  
217-333-9585  
[sgiesler@illinois.edu](mailto:sgiesler@illinois.edu)

# Environmental Engineering and Science Resource Guide

## Departmental Resources and Key People

Administration, advisors, and laboratory and facilities personnel are available to help you navigate a successful start to your program. Scheduling appointments with admissions and your advisor are recommended. You'll want to stop by the Environmental Engineering and Science administration in office 3230 (3rd floor of Newmark Civil Engineering Laboratory) to receive information about safety training, mail boxes, and conference rooms. The directory below provides key contacts.

Service Resource	Person	Office No.	Telephone	Email
Academic Records	Joan Christian	1108 NCEL	217-265-4496	jchristn@illinois.edu
Admissions	Mindy Calcagno	1104 NCEL	217-300-6787	mindyc@illinois.edu
Employment Records/Human Resources	David Hartzell	1111 NCEL	217-300-8655	dsh@illinois.edu
Director of Graduate Studies	Scott Olson	1110 NCEL	217-265-7584	olsons@illinois.edu
Building Facilities	Jamar Brown	1135 NCEL	217-300-1721	jmbrown@illinois.edu
Thesis Format Checker	Joan Christian	1108 NCEL	217-265-4496	jchristn@illinois.edu
Graduate Student Advisory Committee Chair	Gus Greenwood			tgg3@illinois.edu
CEE Online	Meg Griffin	1208 NCEL	217-333-3921	mgriffn@illinois.edu
MS and 3+2 Program Advising	Meg Griffin	1208 NCEL	217-333-3921	mgriffn@illinois.edu
Environmental Engineering Area Graduate Admissions Coordinator	Christopher Tessum	3213 NCEL	217-244-6168	ctessum@illinois.edu
Associate Prof./Faculty Advisor	Roland "Ro" Cusick	3217 NCEL	217-244-6727	rcusick@illinois.edu
Professor/Faculty Advisor/ Chair Environmental Engineering & Science 2021-2025	Rosa Espinosa-Marzal	3207 NCEL	217-300-4380	rosae@illinois.edu
Associate Prof./Faculty Advisor	Jeremy Guest	3221 NCEL	217-244-9247	jsguest@illinois.edu
Assistant Prof./Faculty Advisor	Hannah Horowitz	3219 NCEL	217-244-5174	hmhorow@illinois.edu
Lecturer and Research Scientist/Faculty Advisor	Sotiria Koloutsou-Vakakis	3230a NCEL	217-265-7646	sotiriak@illinois.edu
Professor/Faculty Advisor	Wen-Tso Liu	3230e NCEL	217-333-8442	wtliu@illinois.edu
Professor/Faculty Advisor	Benito Marinas	3230b NCEL	217-333-6961	marinas@illinois.edu
Professor/Faculty Advisor	Thanh "Helen" Huong Nguyen	3207 NCEL	217-244-5965	thn@illinois.edu
Assistant Prof./Faculty Advisor	Christopher Tessum	3213 NCEL	217-244-6168	ctessum@illinois.edu
Associate Prof./Faculty Advisor	Vishal Verma	3230d NCEL	217-265-6703	verma@illinois.edu
Associate Prof./Faculty Advisor	Na Wei	3215 NCEL	217-333-1965	nawei2@illinois.edu
Assistant Prof./Faculty Advisor	Lei Zhao	3211 NCEL	217-300-9546	leizhao@illinois.edu

A complete [CEE staff directory](#) is available online.

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## Technology Services

Technology Services (TS) provides e-mail account setup, computing, networking, telephone, and instructional technology services to UI students, staff, and faculty. The following website serves as a starting point for learning about your Network ID (NetID), passwords, computing accounts, phone services, and more: <https://www.techservices.illinois.edu>. All students, staff, and faculty are offered free accounts for e-mail, access to TS campus computing labs, and more.

