

## UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



Civil and Environmental Engineering

## ENVIRONMENTAL ENGINEERING AND SCIENCE

### GETTING STARTED

Welcome to the CEE - Environmental Engineering and Science graduate program 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. This guide contains numerous tips, contacts, and weblinks to aid you in getting situated.

#### 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.

#### 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. Your I-Card will be activated at the start of the semester providing access to the Newmark Lab/Yeh Center (NCEL), and Civil & Environmental Engineering Building/Hydro Lab (CEEB) buildings (following after-hours policies) and building conference rooms.

#### 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. All MS candidates must complete a Plan of Study and New Student Review Form, which must be submitted for approval during the first semester of graduate work.

You will consult with your academic advisor to complete the required [Plan of Study and New Student Review Forms](#) to be filed with the advisor and the CEE Graduate Program Coordinator. See a list of EES advisors on the following page.

**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.**

### 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, 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 NCEL) 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	Brittany Meeker	1108 NCEL	217-265-0395	bmeeker@illinois.edu
Admissions	Katya Trubitsyna	1104 NCEL	217-300-0194	katia@illinois.edu
Building Facilities	Jamar Brown	1135 NCEL	217-300-1721	jmbrown@illinois.edu
CEE Online	Meg Griffin	1208 NCEL	217-333-3921	mgriffn@illinois.edu
Director of Graduate Studies	Scott Olson	1110 NCEL	217-265-7584	olsons@illinois.edu
Employment Records/Human Resources	David Hartzell	1111 NCEL	217-300-8655	dsh@illinois.edu
Environmental Engineering Area Graduate Admissions Coordinator	Christopher Tessum	3213 NCEL	217-244-6168	ctessum@illinois.edu
Graduate Student Advisory Committee Chair	Gus Greenwood			tgg3@illinois.edu
MS and 3+2 Program Advising	Meg Griffin	1208 NCEL	217-333-3921	mgriffn@illinois.edu
Thesis Format Checker	Brittany Meeker	1108 NCEL	217-265-0395	bmeeker@illinois.edu
Professor/Faculty Advisor/ Chair Environmental Engineering & Science 2021-2025	Rosa Espinosa-Marzal	3230b NCEL	217-300-4380	rosae@illinois.edu
Professor/Faculty Advisor	Thanh "Helen" Huong Nguyen	3230e NCEL	217-244-5965	thn@illinois.edu
Associate Prof./Faculty Advisor	R.D. "Ro" Cusick	3217 NCEL	217-244-6727	rcusick@illinois.edu
Associate Prof./Faculty Advisor	Jeremy Guest	3221 NCEL	217-244-9247	jsguest@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	Hannah Horowitz	3219 NCEL	217-244-5174	hmhorow@illinois.edu
Assistant Prof./Faculty Advisor	Ran Mei	3209 NCEL	217-333-8442	wliu@illinois.edu
Assistant Prof./Faculty Advisor	Christopher Tessum	3213 NCEL	217-244-6168	ctessum@illinois.edu
Assistant Prof./Faculty Advisor	Lei Zhao	3211 NCEL	217-300-9546	leizhao@illinois.edu
Lecturer & Research Scientist/Faculty Advisor	Sotiria Koloutsou-Vakakis	3230a NCEL	217-265-7646	sotiriak@illinois.edu

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

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## Graduate Handbook

The 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.

## 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.

## 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>**

## 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](#).

## Technology Services

Technology Services (TS) provides e-mail account setup, computing, networking, telephone, and instructional technology services to UIUC 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>. A [Student Resource Guide](#) is available online to assist with technology needs before and after you arrive on campus. For assistance you may contact the [help desk](#) or email at [consult@illinois.edu](mailto:consult@illinois.edu).

## IT Support

Our computer support, in part, is offered by the Grainger College of Engineering Shared Services that provides network support for the Newmark/Yeh Center and CEEB 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.

## Computer Hardware

TS offers a wide array of computer services and repair, some at no charge to UIUC 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 Zone

Official Computer Store of the University  
Illini Union  
<https://techzone.illinois.edu/>  
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 and CEEB are **open Monday-Friday 7:00 am to 5:00 pm** when school is in session. Outside of these hours, key card (I-Card) access is required.

## Building I-Card Access

**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**

The buildings are closed 24 hours during UIUC campus designated holidays unless scheduled to be open through the Facilities Services office.

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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 Layout

Maps of the NCEL and CEEB buildings are provided [online](#).

### HELPFUL HINTS

**NCEL North side rooms begin with 12XX, 22XX, and 32XX**  
**Yeh Student Center rooms begin with 13XX, 23XX, 33XX**  
**NCEL South side rooms begin with 11XX, 21XX, 31XX**  
**CEEB rooms begin with 10xx, 20xx, and 30xx**

## Conference Room and Classroom Reservations

NCEL and CEEB house several conference rooms for faculty, staff and student use along with classrooms. Rooms can be reserved through [MY.CEE](#), Facilities tab 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.
- For recurring reservations, in the reason field, list the frequency and end date.

## Environmental Laboratory

The Environmental Laboratory is located on the 4th Floor NCEL. Online and on-site safety 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 and a key to your office (if applicable) will be issued.

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 General 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).

## 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.

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## Learning Management System

### Canvas LMS

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 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 options located at <https://online.illinois.edu/getting-started/learning-management-systems/canvas>. You can request a canvas space at this link: <https://answers.uillinois.edu/illinois/112312> 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 [My UI Info](#).

Students with a Graduate Research Assistantship are not required to turn in a time sheet. However, if you have an hourly appointment in addition to your assistantship, then you need to turn in a time sheet 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, emergency phones in the north, south, west, and east hallways inside the 4th floor. There is also an emergency phone outside the 4th floor main entry next to the elevator. 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)

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 the university contracted courier service and handled by Suzanne Giesler (3230 NCEL) and Jamar Brown (1126 NCEL). You must complete a [shipping form](#) with all required information. Bring your package with the completed form to the office at 3230. UPS collects outgoing packages around 10:00 am each day. If UPS has already picked up for the day, your package will go out the following business day unless you request a special pick up (additional charges may apply).

## Purchasing

The [Business and Finance organization](#) 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 to Chrome River for you.

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Training resources are available on the [Business and Finance](#) website under the travel link. 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.busfin.uillinois.edu/>

## 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.**

## 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 Insurance Requirements (Policy 15.1.5)

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. Please review the [policy](#) to understand your responsibilities.

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. Please contact your PI or Advisor for an account number to pay for the insurance.

Graduate students may enroll online via the Safety Abroad [website](#). Enrollment should be submitted **at least three weeks before travel** to facilitate timely processing. Proof of insurance will be required when you submit your expense report. Any expense report without proof of insurance will not be reimbursed or be allowed to be reconciled on a T-Card. You will be emailed a confirmation 72 hours after enrollment, this will serve as your proof of insurance. You will be required to enroll prior to or while booking your travel with Suzanne Giesler, your area Office Manager.