

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



Civil and Environmental Engineering

ENERGY-WATER-ENVIRONMENT SUSTAINABILITY (EWES)

GETTING STARTED

Welcome to the CEE, Energy-Water-Environment Sustainability 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. 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 EWES 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

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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	mgriffrn@illinois.edu
MS and 3+2 Program Advising	Meg Griffin	1208 NCEL	217-333-3921	mgriffrn@illinois.edu
EWES Area Graduate Admissions Coordinator	Arthur Schmidt	2022 CCE Hydro Lab	217-333-4934	aschmidt@illinois.edu
Assistant Prof./Faculty Advisor	Tugce Baser	2230c NCEL	217-300-9623	tbaser@illinois.edu
Professor/Faculty Advisor	Ximing Cai	2030 CEE Hydro Lab	217-333-4935	xmcai@illinois.edu
Associate Prof./Faculty Advisor/	Roland "Ro" Cusick	3217 NCEL	217-244-6727	rcusick@illinois.edu
Associate Prof./Faculty Advisor	Ahmed Elbanna	2219 NCEL	217-300-4664	elbanna2@illinois.edu
Professor/Faculty Advisor	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
Associate Prof./Faculty Advisor	Megan Konor	3022 CEE Hydro Lab	217-244-6493	mkonar@illinois.edu
Assistant Prof./Faculty Advisor	Eleftheria Kontou	1212 NCEL		kontou@illinois.edu
Professor/Faculty Advisor	Praveen Kumar	187 Natl. Res. Bldg.	217-333-4688	kumar1@illinois.edu
Assistant Prof./Faculty Advisor/Chair EWES 2023-2025	Megan Matthews	3024 CEE Hydro Lab		m1matth2@illinois.edu
Professor/Faculty Advisor	Yanfeng Ouyang	1209 NCEL	217-333-9858	yfouyang@illinois.edu
Associate Professor/Faculty Advisor	Ashlynn Stillwell	3030 CEE Hydro Lab	217-244-6507	ashlynn@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, 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

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.

CEE (HYDRO), NEWMARK & YEH CENTER

CEE Hydro, NCEL and the Yeh Student Center 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](#).

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.

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 the [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.

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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.

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 options located at <https://movetocanvas.web.illinois.edu/getting-started/>.

You can request a canvas space at this link: <https://cavasspacerequest.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 NCEL 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 copy machine is available in Room 3230f NCEL for work related copying. Please check with the Office Manager before copying any large jobs.

Campus Mail, Shipping & Deliveries

Incoming mail is distributed once a day shortly after 3 p.m. If you have an office in NCEL 4th floor lab, your mailbox is in Room 3230 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, which 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.

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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 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). For assistance, 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 Office Manager 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.

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

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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.**

EWES MS/PHD CURRICULUM

Masters degree students in the EWES program are expected to either - complete a research thesis or enroll in the College of Engineering's graduate certificate program in Energy and Sustainability Engineering (EaSE), [EaSE.illinois.edu](https://eas.se.illinois.edu).

Students will have the option of obtaining their graduate degrees in either Civil Engineering or Environmental Engineering. The specific degree designation will be selected in consultation with the student's adviser.

Example of classes to take to graduate in July 2024

MSCE (EWES) Non-Thesis* 36 Credit Hours (11 months)

Note: Be sure you have the prerequisites to take 500-level classes (e.g. 437, 442, 443, 444); all non-thesis EWES students must enroll in College of Engineering's graduate certificate program in Energy and Sustainability Engineering (EaSE); in addition to ENG 471 and 571, students will need to take 3 courses from 2 EaSE focus areas (<https://energysystemsmeng.grainger.illinois.edu/ease/graduate-certificate-option/focus-areas>); at least 1 of the 3 classes must be from a department other than CEE; at least 12 credit hours of graded 500 level courses in the major field; and at least 6 CEE courses.

Fall 23: 16 to 17 credit hours

- Three – 400 or 500 level classes, each for 4 credit hours (e.g. CEE 441, 442, 443, 444, 450, 451, 453, 457, 492)
- CEE 493 Sustainable Design Eng Tech for 4 credit hours (REQUIRED)
- ENG 471 Seminar on Energy & Sustainable Engineering for 1 credit hour (REQUIRED)
- CEE 595EWS Energy-Water-Environment Sustainability Seminar for 0 Credit Hours (REQUIRED)

Spring 24: 17-19 credit hours

- Two – 500-level CEE classes (e.g. CEE 537, 538, 545, 592)
- ENG 571 Theory of Energy & Sustainable Engineering (3 hours) (REQUIRED)

- Two – 400 or 500 level classes (e.g. CEE 447, 440, 449, 537, 538, 545, 592, NPRE 475)
- CEE595EWS Energy-Water-Environment Sustainability Seminar for 0 Credit Hours (REQUIRED)

Summer 24: 3 to 4 credit hours

- One 400 level course with 3-4 credit hours (e.g. NPRE 402, GIS 407, AE 420)

MSEE (EWES) Non-Thesis* 36 Credit Hours (11 months)

Fall 23: 16 to 17 credit hours

- Three – 400 or 500 level classes, each for 4 credit hours (441, 442, 443, 444, 451, 492, 545) - (Either CEE 442 or CEE 451 are required for EES degree)
- CEE 493 Sustainable Design Eng Tech for 4 credit hours (REQUIRED)
- ENG 471 Seminar on Energy & Sustainable Engineering for 1 credit hour (REQUIRED)
- CEE 595EWS Energy-Water-Environment Sustainability Seminar for 0 Credit Hours (REQUIRED)

Spring 24: 16 credit hours

- Two – 500-level CEE classes (537, 538, 545, 592)
- *ENG 571 Theory of Energy & Sustainable Engineering (3 hours) (REQUIRED)
- Two – 400 or 500 level classes (447, 440, 449, 450, 453, 457, 537, 538, 545, 592)
- CEE595EWS Energy-Water-Environment Sustainability Seminar for 0 Credit Hours (REQUIRED)

Summer 24: 3 to 4 credit hours

- One class with 3-4 credit hours

PhD Program Requirements

EWES PhD students are expected to complete the requirements of the EaSE certificate program if they have not already done so when completing their MS degree requirements. Students are also required to complete the interdisciplinary PhD qualification exam in CEE. At least one EE faculty member must be on the qualifying exam and final exam committees.