## IT Support

Our computer support, in part, is offered by the College of Engineering that provides network support for the Newmark Civil Engineering Lab (NCEL) building and Civil Engineering Building (Hydro) facilities (i.e. working secure jacks in all the offices). If you have problems with your network connection, you can reach Engineering IT by e-mail at [engrit-help@illinois.edu](mailto:engrit-help@illinois.edu), by phone at 217-333-1313, or at any of their [help desks listed](#) on their website.

## PC Hardware

TS offers a wide array of computer services and repair, some at no charge to UI personnel. You may use outside vendors, including off-site vendors for repair, website support, and file servers. These vendors typically require payment for their services. Computer equipment repair options include:

### Tech Services

<https://www.techservices.illinois.edu/services>

Charges can be direct billed to a university account

### Tech Zone

Official Computer Store of the University  
Illini Union  
217-244-7938  
[iutechzone@illinois.edu](mailto:iutechzone@illinois.edu)

### Apple Authorized Repair Center

Simplified Computers  
217-352-5000  
901 South Neil Street, Champaign

## U of I WebStore (Software)

The WebStore is the primary software distribution source for students, faculty, and staff on all three U of I campuses — in Urbana-Champaign, Chicago, and Springfield.

They offer over 150 software titles for purchase or download at a low price. More information can be obtained at <https://webstore.illinois.edu/shop/>. Use your NetID and password to log in, and search the software available.

## NEWMARK/YEH CENTER & CEEB (HYDRO) BUILDINGS

NCEL, the Yeh Student Center, and CEEB Hydro are open during the following hours and no key card access is needed. Outside of these hours, key card access is required.

**Regular semester when school is in session:  
Monday – Friday 7:00 am to 5:00 pm  
Saturday and Sunday – closed**

The building is closed 24 hours during UI campus designated holidays unless scheduled to be open through the Facilities Services Office.

If you leave your office outside of these hours, please be sure to take your keys and I-Card with you so you will be able to return to your office. Your I-Card needs to be activated to gain access to the 4th floor at all times and for the NCEL building after regular business hours.

## Building access policy:

**24/7 for faculty, staff and graduate students  
with CEE appointments**

**5:00 pm – 11:00 pm for CEE undergraduate,  
CEE coursework only MS students**

## Building Layout

Maps of the Civil and Environmental Engineering (Hydro) building and Newmark Civil Engineering Lab/Yeh Center (NCEL) building are provided [online](#).

### HELPFUL HINTS

**NCEL North side offices begin with 12XX, 22XX, and 32XX  
Yeh Student Center offices begin with 33XX  
NCEL South side offices begin with 11XX, 21XX, 31XX**

## Keys

For NCEL/Yeh Center and Hydro access, you will need your I-Card activated for card swipe access to buildings, conference rooms, and the secure 4th floor lab NCEL. Jamar Brown, 1126 NCEL, 217-300-1721, issues office keys and will activate your I-Card. For access to the 4th floor, you must first complete safety training described on the following page. Please see Suzanne Giesler, Room 3230 NCEL.

## Research Student Office Space

Shaoying “Shawn” Qi, Lab Manager, is responsible for assigning office space, if available, for research students on the 4th floor.

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## Conference Room and Classroom Reservations

NCEL and Hydro house several conference rooms for faculty, staff and student use along with classrooms. Rooms can be reserved through [MY.CEE](#) using your NetID and password. Reservations are reviewed during business hours; once reviewed you will receive confirmation email.

**Note: TA office hours are to be held in classrooms not conference rooms.**

### How to Request a Room Reservation

- Log into the My.CEE and go to the Facilities tab
- Select Room Reservations
- Select the desired room from the list (a calendar will appear specifically for that room)
- Click on the date/time and drag your cursor to fill in the duration
- A calendar window will appear, fill in the subject and reason for the reservation and select submit.

## Environmental Laboratory

The Environmental Laboratory is located on the 4th Floor NCEL. Access to the 4th floor is restricted. Online and on-site training is required for access. Suzanne Giesler (3230 NCEL), your Office Manager will guide you through the process and provide the information needed for online training. **Once online training is completed, Shaoying “Shawn” Qi, Lab Manager, will provide on-site safety training, lab tour, and office assignment as applicable. Shawn can be reached at 217-333-0728.** Once on-site training is complete, your I-Card will be activated for access to the 4th floor.

At the meeting with Shawn, you will need to sign up for safety orientation and a lab tour. You also need to register for MSE 492 (Lab Safety Fundamentals), if you are going to be a graduate student research assistant working in the experimental laboratories.

## EES Lab Safety

Safety is very important for anyone working in EES labs. We must follow all the safety policies developed by the Division of Research Safety (DRS), phone: 333-2755, website: [www.drs.illinois.edu/](http://www.drs.illinois.edu/).

One of the basic requirements is to become familiar with the Laboratory Safety Guide. A hard copy of the Safety Guide is available in your lab. [Download now.](#)

## Co-Lab

The Collaboratory (Co-Lab) is a common area, located on the 4th floor, for all EES graduate students and undergraduates conducting research.

The Co-Lab contains several computers, printers/scanners, refrigerator, microwave, couches, tables, chairs, bulletin board, and dry erase boards.

Please be courteous of neighboring offices when using the Co-Lab and abide by the room policies.

- Refrigerator Policy – Expired and smelly food is thrown out on a weekly basis by student volunteers.
- Printer Policy – The computer nearest the printer is set up for printing. Printing takes priority over other uses of this computer. Printing should be kept to items relating to academics and research.

If you have special software you would like installed or have technical issues with any of the Co-Lab computers or printer, contact Professor Vishal Verma, [vverma@illinois.edu](mailto:vverma@illinois.edu).

## Computer Workstations

There are a few computer workstations in the common area on the 2nd Floor of the Yeh Center for student use. These computers are tied to the university system and therefore printing is not free. There are also Engineering Workstations (EWS) throughout campus. Please see <https://engrit.illinois.edu/ews> for lab hours and locations.

## LOGISTICS & ADMIN

### Web Self-Service

Student [Web Self-Service](#) provides students access to their personal and academic information. Students can register for classes, view class schedules, pay fees, view financial aid information, view grades and transcripts, and update their contact information.

### Learning Management System

A learning management system (LMS) provides one central location for students to easily access your course syllabus, assignments, announcements, grades and anything else pertinent to your course.

### Canvas LMS

Canvas is the university's official learning management system. There are online resources to assist you with getting started. There is a Canvas 101 course, workshops and help and support

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options located at <https://movetocanvas.web.illinois.edu/getting-started/>. You can request a canvas space at this link: <https://canvasspacerequest.illinois.edu>. Login using your NetID.

## Payroll

David Hartzell, HR Associate, 1111 NCEL, 217-300-8655, dsh@illinois.edu in the Business Office, handles student appointments for CEE. Generally your appointment has been entered into the system, however if you have questions about payroll please log into your [Payroll and Benefits](#).

Students with a Graduate Research Assistantship are not required to turn in a timesheet. However, if you have an hourly appointment in addition to your assistantship, then you need to turn in a timesheet for the hourly appointment.

## Telephones

There are no university-provided landline phones in student offices on the 4th floor, so students use their cell phones to place appropriate calls. There are, however, computer based phones in each of the labs on the 4th floor and emergency phones in the hallways on each side of the lab space as well as throughout the building. There is an online version of the [campus directory](#).

## Office Supplies, Copying & Scanning

Office supplies are provided for faculty, staff, and Research Assistants/Teaching Assistants (RA/TA). Supplies are located in room 3230F NCEL for research and teaching support.

A printer/copier/scanner is available in Room 3230f NCEL for work related activities. Please check with the Office Manager before printing/copying any large jobs.

## Campus Mail, Shipping & Deliveries

Incoming mail is distributed once a day shortly after 3 p.m. Your mailbox is in Room 3230 NCEL and sorted according to office number. There are several types of outgoing mail you can send from the department:

- On campus – no postage required
- Off campus – work related (no postage required to send in the “outgoing” mail basket)
- UPS – work related
- Off campus – personal (postage required)

The Mail Room, located in 1117 NCEL, handles all of the above types of mail. Campus and U.S. mail (with postage attached) may be placed in the outgoing mail basket in Room 3230 NCEL.

Please put your name under the return address of the envelope when sending mail. Also, indicate an account number if the mailing is research related. NOTE: Please make sure to include your 4th floor office number in your mailing address if you have an office on the 4th floor.

## UPS Shipping

United Parcel Service (UPS) is handled by Sierra Edwards, front office of NCEL and Jamar Brown, 1126 NCEL. UPS is the university contracted courier service. UPS collects outgoing deliveries in the middle of the afternoon so please be sure to have UPS mailings ready early in the day. Specific information is required to send documents or a package using UPS. Please ask your Office Manager for a UPS shipping form to be sure all required information is included when requesting a UPS package be sent.

## Procurement

The [Office of Budget and Financial Services \(OBFS\)](#) provides detailed policies and procedures for purchasing goods and services. Suzanne Giesler (sgiesler@illinois.edu) your Office Manager can purchase registration, flights, bus/train, and accommodations for approved conference travel. Non-travel related services such as abstract submittals and memberships must be purchased through the business office (Sue Lowry slowry@illinois.edu).

## Travel & Reimbursements

### Chrome River System

Travel reimbursements are submitted online through the Chrome River System. In order to provide you with access to Chrome River, campus requires that a [security compliance form](#) be completed. You'll have to log into the form using your NetID and enterprise password.

After you've completed the security compliance form, please email your confirmation and UIN to Jeff Wright (jmwright@illinois.edu) and he will request access for you.

Training resources are available at <https://www.obfs.uillinois.edu/travel-resources>. Suzanne Giesler (sgiesler@illinois.edu), your Office Manager can provide training and help you submit your expenses if needed. Expenses must be submitted as soon as possible after return to avoid potential taxable income (after 60 days). Please request a brief appointment and be prepared with your original receipts and university account number (CFOP). When group Chrome River training is provided, you will be notified.

## HELPFUL HINTS

Chrome River training resources are available at <https://www.obfs.uillinois.edu/travel-resources>.

### Receipt Maintenance

You will scan your receipts and upload them into the Chrome River System, however **please maintain original receipts** in case they are requested by accounting.

### Expense Reimbursements

The university limits the amount of purchases (other than travel) to no more than \$499 for a single transaction. Reimbursements need to be entered online as quickly as possible. You will follow the same process in Chrome River as travel expenses.

## International Travel Safety Policy (CAM HR-39)

International insurance enrollment is compulsory for all university-related international travel. The revised International Travel Safety Policy (the policy) identifies applicable campus policies of concern when traveling abroad. The policy does not apply to personal travel.

Graduate students are required to enroll as “students” for all university-related international travel. EES will pay for the insurance fee for graduate student travel conducted in the course of assistantship responsibility. Graduate students may enroll online via the Safety Abroad [website](#).

Please contact your PI or Advisor for an account number to pay for the insurance. Enrollment should be submitted at least three weeks before travel to facilitate timely processing. Please review the [policy](#) to understand your responsibilities.

## EES Travel Funding Endowment

The Ivan Racheff Program Endowment supports travel of graduate students to national conferences so they can have early experience with some of the professional activities that await them upon completion of their degrees. **Please email Suzanne Giesler at [sgiesler@illinois.edu](mailto:sgiesler@illinois.edu) for details.**

## REQUIRED TRAINING AND ORIENTATION

### Orientation

**New graduate student orientation** is held just prior to the first day of instruction. Orientation takes place in person, typically in the morning, for the fall semester and via ZOOM for the spring semester.

**Teaching Assistant (TA) orientation** takes place prior to the beginning of a semester. TA orientation is required for all graduate students who have a TA assignment for the first time. For more information regarding the TA orientation, please see [http://cte.illinois.edu/programs/ta\\_train.html](http://cte.illinois.edu/programs/ta_train.html)

All international students are required to take and pass a speaking test, also called the EPI exam, prior to becoming a teaching assistant if their TOEFL spelling score is below 24.

**All students, both domestic and international, are required to attend all sessions of orientation before teaching.**